

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING					
BID NUMBER:	DHET168	CLOSING DATE:	25 November 2025	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PRINT, PACK AND CONSOLIDATE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE AND COMMUNITY EDUCATION AND TRAINING (CET) COLLEGE QUESTION PAPERS FOR A PERIOD OF FOUR (4) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
The Director: Demand, Acquisition and Contract Management					
Private Bag X174					
PRETORIA					
0001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Tenders@dhet.gov.za		E-MAIL ADDRESS	Tenders@dhet.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

REQUEST FOR TENDER

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PRINT, PACK AND CONSOLIDATE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE AND COMMUNITY EDUCATION AND TRAINING (CET) COLLEGE QUESTION PAPERS FOR A PERIOD OF FOUR (4) YEARS

RFP NUMBER: **BID DHET168**

Date Issued: **27 OCTOBER 2025**

Closing date and time: **25 November 2025 at 11:00**

Bid Validity Period: **240 days**

TENDER BOX ADDRESS:

Department of Higher Education and Training

117 - 123 Francis Baard Street

Pretoria

0002

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REQUEST FOR TENDER

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PRINT, PACK AND CONSOLIDATE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE AND COMMUNITY EDUCATION AND TRAINING (CET) COLLEGE QUESTION PAPERS FOR A PERIOD OF FOUR (4) YEARS

The Department of Higher Education and Training (DHET) is requesting potential service providers to submit proposals for a tender to ***PRINT, PACK AND CONSOLIDATE TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE AND COMMUNITY EDUCATION AND TRAINING (CET) COLLEGE QUESTION PAPERS.***

A nationally appointed courier will receive shipments at the successful bidder's premises to dispatch to **individual delivery point in all nine provinces as well as selected centres in Namibia and one centre in Eswatini.**

PART A – INFORMATION ON THE TENDER

1. BACKGROUND

- 1.1 The Branch Technical and Vocational Education and Training (TVET), through chief directorate: national examinations and assessments (CD: NEA) is responsible for printing, packing, and dispatching of all national examination question papers to national and international delivery points during all examination cycles, namely February, April, June, August, and November.
- 1.2 Being a national government department, the DHET produces a high volume of printed documents that require meticulous attention to detail and accuracy, be of an exceptionally high standard and quality and display innovative design and creative flair.

2. PURPOSE OF THE TENDER

2.1 The purpose of the tender is to appoint a suitable service provider that will meet all specifications in respect of the *print, pack and consolidate technical and vocational education and training (TVET) college and community education and training (CET) college question papers* for a four-year period.

2.2 The successful bidder will be expected to supply a pricing model that will indicate pricing per individual year of the four-year period.

3. SCOPE AND DEFINITION OF WORK

3.1 The DHET is seeking a suitable service provider/s that will print, pack and consolidate technical and vocational education and training (TVET) college and community education and training (CET) college question papers

3.2 Management plan for the academic years (2026, 2027, 2028 and 2029) is not yet available. Table 1 (attached) indicates as a guide the 2024 academic year management plan and delivery schedule per question paper consignment.

No	Examination Cycle	Timeframe (specific dates will be determined by a finalised management plan and timetable)
1	Report 190/1 Engineering Studies: Trimester 1 (N1 to N6)	March / April
2	Report 190/1 Business Studies: Semester 1 (N4 to N6)	May / June
3	GETC-ABET L4: June	May / June
4	Report 190/1 Engineering Studies: Trimester 2 (N1 to N6)	July / August
5	GETC-ABET L4: Preparatory Tests	August / September
6	NC (V): November (Level 2 to 4)	October / November
7	Report 190/1 Business Studies: Semester 2 (N4 to N6)	November / December
8	Report 190/1 Engineering Studies: Trimester 3 (N1 to N6)	November / December
9	GETC-ABET L4: November	November

10	NC (V): Supplementary (Level 2 to 4)	February / March
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3.3 The list of examination question papers required to be printed, packed and consolidated are indicated in table 2 (A for TVET and B for CET - separate attachment).

4. DELIVERABLES

To print, pack and consolidate Technical and Vocational Education and Training (TVET) College and Community Education and Training (CET) College question papers.

Ensure that secure handover to the courier is done as per due dates.

4.1 **SPECIFIC DELIVERABLES INCLUDE THE FOLLOWING:**

4.1.1 **Pre-print** - The provider shall ensure that all software applications are able to align with the DHET infrastructure. This includes a secure digital link with the Department to transfer question paper files to the service provider. No hard copy files will be provided.

4.1.1.1 The provider should ensure that the software will create encoded PDF question papers.

4.1.1.2 The sequential barcoding feature will be through digital printing.

4.1.1.3 As soon as the DHET releases the pdf question paper file with packing data, the provider shall download the pdf question paper file with packing data to their system.

4.1.1.4 The provider shall ensure that as soon as the DHET provides a list of unique question paper identifiers per exam cycle, that the question paper identifier is converted to a sequential barcode whereby a sequential barcode is placed on each and every page of each and every question paper, per subject per language, which will be embedded in the question paper.

4.1.2 **Print** - The provider shall provide a digital printing solution whereby all printing hardware shall have full in-line printing and binding, finishing capabilities. No manual printing is allowed.

- 4.1.2.1 The provider must ensure that each examination question paper is processed against the agreed upon specifications made by DHET.
- 4.1.2.2 The provider shall print and package different language question papers separately unless the DHET has designed the question paper to be in more than one language.
- 4.1.2.3 The provider shall ensure that printing is done according to the time-table supplied. Although subjects written in the first week must be printed first, following each other in that manner, subject to the notification of the DHET, the provider will be entitled to move to the following week's subjects, if the current week's subjects are not provided in full, have problems or the last subject is currently being produced on the machine.
- 4.1.2.4 The proposed solution must have a minimum resolution of **600 x 600 dpi** (copy/scan/print). The printing solution must provide for a central computer with database to interact with the copiers and store barcodes for all printed jobs.
- 4.1.2.5 The printing solution must accommodate paper manufactured by the South African paper mills.
- 4.1.2.6 The printing solution must be capable of generating and printing a unique sequential barcode on each page of each question paper.
- 4.1.2.7 The software application must offer a professional workflow and output management system, be able to scan hard copy documents (via the controlling computer's scanner and not on the copiers), accept PDF files and translate it to a format to do secure and error free printing. E-shredding must be a standard feature.
- 4.1.2.8 Cut sheet copiers must have the following flexible finishing capabilities in one self-contained module:
 - 4.1.2.8.1 Stapling
 - 4.1.2.8.2 Stacking
 - 4.1.2.8.3 Sorting
 - 4.1.2.8.4 Square Folding
 - 4.1.2.8.5 Saddle stitching
 - 4.1.2.8.6 Trimming
 - 4.1.2.8.7 Booklet making

4.1.2.9 Printing solution using continuous roll feed paper must be able to do the following:

4.1.2.9.1 Stacking

4.1.2.9.2 Square Folding

4.1.2.9.3 Saddle stitching

4.1.2.9.4 Trimming

4.1.2.9.5 A3 Booklet making.

4.1.3 **Plastic sealing** - The provider shall provide a plastic sealing solution in-line or off-line with the printing process and shall ensure that the bulk printed question papers are sealed in tamperproof plastic bags, with identification stickers on the bags. The plastic must be in dark nontransparent colour, waterproof and thickness of at least 120microns,

4.1.3.1 The provider shall ensure that the same sealed plastic bags are sealed in custom made boxes, with the same sticker pasted on the box. Box size may not exceed L:250mm x W:150mm x H:390mm. Minimum size is L:250mm x W:50mm x H:390mm. Both the plastic bags in the box and the box itself must respectively be cross strapped (one horizontal strap and one vertical strap).

4.1.3.2 The provider shall export the data on the identification stickers to their consolidation software to ensure a scanning solution for control purposes.

4.1.3.3 The central computer program driving the sealing solution must be capable of:

4.1.3.3.1 Reading the DHET database table and displaying a list of question papers to be sealed and allowing the operator to select the desired question paper.

4.1.3.3.2 Determine from the DHET database table, the number of question papers to be sealed per individual centre enrolments.

