

REQUEST FOR QUOTATION

APPOINTMENT OF A SUITABLE EXTERNAL SERVICE PROVIDER FOR SECURITY PRINTER TO DESIGN AND PRINT SECURED CERTIFICATE TEMPLATES FOR THE QUALITY COUNCIL FOR TRADES AND OCCUPATIONS (QCTO)

Closing Date	Address
Day: Friday Date: 18 February 2022 Time: 11:00	Quality Council for Trades and Occupations Tender Box @ Reception 256 Glyn Street Hatfield Pretoria 0083

NB: Late Submissions will not be considered

Site Visit
The QCTO reserves the right to conduct a site visit without prior notice to successful bidders.

QUOTE VALIDITY PERIOD

The validity period for this quote: **30 days.**

1. ENQUIRIES

Any technical enquiries regarding the terms of reference shall be directed in writing to:

Ms. Annemarie Janse van Rensburg:

Email: jansevanrensburg.a@gcto.org.za

SCM and administrative related issues shall be directed in writing to:

Mr Lekhotla Motlounq

Email: tenders@gcto.org.za

2. QUOTE SUBMISSION AND COMPLIANCE

The quotation must be submitted in the following manner;

2.1 One (1) original technical proposal including pricing and three (3) copies

2.2 One (1) USB copy.

I/We have attached to this document:	Tick if submitted		Office use
	Yes	No	
• One (1) original hard copy technical bid document and three (3) hard copy of the original technical submission.	Yes	No	
• One (1) USB Submission	Yes	No	
• Completion of SBD 4; 6.1; 8; 9;	Yes	No	
• CSD Registration (National Treasury)	Yes	No	
• Evidence that this is an accredited/registered high security printer	Yes	No	

PROPOSAL DOCUMENTS, in HARD COPY, must be placed in the Tender Box at QCTO, 256 GLYN STREET, HATFIELD, PRETORIA, 0083. The Tender Box is accessible from 7:30AM till 4:00PM on working days Monday to Friday, excluding public holidays.

NB: Please paginate your proposal submission by using numbered file dividers or similar system and create an index page for ease of reference.

3. PROJECT DESCRIPTION

The purpose of the project is to design and print certification templates with a number of covert and overt features for the QCTO.

The successful bidder must be registered and accredited as a high secured printing company by the relevant authorities, which are Print Secure, the Cheque and MICR Standards Authority. The company must be a South African company and may not sub-contract any of the work involved to any other company.

4. BRIEF SCOPE OF WORK

The following are the **minimum** requirements:

- 4.1 The use of the RSA watermark or other bespoke watermark paper;
- 4.2 Security Watermark Paper @120gsm may be considered for import with a bespoke watermark
- 4.3 Paper must be 120 gsm
- 4.4 Paper should be low curl or have a built-in curl control
- 4.5 Paper should not be abrasive as a result of coatings and other additives
- 4.6 Paper should be suitable for digital printing
- 4.7 Watermark embedded must be of good quality and paper should have minimal moisture
- 4.8 Able to do a minimum of six colour printing
- 4.9 Embossing of the red hologram shaped and embossed to 40 mm with block manufactured for QCTO purposed and approved by QCTO
- 4.10 A tracking number using MICR printing technology with bleed through ink
- 4.11 Certificate layout design
- 4.12 Micro print border
- 4.13 At least four (4) other security features such as, but not limited to:

4.13.1 Micro-text printing

4.13.2 Silver and black guilloche security pattern in background in two different line widths

4.13.3 Fluorescent pattern embedded in the paper

4.13.4 Holographic visual deterrent

4.13.5 A heat reactive spot for instant certificate authentication

4.13.6 Micro-numismatic invisible UV anti tampering technology similar to banknote-level security

4.13.7 Perforated sequential numbering to match the MICR printed number

5. DELIVERABLES

The final product deliverables are:

5.1 A signed off certificate design containing a minimum of seven (7) of the overt features mentioned above.

5.2 The delivery of 30 000 certificates in no more than two (2) months of the issuing of the Purchase Order.

5.3 Pack in quantities of 500 per set, shrink wrapped and hard cover top and bottom. Number of each pack must be displayed as well as certificate number from – to must be indicated on pack. Pack in boxes of 1500. Pack from No 1 – 1500 Box 1 – No 1 to be on top – Box 2 to follow with No 1501 (top) to 3000 (bottom), to follow box 3 3001 (top) and 6000 (bottom) etc.

