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**HIRING OF A DIGITAL PRINTING PRESS FOR S.A NAVY
NAVAL PUBLICATION UNIT (NPU) FOR A PERIOD FOR
TWO YEARS**

SPSC/B/036/2022

CLOSING DATE AND TIME: 24 MARCH 2023 @ 11h00

VALIDITY: 120 CALENDAR DAYS



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CONTACT INFORMATION

Technical Information and Administration Information:

Technical Information

Contact: Warrant Officer Class One T.S. Tsogang
Email Address: spsctechsection@gmail.com
Office Tel No: (021) 787 5207
Office Fax No: (021) 787 5171

Administration Information:

Contact: Petty Officer M.L. Claassen
Office Tel No: (021) 787 5034

Address for depositing of bid documents

Street: Simon's Town Procurement Service Centre
No. 2 Arsenal Road
Simon's Town
7995

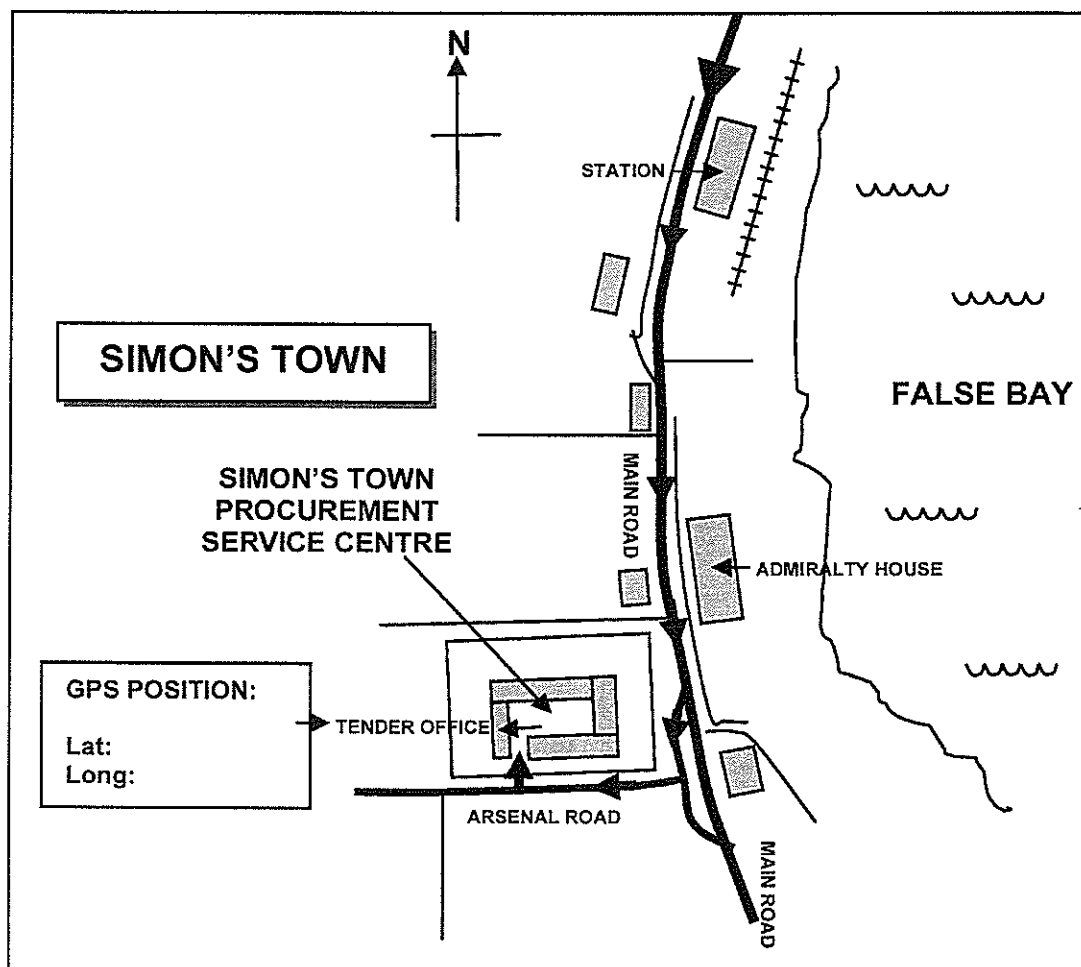
BID SUBMISSIONS

Closing period of bid: Minimum 21 working days
Validity of Bid: 120 days



GPS CO-ORDINATES TO SPSC BID BOX:

S 34° 11. 530'
E 18° 25. 591'