4.1.3.3.3 Updating the DHET database after completing the sealing of a question paper(s).

4.1.3.3.4 The desired solution must provide for a plastic sealing solution (in-line or off-line), comprising of

4.1.3.3.4.1 Multiple feeders,

4.1.3.3.4.2 A sealing unit,

4.1.3.3.4.3 A stacking system (with reinforced stabilisers for thin units),

4.1.3.3.4.4 A shrink-wrapping unit,

- 4.1.3.3.4.5 Weight sensors,
- 4.1.3.3.4.6 Box making unit,
- 4.1.3.3.4.7 Bar-code readers and
- 4.1.3.3.4.8 Label printing capacity.
- 4.1.3.3.5 The sealing solution must be able to feed 15 000 question papers per hour.
This relates to 1 500 sealed packs (15 question papers per pack).
- 4.1.3.3.6 The sealing solution must be capable of printing unique bar-coded labels to indicate each sealed pack individually. These barcodes must be stored in the central computer's database.
- 4.1.3.3.7 The label must contain the following:
 - 4.1.3.3.7.1 Province Name
 - 4.1.3.3.7.2 Centre Number
 - 4.1.3.3.7.3 Centre Name
 - 4.1.3.3.7.4 Circuit Name
 - 4.1.3.3.7.5 Subject Level
 - 4.1.3.3.7.6 Subject Code
 - 4.1.3.3.7.7 Subject Name
 - 4.1.3.3.7.8 Paper Number
 - 4.1.3.3.7.9 Examination Date
 - 4.1.3.3.7.10 Examination Time
 - 4.1.3.3.7.11 Examination Duration
 - 4.1.3.3.7.12 Box Number
 - 4.1.3.3.7.13 Number of question papers, and
 - 4.1.3.3.7.14 Unique barcode
- 4.1.4 **Storage (document warehousing)** - The provider shall provide a real time electronic document warehousing management system that will comprise of coded storage bays, where the product will be stored on pallets, with track and trace a very important characteristic of the system. The provider shall utilise an online system to allocate products into respective bays. The provider should update the system regularly.
 - 4.1.4.1 The warehousing system must have the following features:
 - 4.1.4.1.1 Fully automated
 - 4.1.4.1.2 Order prioritization
 - 4.1.4.1.3 Stock-take capabilities

- 4.1.4.1.4 Paperless operations
- 4.1.4.1.5 Comprehensive reporting
- 4.1.4.1.6 Latest technology
- 4.1.4.2 The system must use handheld scanners with accessories as well as a central computer and label printer.
- 4.1.5 **Pack and Consolidate** - The provider shall provide for the consolidation of question papers for each Examination Centre and ensure quality control based on the distribution list. Once the examination centre is complete, the system must generate a consolidated list of all question papers.
 - 4.1.5.1 The exported data from the plastic sealing software is used during final consolidation.
 - 4.1.5.2 The provider shall also provide a consolidation of examination centers for each delivery point. This module will allow for barcode scanning of boxes for a specific delivery point and group examination centres together as one shipment. An inventory list of all the examination centres will accompany this shipment.
 - 4.1.5.3 The provider shall ensure that the final consolidation data is exported to the DHET IT system 24 hours after consolidation.
 - 4.1.5.4 The desired solution must use handheld scanners to pick question papers from the document warehouse and pack it per examination centre.
 - 4.1.5.5 The central computer program driving the final consolidation process must be capable of:
 - 4.1.5.5.1 Reading the DHET database table and displaying a list of question papers to be consolidated per examination centre and allow the operator to select the desired examination centre.
 - 4.1.5.5.2 Reading the DHET database table and display a list of examination centres to be consolidated per delivery point and allow the operator to select the desired examination centre/delivery point.
 - 4.1.5.5.3 The system must update the DHET database (MS SQL) on completed packed question paper per examination centre/delivery point.
 - 4.1.5.6 The system must provide for a central computer and printers (A4 and label) to print A4 packing lists and labels to indicate the examination centre name and number to accompany consignments to colleges.

- 4.1.6 **Handover to courier** - The DHET appointed courier will provide plastic bins/containers to the supplier to package the custom-made boxes containing question papers. The DHET appointed courier will deliver all bins/containers to delivery points.
- 4.1.6.1 The desired solution must provide bins per delivery point (clearly identified with electronic label) that is measured and weighted and is ready for way billing by courier service. The bins must be sealed using the prescribed sequential cable ties. The sequential numbers must be recorded per shipment and exported to DHET.
- 4.1.6.2 The provider must provide details to the DHET and courier indicating the number of bins per shipment (delivery point). The bins must be clearly marked with the delivery point name and number and the number of bins, e.g. 1 of 10 up to 10 of 10.
- 4.1.6.3 The courier will provide an in-house way billing team at the providers premises to receive the freight from the provider, waybill and dispatch shipments.

4.2 Maintenance, Support and Reports

- 4.2.1 The proposed solution must include full service and maintenance for the whole solution.
- 4.2.2 The solution must include ALL consumables, i.e. paper, toner, staple wires (cartridges), plastic rolls for sealing, corrugated cardboard for box making, glue for box sealing, labels and label ribbons.
- 4.2.3 The proposed solution must provide the following reports in portable document format, Microsoft Word and Excel and etc:
- 4.2.3.1 The printing solution must be capable of producing print run reports and indicate any spoils during print runs.
- 4.2.3.2 The sealing solution must be capable of producing reports and indicate any spoils during sealing process.
- 4.2.3.3 The warehousing solution must provide reports on all stored question papers.
- 4.2.4 The final consolidation solution must provide reports on all packed examination centres as well as indicate which centres has not been packed or is incomplete but not limited to the above requirements however the above should act as a basis.

4.2.5 The bidders secure premises must provide the following:

4.2.5.1 The secure premises are situated in South Africa, preferably in Gauteng province.

4.3 TVET Question Paper Printing

(black ink on white paper)

4.3.1 Each question papers printed separately. English and Afrikaans versions done separately. print solution flush out between question papers and before the commencement of new question paper.

4.3.2 Printed throughout in black ink, unless specified in full colour. only a few question papers are printed in colour

4.3.3 Saddle stitched (2 staples).

4.3.4 70 gsm bond paper for all pages,

4.3.5 A4 size (printed on A3, folded to A4), white paper.

4.3.6 Cover and inside pages consists of data specific to each question paper content.

4.3.7 Data file will provide printing volumes per question paper

4.4 TVET Question Paper Packaging

4.4.1 Each question paper packaged separately. pack solution flush out between question papers and before the commencement of new question paper.

4.4.2 Automated sealing in grey plastic (120 microns)

4.4.3 Packs pasted with identification label in-line

4.4.4 Strapping of bags per centre volumes (2 straps – horizontal and vertical per pack)

4.4.5 Data file will provide packaging volumes per question paper

4.4.6 Number of bags specific to each centre sealed in custom made box.

4.4.7 Boxes pasted with identification label in-line

4.4.8 Strapping of boxes per centre volumes (2 straps – horizontal and vertycal per box)

4.5 CET Question Paper printing

4.5.1 Same as TVET, except the content subjects is printed containing both English and Afrikaans versions into one booklet.

4.6 CET Question Paper packaging

4.6.1 Same as TVET

4.7 IMPORTANT NOTE:

- 4.7.1 All prospective bidders must attend a compulsory viewing session as indicated in part c.
- 4.7.2 The DHET will provide samples of past examination question papers, sealed packs and boxes to the successful bidder.
- 4.7.3 Bidders must ensure that their personnel involved with this project are security vetted, at secret level.
- 4.7.4 Bidders must provide proof of vetting and / or proof that their personnel involved in this project have signed a declaration of secrecy submitted with their bid documents. failure to adhere to this requirement will lead to their bids being disqualified. all security vetting costs will be borne by the bidder.
- 4.7.5 The successful bidder will be expected to sign a service level agreement (SLA) with DHET.
- 4.7.6 The DHET will conduct a viewing session at qualifying bidders *who met 80 points on the technical evaluation*.
- 4.7.7 The following minimum-security requirements for the facility are required:
 - 4.7.7.1 Controlled access;
 - 4.7.7.2 Closed circuit camera surveillance and recording; and or
 - 4.7.7.3 Guarded security at all entrances to the printing venue.
 - 4.7.7.4 CCTV cameras and or Security Officials
 - 4.7.7.5 Secured building;
 - 4.7.7.6 Alarm systems;
 - 4.7.7.7 Smoke detectors; and
 - 4.7.7.8 Fire Extinguishers.

4.8 The following considerations are compulsory:

- 4.8.1 The size of the storage facility must be equal to the size of the packaging facility
- 4.8.2 Storage facility must be positioned in the factory on a higher level than the surrounding environment to minimize the possibility of damage due to flooding or any other natural disaster
- 4.8.3 All produced items must be stored on pallets to further minimize the risk of damage due to flooding or any other natural disasters
- 4.8.4 The factory must have valid occupational health and safety and fire certificates

- 4.8.5 All these matters will be assessed as part of due diligence to be conducted during the viewing session.
- 4.8.6 The expected handover dates per examination cycle as indicated in table 1 and 2 must be noted. The delivery dates and quantities are subject to change if circumstances change whether in control of the department or not.
- 4.8.7 Bidders must have contingency plans and insurance in the event of emergencies and any form of unforeseen circumstance which may hamper delivery of services. Insurance must provide cover for premises, infrastructure and any printed, packed and stored question papers and those in progress.