5.4 The QCTO to sign proof on site in factory at service provider when job is print ready on the printer as well as on affixing of the foiling.

5.5 A secured courier/delivery company must be used to deliver the certificates to the address supplied by the QCTO.

5.6 Provide the QCTO with a template of the overt security features for marketing purposes.

6. PENALTY

- 6.1 A cost and replacement penalty will be agreed upon by parties for non-delivery of certificates or breach of contract.
- 6.2 Replacement of certificates found to be damaged or of unacceptable quality within a 12-month period of date of delivery of the product must be done within a six (6) week period, at the cost of the company after the return of the stock.

7. PRICING

- 7.1 The Bidder's proposed cost for the project should be an all-inclusive maximum fixed fee price.
- 7.2 The budget must encompass all design, block manufacturing, foiling (hologram) and covert and overt security features and delivery of the certificate templates to the QCTO.
- 7.3 The cost schedule should be reflective of the estimated number of hours of work to complete each component of the work.
- 7.4 The amount must be inclusive of VAT.

8. INTELLECTUAL PROPERTY RIGHTS AND CONFIDENTIALITY

- The successful bidder will adhere to and comply with the rules and regulations of the contractor in respect of copyright and confidentiality of all documentation and processes of its professional activities.
- The successful bidder shall not, during the course of its assignment or thereafter, disclose to any person any information relating to classified matters unless specifically authorised to do so by the contractor.
- The successful bidder shall not grant any interviews or make any statements to the press or any other medium of public communication concerning or relating to the assignment and the contractor without the specific and prior authorisation of the contractor.

9. ACCEPTANCE OF QUOTATIONS

QCTO does not bind itself to accept either the lowest or any other quote and reserves the right to accept the quote which it deems to be in the best interest of the organisation. QCTO reserves the right to accept the offer in full or in part or not at all.

10. EVALUATION CRITERIA

QCTO may request additional information, clarification, or verification regarding any information contained in or omitted from a bidder's proposal. This information will be requested in writing, and the bidder must provide the requested information within forty-eight (48) hours after the request has been made; otherwise the bidder may be disqualified;

QCTO may conduct due diligence on any bidder, which may include interviewing customer references or other activities to verify a bidders' or other information and capabilities (Including visiting the bidder's various premises and/or sites to verify certain stated information or assumptions) and in these instances, the bidders will be obliged to provide QCTO with all necessary access, assistance and/or information which QCTO may reasonably request and to respond within the given time frame set by QCTO;

The successful bidder will be required to give a presentation on its work, premises and ensure that all security features are viewable.

The 80/20 principle will be applied in terms of the Preferential Procurement Policy

10.1 Stage 1: Functionality

No.	Evaluation Criteria	Guideline	Scoring	Points
1	Company Capability	The company must provide detailed information with regard to the facilities, and specific information under the following headings: • Capability of suppliers to supply inks, paper, holograms • Ability to create own design and layout • Encoding standards authority- Cheque & MICR Standards Authority (e.g CMSA) affiliation • Security at the printing, packing and distribution points • Delivery from date of order placement	Information not clear = 0 points Not covering all aspects as indicated in the guideline = 5 points Covered all aspects as indicated in the guideline with but without details = 10 points Covered all aspects as indicated in the guideline and clearly indicates company capability = 20 points	30
2	Organization Team:	Proposal clearly states who is on the bidders' team; (Detailed Project organogram) with • Qualifications and experience of team members if applicable; and, • Roles and responsibilities of team is/are clearly outlined. • Security clearance of the team	Detailed organogram with clear roles and responsibilities for all team members = 20 points Detailed organogram with clear roles and responsibilities for some but not all team members = 10 points Project organogram without roles and responsibilities for any team members = 5 points	20