SECTION A

ADMINISTRATION EVALUATION CRITERIA



BID EVALUATION INSTRUCTIONS

1. All entries are to be completed in any **non-erasable ink** of your choice preferably **Blue** or **Black** ink. Amendments, scratching out, use of Tippex and omission to any documents will Invalidate the bid.
2. Except where otherwise indicated, all questions must be completed.
3. Any questions that are not completed will render such bids to be disregarded during the final calculations.
4. No bids received by telegram, email, facsimile or similar medium will be considered. The original bid must be deposited at the entrance (green box) or handed in the Bid receipt section at SPSC, 2 Arsenal Road, Simon's Town.
5. The bidder is responsible for all the costs that they shall incur related to the preparation and submission of the bid document
6. All information regarding the evaluation process must be treated as confidential.
7. The 2 ENVELOPE system will be utilized. Bidders are required to submit two separate, properly sealed envelopes, both clearly marked with the Company name, Bid number and closing date. bids will be evaluated according to the following criteria:
 - a. Envelope 1: Pricing Schedule (it should contain pricing Schedule Only)
 - b. Envelope 2: SBD documents, Statement of work and all other required documents.
8. The bids will be evaluated according to the following criteria:
 - a. Mandatory Criteria and Administration Criteria (Phase 1, Stage 1)
 - b. Technical evaluation (Phase 1, Stage 2)
 - c. Price (Phase 2) and B-BBEE Points (Phase 3)
9. Suppliers must be registered for the commodity/service required in this bid.
10. This requirement will be awarded using the 80/20 principal.
11. No late bids will be accepted after closing date and time.
12. Bidders must confirm via email if they will attend the briefing session (spscbidinvitation@gmail.com).
13. The DOD reserves the right to award per case or per line (where applicable)



ADMINISTRATIVE EVALUATION CRITERIA

1. Phase 1: Bidders will be evaluated as follows:

Phase 1 Stage 1: Compliance to Mandatory and Administration Criteria, bidders that do not fully comply with the evaluation criteria will be eliminated/ excluded and **will not proceed to Phase 1 Stage 2**.

S/No	Criteria
	A
	Phase 1, Stage 1
	Phase 1, Stage 1, Mandatory Criteria
1.	<p><u>Pricing Schedule:</u> All fields on this document must be fully completed. Attention must be given to page 1, Bidder's Information, Lead time, Quantity Available, total Unit Cost, Total Cost and B-BBEE Level must be completed.</p> <p>a. Envelope 1 SBD3 / Pricing Schedule (it should contain Pricing Schedule including the breakdown of monthly rental and additional services ONLY)</p> <p>b. Envelope 2: SBD documents, Statement of Work and all other required documents.</p> <p>Failure to submit these documents as indicated above by the closing date and time will invalidate this offer. Appendix A</p>
2.	<p><u>SBD 4 (New) - Bidders Disclosure:</u> This document must be fully completed. Failure to submit the document as indicated by the closing date and time will invalidate the bid. Appendix B</p>
3.	<p><u>SBD 6.1 Preference Points Claim Form:</u> This document must be fully completed. Failure to complete the document fully as indicated by the closing date and time will forfeit your B-BBEE points. Appendix C</p>
4.	<p><u>Central Suppliers Database (CSD) Registration Report:</u> The CSD Registration Report (not older than 14 days) must be submitted. This report should contain, but not be limited to the following information:</p> <p>i. Tax Compliant status</p> <p>ii. Successfully verified bank details</p> <p>iii. The Suppliers must have a "Physical Address type"</p> <p>Failure to submit this CSD Registration Report will invalidate your offer. Appendix D</p>
5.	<p><u>Broad Based Black Economic Empowerment (B-BBEE) status level certificate/ Sworn Affidavit:</u> Bidders are required to submit proof of B-BBEE status level verification certificate or sworn affidavit. Should there be a discrepancy between the B-BBEE Certificate or Sworn affidavit vs SBD 6.1 or failure to submit this document by closing date and time will results with points being forfeited. Appendix E</p>



S/No	Criteria
	A
6.	<u>Compulsory Briefing Session Certificate:</u> Failure to attend the compulsory briefing session and submit the completed and signed briefing session certificate by the closing date and time will invalidate the bid. Appendix F
	Phase 1, Stage 1, Administration Evaluation Criteria
7.	<u>SBD 1 / Invitation to Bid:</u> This document must be fully completed. Failure to submit this document as indicated by the closing date and time may invalidate this bid. Appendix G
8.	<u>SPSC Indemnity Agreement Form:</u> To be fully completed and submitted with bid. Failure to submit this document as indicated by the closing date and time may invalidate this bid. Appendix H
9.	<u>Certificate of Compliance by sub-contractor:</u> A certificate of compliance signed by the bidder and all sub - contractor/s to be submitted with the bid. Failure to submit this document as indicated by the closing date and time may invalidate this bid. Appendix I
10.	<u>Written Agreement wrt Occupational Health and Safety Agreement (OHASA):</u> The signed OHASA agreement amongst the DOD, bidder and sub – contractor/s (in the event of sub-contracting) should be returned with the bid documents. Failure to submit this document as indicated by the closing date and time may invalidate this bid. Appendix J.
11.	<u>SPSC Group Questionnaire:</u> To be fully completed and submitted with bid. Failure to submit this document as indicated by the closing date and time may invalidate this bid. Appendix K
12.	<u>Defence Intelligence Questionnaire (D.I.):</u> The DI Vetting form must be completed in full. Failure to submit the DI Vetting form and required documentation, by the closing date and time may invalidate this bid. NB. The short listed companies will be requested to submit thumb prints. Appendix L