5. APPROPRIATE QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

- 5.1. The service provider must have proven experience in the services required which are to print, pack and consolidate technical and vocational education and training (TVET) college and community education and training (CET) college question papers. Appropriate experience in printing other educational material, such as printing for schools, universities and occupational qualifications will be recognised.
- 5.2. The service provider must have the necessary capacity to carry out the deliverables and must be able to adhere to the given timeframes (refer to table 1).
- 5.3. The service provider must have all the necessary operating machines to deliver the required items and the required printing volumes as specified in table 2.
- 5.4 The service provider must have a full time ICT team member as part of its operations to ensure seamless production.

6. DURATION OF THE CONTRACT

- 6.1 The successful bidder will be appointed to render the services for a period of 48 months starting from the date the order has been issued.
- 6.2 Work will only commence on the issuing of the purchase order by the Department of Higher Education and Training.

PART B – LEGISLATIVE FRAMEWORK

1. TAX LEGISLATION

- 1.1 Bidders must be vigilant of compliance measures and requirements when submitting a proposal to the Department and remain compliant in terms of all applicable tax legislation for the entire contract period, including but not limited to the application parameters of the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).
- 1.2 It is a pre-condition of this bid document that the tax affairs of the successful bidder will be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) in meeting the bidder's pending tax obligations.
- 1.3 The relevant tax compliance status requirements are also applicable to any foreign bidders / individuals who wish to participate during the bidding process.
- 1.4 It is a requirement that bidders when submitting a bid, provide written confirmation that SARS may on an ongoing basis and for the duration of the tenure of the contract, disclose the bidder's tax compliance status. By the very act of submitting a bid, such a confirmation therefore is also deemed to have been granted by the potential bidder.
- 1.5 Bidders must be registered on the National Treasury Central Supplier Database (CSD) prior to the submission of bidding documentation and National Treasury will accordingly verify the bidder's tax compliance status through screening of the requisite information provided on the Central Supplier Database.
- 1.6 Where consortia / joint ventures and/or sub-contractors are involved in the bidding process, each party must be registered individually on the Central Supplier Database and their tax compliance status will accordingly be verified by National Treasury through the Central Supplier Database.

2. PROCUREMENT LEGISLATION

The Department utilises a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated phased under Section 76 of the *Public Finance Management Act, 1999 (Act, No. 1 of 1999)*, the *Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000)*; the *Preferential*

Procurement Regulations, 2022 and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

3. TECHNICAL LEGISLATION AND/OR STANDARDS

Bidder(s) should at all times be cognisant of the relevant legislation and/or standards specifically applicable to the service portfolio to be rendered in terms of this tender.

PART C – THE BIDDING PROCESS

1. TIMELINE OF THE BID PROCESS

- 1.1. The validity period and possible withdrawal of offers, subsequent to the closing date and time of this tender is 240 days. The relevant project time-frames in terms of this bid are indicated as follows:

Activity	Due Date
Advertisement of the bid via the Department e-tender portal / Department's website	27 October 2025
Non-compulsory briefing session	4 November 2025 Time: 10:00am Via Microsoft Teams Online Meeting: Follow a link on the Department website Meeting ID: 327 751 392 889 4 Passcode: Bv7HV2vf
Questions related to the bids received from bidder(s)	12 November 2025
Collated answers from end user published on website	17 November 2025
The bid closing date	25 November 2025 at 11:00

- 1.2. All dates and times in this bid are determined in accordance with South African standard time.
- 1.3. Any time or date reflected in this bid is subject to change at the Department's discretion. The determination of a time or date in this bid does not presuppose an obligation on the part of the Department in taking action or creating by any manner rights in terms of which bidders may demand that specific action(s) be undertaken on the date(s) accordingly reflected in this bid. The bidder therefore accepts that, in the event of the Department extending the deadline for bid submissions (the closing date) based on and influenced by whichever circumstance, the conditions and requirements attached to this bid remain unaltered and apply equally with regard to the revised deadline.

2. NON-COMPULSORY BRIEFING SESSION

- 2.1. A non-compulsory briefing session for all prospective bidders will be held Via Microsoft Teams Online Meeting: Follow a link on the Department website.
- 2.2. No reimbursement of expenses incurred by prospective bidders to attend the session will be possible.

3. CONTACT AND COMMUNICATION

- 3.1. A nominee on behalf of the bidder may make enquiries in writing, up to and until **12 November 2025**, to the Directorate: Supply Chain Management, via email at Tenders@dhet.gov.za. The delegated office of the Department is entitled to communicate with Bidders whenever further clarity is sought regarding information provided in bid proposals.
- 3.2. Any communication by Bidders addressed to or with an official or person acting in an advisory capacity on behalf of the Department, in so far as it has relevance to bid proposal, during the period commencing from the bid closing date and that of awarding of the tender is strongly discouraged.
- 3.3. All communication between Bidders and the Department must be provided in writing.
- 3.4. While due care has been taken regarding the finalisation of this bid, the Department duly makes no representations or provides any warranty that the contents thereof, or any part of the information accordingly communicated or provided to Bidders during the bidding process is accurate, current and/or complete. The Department and its employees/advisors therefore will not be liable in relation to any information communicated and proves to be inaccurate, outdated and/or incomplete.
- 3.5. In the event of bidders reasonably believing there to be substantive discrepancy, ambiguity, error or inconsistency contained in this bid or any part of other information provided by the Department (excluding any minor clerical matters), bidders must promptly bring such a discrepancy, ambiguity, error or inconsistency, in writing, to the attention of the Department before the closing date with the aim of affording the Department an opportunity to consider the issue(s) and where required, take the requisite corrective action.

- 3.6. All bidders (including any other relevant persons) obtaining or receiving the bid and/or any other information in relation to the bid or the tender process are obliged to keep the entire contents of the bid and all related information confidential and may not disclose or use the information in any other manner than for the express purpose of developing a proposal in response to this bid.
- 3.7. Any actual discrepancy, ambiguity, error or inconsistency in relation to the bid or part of any other information provided by the Department will, where possible, be corrected and the revised documentation be published.

4. LATE BIDS

Bids received at the address indicated in the bid documents after the specified closing date and time, will not be accepted for consideration and where practical, will be returned unopened to the bidder(s).

5. COUNTER CONDITIONS

Bidders are advised that subsequent **amendments to any of the Bid Conditions, the proposals of any counter conditions by bidders or qualifications made in respect of the Bid Conditions shall result in the immediate disqualification of such bids.** Bidders should therefore adapt their standard conditions in line with those that are issued by the Department.

6. FRONTING

- 6.1. The Department supports the spirit of broad - based black economic empowerment and recognises that true empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and garnering opportunities in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Department strongly condemns any form of fronting.
- 6.2. The Department, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations in determining the accuracy of the representations made in bid documents. Should any of the fronting indicators

as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be determined during such an enquiry/investigation, the onus rests on the bidder/contractor to prove that the allegation of fronting does in fact not exist. Failure to do so within a period of 14 days and determined from the date of notification may invalidate the bid/contract and also result in the restriction of the Bidder/contractor to conduct business with the public sector for a subsequent period of up to ten years and in addition to any other actions the Department may have at its disposal and accordingly wish to institute against such bidders/contractors.

7. SUPPLIER DUE DILIGENCE

The Department reserves the right to conduct rolling out due diligence on suppliers prior to final awarding of the contract, or on an occasional basis during the implementation of the mandated contract period. These actions may also include site visits and requests for the provision of additional information.

8. SUBMISSION OF PROPOSAL

8.1 Bid documents must be placed in the Department's tender box situated in 117/123 Francis Baard Street, Pretoria, 0001 (Opposite Pretoria Magistrate Court) on or before the closing date and time.

Closing Date: 25 November 2025

Closing Time: 11:00

8.2 Bid documents will only be considered if received by the Department before or on the closing date and time, regardless of the method used to send or deliver such documents to the Department. Bidder(s) are required to submit 2 copies of each file, (one (1) original and (1) copy). Each file must be marked correctly and sealed separately for ease of reference during the evaluation process.

Bidders are requested to initial the bottom right-hand corner of each page of the tender document. On pages where bidders are required to provide full signatures, initialling at the bottom of these pages is not required.

9. PHASES OF EVALUATION

9.1 The Department has set minimum standards that bidders need to meet as a precursor to evaluation and selection as the successful bidder.

9.2 The minimum standards consist of the following criteria:

The Department has set minimum standards that bidders need to meet as a precursor to evaluation and selection as the successful bidder.

The minimum standards consist of the following criteria:

Pre-qualification Criteria (Phase 0)	Technical Evaluation Criteria (Phase 1)	Viewing session and Due diligence (Phase 2)	Price and Specific Goals Evaluation (Phase 3)
Bidders must submit all documents as outlined in paragraph 9.3. below. Only bids that comply with ALL these criteria will proceed to Phase 1 .	Bidders are required to achieve a minimum of 80 points out of 100 points to proceed to Phase 2 (viewing session and due diligence).	Bidders will be evaluated on the criteria as outlined in paragraph 4. 2 of part D. Only bids that comply with ALL these criteria will proceed to Phase 3 . (Price and specific goals)	Bidders will be evaluated on 80/20 points system on (80 points for price and 20 for specific goals points).