No.	Evaluation Criteria	Guideline	Scoring	Points
			No project organogram submitted = 0 points	
3	Project Management	Proposal clearly states - The depth and detail of the submission demonstrates a thorough understanding of the Scope of work; and Expected Milestones are included in delivery. - The proposal demonstrates good management, work plans, scheduling and cost control, reporting and quality control.	Comprehensive proposed methodology: understanding of QCTO's requirements, deliverables and work programme: plan to execute the work & timelines. - Project plan methodology is comprehensive, realistic and include project scope with deliverables and milestones = 20 points - Project plan is realistic and include project scope = 10 points - Project plan is not realistic and does not include project scope = 5 points - No project plan = 0 points	25
4	Reference letters	Verification of the references submitted. Provide four (4) contactable references on signed and dated Clients Company Letterhead supported with award letter and completion letter where similar services have been provided in the past five (5) years. The letter must reference the quality and satisfaction of the product submitted.	4 References provided = 20 points 3 References provided = 15 points 2 References provided = 10 points 1 Reference provided = 5 point 0 Reference provided = 0 points	20

No.	Evaluation Criteria	Guideline	Scoring	Points
5	Print Product samples	Print product samples of security printing on projects or products provided to clients	• 3 samples provided = 5 points • 1 sample provided = 2 points • 0 samples provided = 0 points	5
Total Points				100

Each of the criteria is to be assessed and scored on the evaluation sheet using the above points.

Threshold: Bidders who score less than 70 out of 100 points on functionality, will not be considered for Price and B-BBEE and will be disqualified for this project.

Shortlisted bidders may be required to present to the QCTO.

10.2 Stage 2: Price and B-BBEE

Only bids that achieved the minimum qualifying score/percentage for functionality will be considered further in terms of the **80/20 preference point system**.

The formulae to be utilised in calculating points scored for the preference point system will be included in the bid document. **Step 1** will be the calculation of points for price where the lowest bid will score 80 points for price, while bids with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilised to calculate the points for price in respect of bidders with a Rand value below R50 000 000 (all applicable taxes included):

$$P_s = 80 \left[1 - \left(\frac{P_t - P_{min}}{P_{min}} \right) \right]$$

Where:

P_s = Points scored for comparative price of proposal or offer under consideration;

P_t = Comparative price of proposal or offer under consideration; and

P_{min} = Comparative price of lowest acceptable proposal or offer.\

Step 2 will be the calculation of points for the B-BBEE status level of contribution where 20 points will be awarded to a bidder for attaining the B-BBEE status level of 1, and lower points will be awarded to bidders with lower B-BBEE status levels as per table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Note: Non-compliant contributors or failure to provide certification substantiating the B-BBEE status level of contribution will result in the bidder being awarded zero (0) points for the preference point system.

11. CALCULATING THE FINAL SCORE

The points scored for price (step 1) will be added to the points scored for B-BBEE status level of contribution (step 2) to obtain the bidder's total points scored out of 100.

AREAS OF EVALUATION	POINTS
Price	80
B-BBEE Status Level of contribution	20
Total	100

12. SPECIAL CONDITIONS

Whilst all reasonable steps are taken to ensure the accuracy and integrity of the information contained herein, the Quality Council for Trades and Occupations (QCTO) accepts no liability or responsibility whatsoever if the information is, for whatsoever reason, incorrect and QCTO reserves the right to amend any incorrect information.

- QCTO may request additional information, clarification or verification in respect of any information contained in or omitted from a Service provider's proposal. This information will be requested in writing;
- QCTO may conduct a due diligence on any Service Provider, which may include interviewing customer references and/or a site visit.
- QCTO may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the proposal;
- QCTO will evaluate the Proposals with reference to QCTO set and approved evaluation criteria guided by the SCM policy as indicated.
- QCTO reserves the right to appoint a specialist/consultant to assist in performing such evaluations.
- All prices quoted must be VAT inclusive.
- QCTO will not provide upfront payments.
- The successful bidder shall provide the service required based on the set timelines agreed with QCTO.
- Service Providers will not be remunerated for submitting proposals.
- QCTO reserves the right to not proceed with the project or to not appoint any of the Service Providers invited to submit proposals.