9.3 Phase 0: Pre-Qualification Criteria:

9.3.1 Pre-Qualification Requirements / Mandatory Requirements

9.3.1.1 Proof of company registration on Central Supplier Database Registration (CSD).

9.3.1.2 In the case of a Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement must be submitted. The agreement must clearly set out the roles and responsibilities of the lead partner, alongside the joint venture and/or consortium.

9.3.1.3 Duly completed and signed pricing schedule: **SBD 3.3**

9.3.1.4 Duly completed **costing model (part D paragraph 3 table)**

- 9.3.1.5 Bidders must provide proof of vetting and / or proof that their personnel involved in this project have signed a declaration of secrecy submitted with their bid documents. **(Part A paragraph 4.7.4)**
- 9.3.1.6 For unincorporated consortia / joint ventures and/or sub-contractors, each party must be registered individually on the Central Supplier Database, and their tax compliance status will accordingly be verified.
- 9.3.1.7 For incorporated consortia / joint ventures and/or sub-contractors, the bidder must be submitting proof of Central Supplier Database registration and tax compliance status will accordingly be verified.

FAILURE TO ADHERE & COMPLY WITH PAR 9.3.1. ABOVE SHALL LEAD TO DISQUALIFICATION

9.3.2 Documents required for Administrative Compliance

- 9.3.2.1. Duly completed and signed invitation to bid – SBD 1
- 9.3.2.2. Duly completed and signed declaration of interest–SBD 4
- 9.3.2.3. Duly completed and signed preference Point Claim Form – SBD 6.1
- 9.3.2.4. Duly completed and signed POPI Act form to utilise information contained in documents for procurement purpose.
- 9.3.2.5. CSD report to verify tax compliance status.

9.4 Phase 1: Technical Evaluation Criteria = 100 points:

- 9.4.1 All bidding companies are required to fully adhere to the technical evaluation criteria scorecard and compliance checklist.
- 9.4.2 Only Bidding companies that have fully met the Pre-Qualification Criteria in Phase 0 will accordingly be evaluated in Phase 1 for determination of functionality.
- 9.4.3 Bidding companies will be evaluated on an overall score of 100 points.
- 9.4.4 The Department as part of on-site reference checks for allocating points, will at its own discretion choose a site at one of the bidding company's clients for validation of the services rendered. The choice of site will remain Department's sole discretion.
- 9.4.5 Bidders are required to score a minimum of **80 points** to proceed to **Phase 2: Viewing session and Due diligence Evaluation**

9.4.6 **Phase 1: Technical Evaluation Criteria:** The bidders' information will be scored according to the points determination system.

9.4.7 **Phase 2: Viewing session and Due diligence Evaluation**

9.5 Phase 3: Price and specific goals Evaluation (80 + 20) = 100 points:

9.5.1 Only prospective bidders that have attained the **80-points allocation** threshold in phase 1 will subsequently progress for evaluation in phase 2 in relation to pricing options and **specific goals** qualification criteria.

9.5.2 The following formula must be used to calculate the points out of 80 for price in respect of a tender with a rand-value equal to or below R50 million, inclusive of all applicable taxes:

9.5.3 **Stage 1 - Price Evaluation (80 Points):**

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where-

Ps = Points scored for price of tender under consideration.

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender

9.5.4 **Stage 2 – Specific goals (20Points):**

9.5.4.1 A maximum of 20points may be awarded to a bidder for specific goals specified in the tender.

9.5.4.2 The points scored for specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

9.5.4.3 The table below provides the specific goals, its criteria of measurement and the proof to be offered by tenderers for a tenderer to qualify for 20 points:

APPLICATION OF SPECIFIC GOALS IN THE WHITE PAPER ON RDP; & THE CODE OF GOOD PRACTICE IN B-BBEE: DHET PREFERENTIAL PROCUREMENT

			CRITERIA	80/20	CLAIM	90/10	CLAIM	EVIDENCE
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N O	SPECIFIC GOAL	REFER ENCE		Specific Goal Contrib ution	Poin ts Clai med	Bidder must tick (x) next to points claimed	Specif ic Goal Contrib ution	Points Claim ed	Bidder must tick (x) next to points claime d	PROOF/ EVIDENCE	Indicate if evidenc e is provide d, & specify	
1	Person historically disadvantag ed on the basis of race	RDP 1.4.4; 3.1.4	100% black owned	65.00	7.20		65.00	3.60		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Y	N
			75%-99% black owned	50.00	5.54		50.00	2.77			specify	
			60%-74% black owned	40.00	4.43		40.00	2.22				
			51%-59% black owned	30.00	3.32		30.00	1.66				
			0-50% black owned	10.00	1.11		10.00	0.55				
			None	0.00	0.00		0.00	0.00				
2	Persons historically disadvantag ed on the basis of gender	RDP 1.4.4; 3.1.4; 3.2.7; 7.7	100% women owned	40.00	4.43		40.00	2.22		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Y	N
			75%-99% women owned	30.00	3.32		30.00	1.66			specify	
			60%-74% women owned	20.00	2.22		20.00	1.11				
			51%-59% women owned	10.00	1.11		10.00	0.55				
			0-50% women owned	5.00	0.55		5.00	0.28				
			None	0.00	0.00		0.00	0.00				
3	Persons historically disadvantag ed on the basis of disability	RDP 7.7	100% owned by persons with disabilities	0.50	0.06		0.50	0.03		Certified medical certificate or substantive proof.	Y	N
			75%-99% owned by persons with disabilities	0.30	0.03		0.30	0.02			specify	
			60%-74% owned by persons with disabilities	0.20	0.02		0.20	0.01				
			0-59% owned by persons with disabilities	0.10	0.01		0.10	0.01				
			None	0.00	0.00		0.00	0.00				
4	Developmen t of Youth	RDP 1.4.6; 7.7	100% youth owned	25.00	2.77		25.00	1.39		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger	Y	N
			75%-99% youth owned	15.00	1.66		15.00	0.83			specify	
			60%-74% youth owned	10.00	1.11		10.00	0.55				
			51%-59% youth owned	5.00	0.55		5.00	0.28				
			0-50% youth owned	2.50	0.28		2.50	0.14				
			None	0.00	0.00		0.00	0.00				
5	Developmen t of SMMEs	RDP 3.10; 3.1.4	EME	50.00	5.54		50.00	2.77		BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.	Y	N
			QSE	20.00	2.22		20.00	1.11			specify	
			GEN	0.00	0.00		0.00	0.00				
			None	0.00	0.00		0.00	0.00				
		TOTAL		180.50	20.00		180.50	10				

9.5.4.4 A tenderer must submit proof or evidence for claiming points for specific goals as indicated above. A bidder must also complete a preference form (SBD 6.1) in detail to claim points for specific goals.

9.5.4.5 A tenderer failing to submit proof or evidence may not be disqualified but-

9.5.4.5.1 May only score 0 point out of 80 for price; and

9.5.4.5.2 Score 0 points out of 20 for specific goals.

9.5.4.6 The points scored by a tenderer for specific goals must be added to the points scored for price for total points.

9.5.4.7 The points scored must be rounded off to the nearest TWO decimal places.

10. JOINT VENTURES, CONSORTIUMS AND TRUST

10.1 A trust, consortium, or joint venture will qualify for points on evaluation of their Specific Goals status level as a legal entity, provided that the entity submits the requisite information as stated.

10.2 A trust, consortium or joint venture will qualify for points on evaluation of their Specific Goals status level as an unincorporated entity, provided that the entity submits their requisite, consolidated Specific Goals documents as if they were a group structure and on condition that such a consolidated is prepared for every separate bid application.

10.3 Bidding agencies must submit substantive proof of the existence of joint ventures and/or consortium arrangements. The Department will accept signed agreements as satisfactory proof for the existence of a joint venture and/or consortia arrangement.

10.4 Joint venture and/or consortia agreements must clearly set out the roles and responsibilities of the lead partner, alongside the joint venture and/or consortium. The agreement must also clearly identify the lead partner that is accordingly provided with a power of attorney to bind the other co-parties in all matters pertaining to the joint venture and/or consortia arrangement.

PART D – SUBMISSIONS

1. SUBMISSION OF PROPOSAL

- 1.1. The two-envelope procedure must be followed for tender submissions.
- 1.2. The first envelope must clearly state TECHNICAL SUBMISSION, wherein the bidder should address all aspects of the required scope of services.
- 1.3. The second envelope must clearly state FINANCIAL SUBMISSION, wherein the bidder should include the proposed fee for the project.
- 1.4. Proposals must be submitted in one hard copy and one USB PDF format: One original and one PDF document in a USB.

2. CONTENTS OF THE TECHNICAL SUBMISSION

The technical submission should include the following:

- 2.1 Cover Page
- 2.2 Mandatory documents
- 2.3 Introduction and Executive Summary
- 2.4 Company and contact information of the bidder, including all parties/team members to the consortium where applicable
- 2.5 **Exhibit 1:**
The proposal must include all the following documents:
 - 2.5.1 A **short profile of the service provider, as well as the team (team leader and team members)**, outlining in specific:
 - 2.5.2 The team's **level of knowledge, skills, experience and qualifications** to work within a printing, packaging and consolidation industry.
 - 2.5.3 A review of **management skills and experience of team members** in managing projects of this magnitude.
 - 2.5.4 **Contactable references**
- 2.6 **Exhibit 2:**
 - 2.6.1 Proposal outlining the **detailed approach and methodology to be applied in managing this project** to governance, administration, financial management (including financial reporting to the DHET and project management aspects of the project (including monitoring and reporting)).
 - 2.6.1.1 In specific this part must include:

- 2.6.1.2 A short **description of the envisaged methodology, processes and procedures** that the service provider will deploy to ensure that EACH deliverable is achieved at the required **level of quality** (financial viability; premises (factory infrastructure owned or under lease agreement); **human resource capability** i.e. printing at least 10 operators to perform individual printing activities within 7 days, packaging and consolidation team members at least 10 members to perform individual packaging within 72 hour turnaround period, **equipment and machinery** (including hardware and software); **contingency measures and risk mitigation** (back-up facilities and measures).

2.7 Exhibit 3

- 2.7.1 The **project plan** must contain an activity sheet, milestone plan, resources and timelines showing how the service provider will complete and manage the project.
- 2.7.2 A **table containing the names of all team members**, their **envisaged roles and responsibilities** and the time they will work on the project; An **abridged CV of the Team Leader** clearly indicating relevant experience and expertise in project management.
- 2.7.3 An **abridged CV of the person/s that will do the work**, clearly indicating relevant expertise and experience; and
- 2.7.4 **Certified copies of the highest education qualification/s of each team member**, as certified by a commissioner of oath.

2.8 Exhibit 4:

- 2.8.1 A **detailed structure of the bidder's organisation**, how it operates and specifically how it will be able to respond with transparency and urgency to requests by the DHET:
- 2.8.2 A **demonstration that the bidder has the necessary human resources** to respond to the TOR of the project, and that they are able to work outside normal working hours to meet deadlines if necessary.
- 2.8.3 A **demonstration in how the bidder will relate to the internal arrangements of the DHET** for the work to be performed.
- 2.8.4 **Any other supplementary information**. The bidder must ensure the following is in the above documents:

- 2.8.4.1 **Project plan/methodology** - Service providers to indicate what procedure/methodology is going to be used to execute the service or project; as well as provide a project plan with final outputs must be linked to the timeframes.
- 2.8.4.2 The **detailed approach and methodology** to be applied in managing the intended fund. This includes, but is not limited to governance, administration, financial management (including financial reporting to the DHET) and project management aspects of the project (including monitoring and reporting).
- 2.8.4.3 **Demonstrated proven previous experience of successfully completed projects of this magnitude.**
- 2.8.4.4 A **demonstration in how the bidder will relate to the internal arrangements of the DHET** for the work to be performed.

3. FINANCIAL SUBMISSIONS

The financial submission should include the proposed fee for the project over the *48 months* period.

The proposed fee should include any costs that will be incurred by the bidder, including travel and subsistence expenses. The total price or amount provided will be regarded as the cost of the project, including VAT and applicable taxes.

3.1 **PROVIDE YOUR PRICE BREAKDOWN IN SOUTH AFRICAN RAND VALUE AS PER THE TABLE BELOW:**

The Method of quoting should be as follows:

- a. All-inclusive **COST PER IMAGE** only - copy charges from copy one to be invoiced monthly on actual copies made. All deliverables as outlined in par. 4 must be included in the cost per image charges.
- b. No minimum billing
- c. No rental charges
- d. Costing must be indicated over 48 months.
- e. Maintenance agreement included

COSTING MODEL

NO	ITEM DESCRIPTION	UNIT COST	MONTHLY	TOTAL PRICE FOR YEAR 1	TOTAL PRICE FOR YEAR 2	TOTAL PRICE FOR YEAR 3	TOTAL PRICE FOR YEAR 4
All-inclusive cost per A4 copy		R _____					
1	Pre-Printing Process • Software • Hardware • License fees						
2	• Printing Process • Software • Hardware • Licence fees						
3	Plastic Sealing Process and Box making • Software • Hardware • License fees						
4	Document Warehousing Process • Software • Hardware • License fees						
5	Final Consolidation Process • Software • Hardware						

	• License fees						
6	Handover to Courier Service Process • Software • Hardware • License fees						
7	Maintenance, ICT Support and Reports • Software • Hardware						
8	Other cost (please specify)						

4. EVALUATION CRITERIA

4.1 The following table reflects the evaluation criteria that will be used in evaluating the technical submission.

No	Element	Weight
1	Skills, knowledge and experience A review of skills, knowledge and experience of team members in managing projects of this magnitude. A table of the team members must be provided demonstrating their expertise on the project. CVs of all project members must be provided. Where a member has more than 1 expertise, e.g. pre-print and printing, it must be indicated as such to qualify for scores in the separate categories. Where more than 1 member will be responsible for an expertise, the CV of the leading hand (senior) must be indicated to qualify for scores in a category. Source: Exhibits 1, 3 Legend	30

No	Element	Weight										
	- Team leader – project management skills, knowledge, experience (9 points) - Team member – Pre-print (3 points) - Team member – Printing (3 points) - Team member – Plastic Sealing (3 points) - Team member – Storage (Document Warehousing) (3 points) - Team member – Packing and Consolidation (3 points) - Team member – Handover & Dispatching (3 points) - Team member – ICT support (3 points) <table><tr><th>TEAM MEMBERS</th><th>TEAM LEADER</th></tr><tr><td>8 - 10 or more Years' experience (3 points)</td><td>8 - 10 or more Years' experience (9 points)</td></tr><tr><td>6 - 7 Years' experience (2 points)</td><td>6 - 7 Years' experience (7 points)</td></tr><tr><td>4 - 5 Years' experience (1 points)</td><td>4 - 5 Years' experience (4 points)</td></tr><tr><td>Less than 4 years' experience (0 points)</td><td>Less than 4 years' experience (0 points)</td></tr></table>	TEAM MEMBERS	TEAM LEADER	8 - 10 or more Years' experience (3 points)	8 - 10 or more Years' experience (9 points)	6 - 7 Years' experience (2 points)	6 - 7 Years' experience (7 points)	4 - 5 Years' experience (1 points)	4 - 5 Years' experience (4 points)	Less than 4 years' experience (0 points)	Less than 4 years' experience (0 points)	
TEAM MEMBERS	TEAM LEADER											
8 - 10 or more Years' experience (3 points)	8 - 10 or more Years' experience (9 points)											
6 - 7 Years' experience (2 points)	6 - 7 Years' experience (7 points)											
4 - 5 Years' experience (1 points)	4 - 5 Years' experience (4 points)											
Less than 4 years' experience (0 points)	Less than 4 years' experience (0 points)											
2	Methodology and approach as well as project plan The evaluation methodology and approach to be employed including administration aspects of the project. Source: Exhibit 2 and 4 Legend Methodology & approach demonstrates Financial viability Bidders must submit the past three years audited financial statements (or similar where not applicable) which include cash flow statements to demonstrate financial liquidity and positive cash flow. = 2 points	30										

No	Element	Weight
	Premises (factory infrastructure owned or under lease agreement) ○ <i>Bidders are required to provide proof of ownership or valid lease agreement =1 point</i> ○ <i>Infrastructure must be able to accommodate the entire suit of services including storage, etc. = 1 point</i> Human Resource Capability ○ Skills, knowledge and experience of all team members to be evaluated ▪ <i>The Pre-print team must have at least 3 members who are either artisan/technicians/software experts to ensure the required examination cycle question paper processes are performed within 48 hours =1 point</i> ▪ <i>Printing team should have access to a team of at least ten (10) operators to perform individual printing activities within a 7-day window (refer to Table 1) = 1 point</i> ▪ <i>Plastic Sealing team must have access to at least ten (5) staff that can perform sealing activities (refer to Table 1) within a 7-day turnaround period = 1 point</i> ▪ <i>A dedicated team to ensure real time document management and secure storage =1 point</i> ▪ <i>Packing and consolidation team must prepare full consignment delivery point shipments within 48-hour turnaround period = 1 point</i> ▪ <i>Hanover team to assist courier in creating waybills for distribution within an 8 hour period = 1 point</i> Equipment and Machinery (including hardware and software) ○ Individual site visits will evaluate the presentations by suppliers whether their total printing capabilities are able to cover the required output/ product.	

No	Element	Weight
	▪ Equipment & Machinery with printing capacity between 8 390 000 A4 images pd and 6 580 000 A4images pd = 8 points ▪ Equipment & Machinery with printing capacity between 6 580 000 A4 images pd and 3 180 000 A4 images pd & = 4 points ▪ Equipment & Machinery with printing capacity below 3 180 000 A4 images pd = 0 points Contingency measures and risk mitigation (back-up facilities and measures) ○ <i>Have back-up facilities including any contractual agreements with other suppliers in cases of emergencies and/ or natural disasters = 2 points</i> ○ <i>No or insufficient back (0 points)</i> Project Plan from inception phase to project close out demonstrates an activity sheet, milestone plan, resources, and timelines ▪ <i>Demonstrate all 6 aspects to support achieving the deliverables and timelines (10 points)</i> ▪ <i>Demonstrate 4 aspects to support achieving the deliverables and timelines (5 points)</i> ▪ <i>Demonstrate less than 4 aspects to support achieving the deliverables and timelines (0 point)</i>	
3	Capacity and capability: a) Organisation profile and proven project evaluation experience of successfully completed projects of this kind and magnitude – organisational structure must be indicated. b) The bidder must demonstrate the capability and capacity of their resources.	

No	Element	Weight
	Source: Exhibits 1, 4 Legend Organisation structure The profile must at least demonstrate the knowledge & experience in the printing business pertaining to Pre-print, Printing, Plastic Sealing, Storage, Packing and Consolidation, Handover & dispatching and project management. It must also indicate the organisational structure, human and capital resources. • Number of years in Pre-print, Printing, Plastic Sealing, Storage, Packing and Consolidation, Handover & dispatching <i>i. 8 years and more = 10 points</i> <i>ii. 5-7 years = 7 points</i> <i>iii. 3-4 years = 4 points</i> <i>iii. Less than 3 years = 1 point</i> Resource capacity and capability The profile must at least demonstrate the knowledge & experience in the printing business pertaining to Pre-print, printing, Plastic Sealing, Storage, Packing and Consolidation, Handover & dispatching and project management. It must also indicate the organisational structure, human and capital resources. • Human resources <i>i. in all 6 aspects = 10 points</i> <i>ii. in 4 to 5 aspects = 5 points</i> <i>iii. in less than 4 aspects = 1 points</i> • Lead times to complete activities as per timeframes in Table 1 (To comply with lead times for delivery as indicated in Table 1, the norm is 30 calendar days) <i>i. 1-15 days = 10 points</i> <i>ii. 16-30 days = 5 points</i> <i>iii. More than 30 days = 0 points</i>	30

No	Element	Weight
4	Contactable Reference (must be linked to the reference letters as below – no points scored for list only) The bidder must provide reference letters from current and past clients where similar work was performed. The clients must be tabled under the headings indicated – NOTE, the list will not be scored but points are incrementally allocated for the number of reference letters. Bidders must provide a list of reference of previous and current clients where they provided similar services as outlined in these terms of reference. Information under the following headings must be provided: • Description of service rendered • Duration of the contract • Contract amount • Contact person • Contact details (email and contact number) Reference letters Signed reference letters on official letterhead of clients must be provided. • 5 or More Reference letters (10 points) • 4 Reference letters (05 points) • 3 Reference letters (02 points) • Less than 3 Reference letters (0 points)	10
	Total	100

**** A minimum of 80 points must be achieved to advance to the next phase of evaluation. Bidder must note the requirement for viewing session and due diligence to verify amongst other plant, machinery & equipment, resource capacity, workflow, etc. The site visit also seeks to verify the capability of the bidder in relation to the proposal submitted.**

Bidders must achieve minimum 80 points on evaluation criteria to be evaluated for Viewing session and Due diligence. All Bidders who fail to achieve 80 points out of 100 points will be disqualified.

4.2 Viewing session and Due diligence

The BEC will conduct Viewing session to the bidders who met 80 points on technical evaluation criteria to confirm bidders' compliance with, to verify amongst other plant, machinery & equipment, resource capacity, and workflow. During the viewing session and due diligence, the BEC will verify the criteria stipulated below:



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

DUE DILIGENCE: CHECKLIST FOR VIEWING SESSION AND DUE DILIGENT

Name of Company:

Address of site:

	YES	NO	IN PROCESS	COMMENT
The following minimum-security requirements: a) Controlled access; b) Closed circuit camera surveillance and recording; and or c) Guarded security at all entrances to the printing venue. d) CCTV cameras and or Security Officials e) Secured building; f) Alarm systems; g) Smoke detectors; and h) Fire Extinguishers i) OHS & Fire certificate.				
<u>Specific deliverables:</u> a) Pre-print b) Print				

c) Plastic sealing d) Storage (document warehousing) e) Pack and Consolidate f) Handover to courier Evidence of systems / software / hardware				
Proof of vetting (for staff allocated to this project)				
Size and positioning of printing, storage and packing facility				
Provide proof of contingency plan and proof of insurance on infrastructure, building and stock				
Lease agreement (where applicable) proof of ownership				

Name and Surname of the BEC member:

Date:_____

It is mandatory for bidders to comply with all the requirements on viewing session and due diligence.

NB: Only bidders who comply (tick yes) with all the requirements for viewing session and due diligence will be evaluated further for specific goals.

PART E – CONDITIONS

1. GENERAL CONDITIONS OF CONTRACT

1.1 Any subsequent award/concession made to a prospective bidder in terms of this TOR is conditional on, (among others):

1.1.1 The bidding party accepting the terms and conditions as contained in the General Conditions of Contract as the minimum terms and conditions on which the Department is prepared to enter into a contract with the successful Bidder.

1.1.2 The bidder submitting the General Conditions of Contract to the Department together with its bid, has ensured that the document has duly been signed by an authorised representative on its behalf.

2. SPECIAL CONDITIONS OF CONTRACT

The Department reserves the right to:

2.1 Award this tender to any bidder that did not score the highest (cumulative total) number of points and only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000);

2.2 Negotiate with one or more preferred bidders identified in the evaluation process, regarding any terms and conditions, including pricing without offering the same opportunity to any other bidder(s) who had not been awarded the status of a preferred bidder;

2.3 Accept any part of a tender in lieu of the whole tender;

2.4 Carry out at its discretion, site inspections, product evaluations or facilitate explanatory meetings in order to verify the nature and quality of the services offered by the potential bidders, either before, during or subsequent to adjudication of the Bid;

2.5 Correct mistakes during any stage of the tender evaluation process which may already have been apparent in the bid documents or subsequently occurred during any stage of the tender evaluation process;

- 2.6 At any stage during the evaluation of bids, cancel and/or terminate the tender process, even subsequent to the tender closing date and/or after presentations by selected bidders have been made, and/or after tenders have been evaluated and/or after the preferred bidders have as such been notified of their status; and
- 2.7 Award the tender to multiple bidders based either on organisational capacity, specialisation and size, as well as geographic considerations.

3. GOVERNING LAW

- 3.1 South African law will in its full extent govern the Application parameters of this bid and the bid response process.
- 3.2 The bidder agrees to submit to the exclusive jurisdiction of the South African court system in any dispute of any kind that may arise out of- or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

4. DECLARATION

Bidders as part of their respective technical responses, are required to declare the following and confirm that they will:

- 4.1 At all times for the duration of the tender, act honestly, fairly and with due skill, care and diligence in the best interest of the Department;
- 4.2 Manage, effectively utilise and apply the resources, procedures and appropriate technological systems to ensure the proper performance of the services for the duration of the tender;
- 4.2 Act with circumspection and treat the Department fairly in all situations where conflicting interests may become apparent;
- 4.3 Comply with all applicable statutory or common law requirements related to the conduct of its business;
- 4.4 Make adequate disclosures regarding relevant and material information, including the disclosure of actual or potential interests the company may acquire, in relation to its dealings with the Department;
- 4.5 Avoid any form or instance of fraudulent and misleading advertising, canvassing and marketing for the duration of the tender;

- 4.6 Conduct business activities transparently and consistently uphold the interests and needs of the Department as a client, before any other consideration; and
- 4.7 Ensure that for the duration of the tender no information acquired from the Department will be utilised and/or disclosed to any third party/ies unless written consent from the Department has been obtained to do so.

5. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

- 5.1 The Department reserves the right to disqualify any potential bidder who either itself, or through any of its members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of the Department or any other Department organ or entity and whether from the Republic of South Africa or otherwise ("Department "):
 - 5.1.1 Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
 - 5.1.2 Seeks any assistance, other than assistance officially provided by a Department, from any employee, advisor or other representative of a Department in order to obtain any unlawful advantage in relation to the procurement or services provided or to be provided to the Department;
 - 5.1.3 Makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of the Department's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Department;
 - 5.1.4 Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Department;
 - 5.1.5 Pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the awarding of any tender, contract, right or entitlement

which is in any way related to procurement or the rendering of any services to the Department;

5.1.6 Has in the past engaged in any matter referred to above; or

5.1.7 Has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such a bidder, member or director's name(s) not specifically appearing on the List of Tender Defaulters kept at National Treasury.

6. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

6.1 The bidder should note that the terms of its tender will be incorporated in the proposed contract by reference and that the Department relies upon the bidder's tender as a material representation in making an award to a successful bidder and in concluding an agreement with said bidder.

6.2 It follows therefore that misrepresentations in a tender may give rise to service termination and a claim by the Department against the bidder notwithstanding the conclusion of the Service Level Agreement between the Department and the bidder for the provision of the service(s) in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the contents of the Service Level Agreement will prevail.

7. PREPARATION COSTS

7.1 The Bidder will bear all its costs in preparing, submitting and presenting any response or tender to this bid and all other costs incurred by it throughout the bidding process.

7.2 Furthermore, no statement in this bid will be construed as placing the Department, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their responses to this bid.

8. INDEMNITY

- 8.1 If a bidder breaches the conditions of this bid and as a result of that breach, the Department incurs costs or damages (including, without limitation, the cost(s) of any investigations, procedural impairment, repetition of all- or any part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), the bidder then indemnifies and holds the Department harmless from any and all such costs which the Department may incur and for any damages or losses the Department may suffer.

9. PRECEDENCE

- 9.1 This document will prevail over any information provided during any stage whether oral, electronically or written, unless such written information provided, expressly amends this document by reference.

10. LIMITATION OF LIABILITY

- 10.1 A bidder participates in this bid process entirely at its own risk and cost. The Department shall not be liable to compensate a bidder on any grounds whatsoever, for any costs incurred or any damages suffered as a result of the Bidder's participation in this bidding process.

11. TAX COMPLIANCE

- 11.1 No tender shall be awarded to any bidder which is not tax compliant. The Department reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to the Department, or whose verification against the Central Supplier Database (CSD) proves non-compliant.
- 11.2 The Department further reserves the right to cancel a contract with a successful bidder in the event that such a bidder does not remain tax compliant for the full term of the contract.

12. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

- 12.1 No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appears on the Register of Tender Defaulters maintained by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers.
- 12.2 The Department reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another organ of state.

13. CONFIDENTIALITY

- 13.1 Except as may be required by the operation of law, by a court or by any regulatory authority having appropriate jurisdiction, no information contained in- or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with the Department's examination and evaluation of a tender.
- 13.2 No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronically, or by way of photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a tender. This bid and any other documents supplied by the Department remain proprietary to the Department and must be promptly returned to the Department upon request, together with all copies, electronic versions, excerpts or summaries thereof or work as a consequence derived there from.
- 13.3 Throughout this bid process and thereafter, bidders must secure the Department's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

14. PROPRIETARY INFORMATION OF THE DEPARTMENT

- 14.1 Bidders will declare in their respective bid cover letters that they did not have access to any departmental proprietary information, or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

15. COPYRIGHT AND ALL OTHER INTELLECTUAL PROPERTY RIGHTS

- 15.1 **All copyright and all other intellectual property rights in respect of any documents and materials (works) developed by the service provider during this project, shall vest in the Department.**
- 15.2 The Department will have the right to release the works under an appropriate copyright license, including an open license, that will allow any individual, official, company, agency or organisation to use or modify the works for any purpose as stated in the open licence.

16. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

- 16.1 A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid.
- 16.2 In the event that the Department allows a bidder to make use of sub-contractors, the actions and activities of such sub-contractors will at all times remain the responsibility of the bidder and the Department will not under any circumstances, be liable for any losses or damages incurred by or caused by such sub-contractors.

17. SERVICE LEVEL AGREEMENT

- 17.1 Subsequent to the Department's decision on awarding the tender the successful bidder **may be required to sign a Service Level Agreement** aimed at regulating the specific terms and conditions applicable to the services required by the Department and as far as possible.
- 17.2 The Department reserves the right to revise and amend any part of the proposed Service Level Indicators during the course of contract with a bidder.
- 17.3 The Department reserves the right to accept or reject additional service proposals, proposed by a successful bidder.

18. PRICING

- 18.1 The price quoted must be a fixed price for the duration of the contract and must include all related costs (travel, accommodation, equipment and data communication).
- 18.2 **Price must be VAT inclusive and quoted in South African Rand.**
- 18.3 Costing should be aligned with project activities / project phases.
- 18.4 Details of the **cost/fee breakdown for all the services to be rendered** must be submitted in a sealed envelope with the rest of the documentation.

19. OTHER IMPORTANT MATTERS TO NOTE

- 19.1 The Department reserves the right to conduct background/probity check on key management of the bidder.
- 19.2 The Department reserves the right to conduct due diligence exercises as part of evaluating the implementing capacity of the bidder.
- 19.3 The shortlisted bidders may be called to present to the evaluation committee before a final selection is made.
- 19.4 The Department will not be liable to reimburse any costs incurred by the bidder during this tender process.
- 19.5 Bidders must identify and disclose any conflict or perceived conflict of interest caused by current assignments, relationships or other dealings, and indicate how such conflicts would be addressed.
- 19.6 Only one proposal per bidder can be submitted and must indicate a (period) implementation.

PART F – MONITORING AND REPORTING

1. MONITORING

- 1.1. All monitoring of the project will be conducted by the directorate: examination management and monitoring.
- 1.2. A project management team will be established to facilitate the smooth implementation of the project and to ensure that the objectives of the project are met. the project management team will comprise officials from the dhett, Directorate: Examination Management and Monitoring and the service provider. meetings will be arranged as per approved project plan.
- 1.3. as part of the monitoring, the DHET shall visit the premises of the service provider as and when required.

2. REPORTING

- 2.1. the service provider will provide a progress report to the director: examination management and monitoring (D: EMM) or his/her delegate by email to the office of the D: EMM the first working day after the expected date of delivery, as indicated in table 1.
- 2.2. the service provider must report any delays in deliverables within 24 hours of acknowledgment of the delay. this must be accompanied with reasons of such details and a plan of action to rectify such.

3. LANGUAGE

- 3.1. all correspondence including reports must be written in English.

4. SUBMISSIONS/COMMENTS TIMING

- 4.1. the submission of the project implementation plan shall be submitted to the director: examination management and monitoring within 10 days after the commencement of the project for approval by the DHET.
- 4.2. other reports shall be submitted as per the agreed project implementation plan.

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.: **DHET168**

CLOSING TIME **11:00**

CLOSING DATE: **25 November 2025**

OFFER TO BE VALID FOR240.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
		R.....	
		R.....	
		R.....	
		R.....	
		R.....	
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
		R.....	 days
		R.....	 days
		R.....	 days
		R.....	 days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY AMOUNT
			R.....
			R.....
			R.....
			R.....
		TOTAL: R.....	

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.

Name of Bidder:

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid
 7. Estimated man-days for completion of project
 8. Are the rates quoted firm for the full period of contract? *YES/NO
 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

Tenders@dhet.gov.za



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES	NO	<i>Select (x) the correct box</i>
☐	☐	

- 2.1.1 If yes, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the Department of Higher Education & Training?

YES	NO	<i>Select (x) the correct box</i>
☐	☐	

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2.2.1 If so, furnish particulars:

.....

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related² enterprise whether or not they are bidding for this contract?

Select (x) the correct box

YES	NO

The department will use CSD and CIPC to verify information

2.3.1 If so, furnish particulars (an additional schedule with the heading "Additional Declaration" may be included:

.....

.....

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in
submitting the accompanying bid, do hereby make the following
statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE

.....	
Signature	Date
.....	
Position	Name of bidder

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise

² "related" as referred to in the Companies Act 2008, Act No 71 of 2008, section 2(1)(a)-(c). The Department reserves the right to access the Central Supplier Database (CSD), Companies Intellectual Property Commission (CIPC) or any other system to verify information

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The applicable preference point system for this tender is the

1.2.1 80/20 preference point system;

1.2.2 90/10 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	80/20	90/10
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and SPECIFIC GOALS	100	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to

preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“Consortium or joint venture”** means an association of individuals, companies, or organisations for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity to respond to a tender and participating in common activity of execution through concluding a contract or written agreement stipulating their roles and responsibilities.
- (b) **“tender or bid”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (c) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“Sub-contracting”** means the primary contractor’s assigning or leasing or making out work to or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- (f) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (g) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. Points awarded for price.

3.1.1 The 80/20 or 90/10 Preference Point Systems

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. Formulae for disposal or leasing Of State Assets and Income Generating

Procurement

3.2.1. Points awarded for Price

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt - Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt - Pmax}}{\mathbf{Pmax}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 - (c) then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: The table below provides the specific goals, its criteria of measurement for a tenderer to qualify for a maximum of 20 points (80/20) OR 10 points (90/10) based on the proof submitted. Please complete the table selecting the relevant 80/20 OR 90/10 as advertised:

APPLICATION OF SPECIFIC GOALS IN THE WHITE PAPER ON RDP; & THE CODE OF GOOD PRACTICE IN B-BBEE: DHET PREFERENTIAL PROCUREMENT												
N O	SPECIFIC GOAL	REFER ENCE	CRITERIA	80/20		CLAIM	90/10		CLAIM	EVIDENCE		
				Specific Goal Contrib ution	Poin ts Clai med	Bidder must tick (x) next to points claimed	Specif ic Goal Contri butio n	Points Claim ed	Bidder must tick (x) next to points claime d	PROOF/ EVIDENCE	Indicate if evidenc e is provide d, & specify	
1	Person historically disadvantag ed on the basis of race	RDP 1.4.4; 3.1.4	100% black owned	65.00	7.20		65.00	3.60		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Y	N
			75%-99% black owned	50.00	5.54		50.00	2.77			specify	
			60%-74% black owned	40.00	4.43		40.00	2.22				
			51%-59% black owned	30.00	3.32		30.00	1.66				
			0-50% black owned	10.00	1.11		10.00	0.55				
			None	0.00	0.00		0.00	0.00				
2	Persons historically disadvantag ed on the basis of gender	RDP 1.4.4; 3.1.4; 3.2.7; 7.7	100% women owned	40.00	4.43		40.00	2.22		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Y	N
			75%-99% women owned	30.00	3.32		30.00	1.66			specify	
			60%-74% women owned	20.00	2.22		20.00	1.11				
			51%-59% women owned	10.00	1.11		10.00	0.55				
			0-50% women owned	5.00	0.55		5.00	0.28				
			None	0.00	0.00		0.00	0.00				
3	Persons historically disadvantag ed on the basis of disability	RDP 7.7	100% owned by persons with disabilities	0.50	0.06		0.50	0.03		Certified medical certificate or substantive proof.	Y	N
			75%-99% owned by persons with disabilities	0.30	0.03		0.30	0.02			specify	
			60%-74% owned by persons with disabilities	0.20	0.02		0.20	0.01				
			0-59% owned by persons with disabilities	0.10	0.01		0.10	0.01				
			None	0.00	0.00		0.00	0.00				
4	Developmen t of Youth	RDP 1.4.6; 7.7	100% youth owned	25.00	2.77		25.00	1.39		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger	Y	N
			75%-99% youth owned	15.00	1.66		15.00	0.83			specify	
			60%-74% youth owned	10.00	1.11		10.00	0.55				
			51%-59% youth owned	5.00	0.55		5.00	0.28				
			0-50% youth owned	2.50	0.28		2.50	0.14				
			None	0.00	0.00		0.00	0.00				
5	Developmen t of SMMEs	RDP 3.10; 3.1.4	EME	50.00	5.54		50.00	2.77		BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property	Y	N
			QSE	20.00	2.22		20.00	1.11			specify	
			GEN	0.00	0.00		0.00	0.00				

		None	0.00	0.00		0.00	0.00	Commission) shareholder registration	
		TOTAL	180.50	20.00		180.50	10		

***LEGEND FOR CLAIMING POINT IN TABLE 1**

- **Tenderer may claim points in respect of the five (5) specific goals in the table;**
- **The evidence provided will be verified by the Department, who reserves the right to amend or ignore points claimed if incorrect or no/irrelevant evidence provided.**
- **Points claimed- must be valid at the time of closing date of tender (excluding tax information that must be valid at the date of award);**
- **A tenderer that fails to claim points for specific goals as per Table 1 will not be disqualified but will not qualify points for specific goals;**
- **The following as a minimum requirement of valid evidence is to be submitted:**

Person historically disadvantaged on the basis of race	• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Person historically disadvantaged on the basis of gender	• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Persons historically disadvantaged on the basis of disability	• Certified medical certificate or substantive proof.
Development of Youth	• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger
Development of SMMEs	• BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.

5. ADJUDICATION USING A POINT SYSTEM

- 5.1. The tenderer obtaining the highest number of points will be awarded the contract.
- 5.2. Preference points shall be calculated after prices have been brought to a comparative basis.
- 5.3. Points scored will be rounded off to 2 decimal places.

6. POINTS AWARDED FOR BLACK PEOPLE, YOUTH, WOMEN, SMMEs AND PEOPLE WITH DISABILITIES

- 6.1. Points for Black people, Youth, Women, SMME and People with Disabilities are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed:

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership by Black people, Youth, Women, SMME and People with disabilities.

NOP = The maximum number of points awarded for equity ownership by Black people, Youth, Women, SMME and People with disabilities in that specific category.

EP = The percentage of equity ownership by Black people, Youth, Women, SMME and People with disabilities within the enterprise or business.

In case of sub-contracting, points will be awarded to the main contractor based on ownership.

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1. Name of firm :

7.2. VAT registration number :

7.3. Company registration number :

7.4. Type of company/ firm

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

7.4.1. Describe principal business activities.

.....

.....

.....

.....

.....

7.4.2. Company classification

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider

- ☐ Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

7.4.3. Total number of years the firm has been in business?

.....

7.5. Consortium / Joint Venture

- 7.5.1 A consortium or joint venture will qualify for points on evaluation of their specific goals as a legal entity, provided that the entity submits the requisite documents.
- 7.5.2 A consortium or joint venture will qualify for points on evaluation of their specific goals as an unincorporated entity, provided that each entity submits their requisite, information regarding points claimed.
- 7.5.3 Points for Black people, Youth, Women, SMME and People with Disabilities are calculated based on the percentage of the contract value managed or executed by their Black people, Youth, Women, SMME and People with disabilities. The following formula is prescribed:

$$NEP = NOP \times CVM/100$$

Where

NEP = Points awarded for equity ownership by Black people, Youth, Women, SMME and People with Disabilities

NOP = The maximum number of points awarded for equity ownership by Black people, Youth, Women, SMME and People with Disabilities in that specific category

CVM = The percentage of the contract value managed by JV partner.

8. BID DECLARATION

- 8.1. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) **If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of**

state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

COMPULSORY DOCUMENT (PLEASE COMPLETE AND SIGN)

TO BE SUBMITTED WITH THE RFQ/BID RESPONSE.

PERMISSION BY BIDDER:

On behalf of:

_____ (Company name)

I, Prof/Dr/Mr/Ms _____ (duly authorized),

hereby grant permission, in terms of the **Protection of Personal Information Act, 2013 (Act 4 of 2013)**, (POPI Act), to the Department of Higher Education and Training, to utilise all information contained in the Bid documents and Quotation submitted to the Department of Higher Education and Training , for purposes of procurement.

Designation: _____

Signed: _____

Date: _____

NB: Bidder may be disqualified if completed form is not submitted with Bid Documents

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT:

GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 “Day” means calendar day.
 - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
 - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
2. **Application** 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding
- immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
3. **General** 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
4. **Standards** 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
5. **Use of** 5.1 The supplier shall not, without the purchaser’s prior written consent, **contract** disclose the contract, or any provision thereof, or any specification, **documents** plan, drawing, pattern, sample, or information furnished by or on **and** behalf of the purchaser in connection therewith, to any person other **information;** than a person employed by the supplier in the performance of the **inspection.** contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
6. **Patent rights** 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance 7.1 Within thirty (30) days of receipt of the notification of contract award, **security** the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses 8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery 10.1 Delivery of the goods shall be made by the supplier in accordance with **and documents** the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental 13.1 The supplier may be required to provide any or all of the following **services** services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract 18.1 No variation in or modification of the terms of the contract shall be **amendments** made except by written amendment signed by the parties concerned.

19. Assignment 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the 21.1 Delivery of the goods and performance of services shall be made by **supplier's** the supplier in accordance with the time schedule prescribed by the **performance** purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination 23.1 The purchaser, without prejudice to any other remedy for breach of **for default** contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

- 24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or

rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

25. Force Majeure 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination 26.1 The purchaser may at any time terminate the contract by giving written **for insolvency** notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of 28.1 Except in cases of criminal negligence or willful misconduct, and in **liability** the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing 29.1 The contract shall be written in English. All correspondence and other **language** documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable 30.1 The contract shall be interpreted in accordance with South African **law** laws, unless otherwise specified in SCC.

31. Notices 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp **duties** duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, fees, etc., incurred until delivery of the contract to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax clearance certificate is not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. The certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation Programme (NIP)

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

- Restrictive practices**
- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34 Prohibition of**
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.