TECHNICAL EVALUATION

Phase 1 Stage 2: Bidders must comply to Statement of Work. Bidders who do not will be invalidated/excluded and will not proceed to Phase 2.

S/No	Criteria
	Stage 2
1.	<p><u>STATEMENT OF WORK:</u> The bidder's compliance must be indicated with the word comply/do not comply, agree/do not agree, yes or no, or any other form of acceptance or non-acceptance on the statement of work, each paragraph and sub-paragraph must be acknowledged. No abbreviations will be accepted, for example, "c/nc for comply/not comply or y/n for yes/no etc".</p> <p>OR</p> <p><u>DESCRIPTION:</u> Bidders must confirm the offer conforms to description supplied</p> <p>Failure to comply will invalidate the bid. Appendix M</p>

Phase 2: Only bidders that qualified on Phase 1 will be evaluated on Phase 2 & 3. (Price and B-BBEE) in accordance with the PPPFA 05 of 2000.

Phase 2	Price. (Will be according to specific requirements)	80/
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Phase 3: Preferential points. (As per B-BBEE Act, 2003(Act No. 53 of 2003) requirement in the B-BBEE status Level Certificate accredited by the South Africa National Accreditation System (SANAS) or Sworn Affidavit attested by a commissioner of Oath.

Phase 3	Preferential B-BBEE points	20/																														
	<p>Points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:</p> <table><tr><th>B-BBEE Status Level of Contributor</th><th>Number of Points (90/10 system)</th><th>Number of Points (80/20 system)</th></tr><tr><td>1</td><td>10</td><td>20</td></tr><tr><td>2</td><td>9</td><td>18</td></tr><tr><td>3</td><td>8</td><td>14</td></tr><tr><td>4</td><td>5</td><td>12</td></tr><tr><td>5</td><td>4</td><td>8</td></tr><tr><td>6</td><td>3</td><td>6</td></tr><tr><td>7</td><td>2</td><td>4</td></tr><tr><td>8</td><td>1</td><td>2</td></tr><tr><td>Non-compliant Contributor</td><td>0</td><td>0</td></tr></table> <p>A bid must not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of ten (10) or twenty (20) points respectively for B-BBEE.</p> <p>Calculation of the total points scored for price and B-BBEE status level of contribution The points scored for price must be added to the points scored for B-BBEE status level contribution to obtain the bidder's total points scored out of 100.</p>	B-BBEE Status Level of Contributor	Number of Points (90/10 system)	Number of Points (80/20 system)	1	10	20	2	9	18	3	8	14	4	5	12	5	4	8	6	3	6	7	2	4	8	1	2	Non-compliant Contributor	0	0	
B-BBEE Status Level of Contributor	Number of Points (90/10 system)	Number of Points (80/20 system)																														
1	10	20																														
2	9	18																														
3	8	14																														
4	5	12																														
5	4	8																														
6	3	6																														
7	2	4																														
8	1	2																														
Non-compliant Contributor	0	0																														



PRICEING SCHEDULE

Pricing Schedule: All fields on this document must be fully completed. Attention must be given to page 1, Bidder's Information, Lead time, Quantity Available, total Unit Cost, Total Cost and B-BBEE Level must be completed. The bid must be submitted in the Two (2) envelope systems as follows:

- a. Envelope 1: Pricing Schedule (it should contain Pricing Schedule ONLY).
- b. Envelope 2: SBD documents, Statement of work and all other required documents.

Failure to submit these documents as indicated by the closing date and time will invalidate this offer. Appendix A



the sandf
Department:
Defence
REPUBLIC OF SOUTH AFRICA

Request for Bid : SPSC-B-036-2022

Author: Wendy Cooper
Date: 02/23/2023 11:27:18

PRICING SCHEDULE

Bid No. SPSC-B-036-2022
Document No: 0000466891
Description: HIRING OF A DIGITAL PRINTING PRESS FOR S.A NAVY NAVAL PUBLICATION UNIT (NPU) FOR A PERIOD FOR TWO YEARS
Currency: ZAR
Closing Date: 2023-03-24 11:00:00
Status: Created
Validity Days: 120 Days

Document Type Request for Bid Open
Company Name:
Attention:
Tel No:
Fax No:
Cell No:
Email:

No.		Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
1		SPSC-B-036-2022	RENTAL OF MACHINE	SA NAVY PUBLICATIONS UNIT		Per Month	
			Line Comment	Lead Time	Quantity Required	Quantity Available	
					1		
		Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs					
		Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs					
2							

Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
SPSC-B-036-2022	BLACK AND WHITE CLICKS PER A 4	SA NAVAL PUBLICATIONS UNIT		Per Month	
	Line Comment	Lead Time	Quantity Required	Quantity Available	
			250000	N/A	
Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs					
Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs					

Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
SPSC-B-036-2022	COLOR COST PER CLICKS A4	SA NAVAL PUBLICATIONS UNIT		per month	
	Line Comment	Lead Time	Quantity Required	Quantity Available	
			250000	N/A	
Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs					
Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs					

Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
SPSC-B-036-2022	BLACK AND WHITE CLICKS PER A3	SA NAVAL PUBLICATIONS UNIT		Per Month	
	Line Comment	Lead Time	Quantity Required	Quantity Available	
			11000	N/A	
Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs					
Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs					

Item Code	Item Description	Consumer	Delivery Point	Purchase Unit of Measure	Date Required
SPSC-B-036-2022	COLOR CLICKS PER A3 PRINT	SA NAVAL PUBLICATIONS UNIT		per month	
	Line Comment	Lead Time	Quantity Required	Quantity Available	
			11000	N/A	
Total Unit Cost in ZAR Currency, Including VAT and ALL Delivery Costs					
Total Cost in ZAR Currency, Including VAT and ALL Delivery Costs					

Questionnaires

Questionnaires / Evaluation Criteria

THE 2020 QUESTIONNAIRE EVALUATION TEMPLATE V2

Questions

Please provide your BBBEE level from the possible list provided in the dropdown.

Options
LEVEL1
LEVEL2
LEVEL3
LEVEL4
LEVEL5
LEVEL6
LEVEL7
LEVEL8
NON-COMPLIANT

Attachment Description

Attachment File Name

NB* INDICATE YOUR BBBEE LEVEL

* CALCULATION - Total line cost line 1.R

- 2.R
- 3.R
- 4.R
- 5.R

Total - TOTAL COST R



SBD 4 (New) - Bidders Disclosure:

This document must be fully completed. Failure to submit the document as indicated by the closing date and time **will invalidate the bid. Appendix B**

Failure to submit the document as indicated by the closing date and time will invalidate the bid. Appendix B

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

2.1.1 If so, 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

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.

with any person who is employed by the procuring institution? YES/NO

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 related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....

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 consortium² 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

² 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.

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.

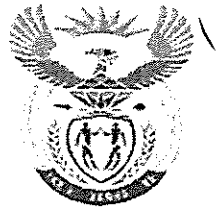
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



SBD 6.1: PREFERENCE POINTS CLAIM FORM

SBD 6.1 -Preference Points Claim Form: This document must be fully completed. Failure to complete the document fully as indicated by the closing date and time **will** forfeit your B-BBEE points. **Appendix C**

Failure to complete the document fully as indicated by the closing date and time will forfeit your B-BBEE points. Appendix C

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the ...80/20..... preference point system shall be applicable; or
- b) the 80/20 or preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: = (maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

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

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

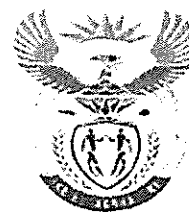
.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....



CENTRAL SUPPLIER DATA BASE (CSD) **REGISTRATION REPORT**

Central Suppliers Database (CSD) Registration Report: The CSD Registration Report (not older than 14 days) must be submitted. This report should contain, but not be limited to the following information:

- i. Tax Compliant status
- ii. Successfully verified bank details
- iii. The Suppliers must have a "Physical Address type"

Failure to submit this CSD Registration Report **will invalidate your offer. Appendix D**

**Failure to submit this CSD Registration Report will
invalidate your offer. Appendix D**



BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) STATUS LEVEL CERTIFICATE/SWORN AFFIDAVIT

Broad based Black Economic Empowerment (B-BBEE) status level certificate/ Sworn Affidavit: Bidders are required to submit proof of B-BBEE status level verification certificate or sworn affidavit. Should there be a discrepancy between the B-BBEE Certificate or Sworn affidavit vs SBD 6.1 or failure to submit this document by closing date and time **will results with points being forfeited. Appendix E**

Failure to submit this document by closing date and time will results with points being forfeited. Appendix E



COMPULSORY BRIEFING SESSION CERTIFICATE

Compulsory briefing session certificate: Bidders must confirm via email they will be attending the briefing session (spschbidinvitation@gmail.com) Failure to attend the compulsory briefing session and submit the completed and signed briefing session certificate by the closing date and time **will invalidate the bid. Appendix F**

Failure to attend the compulsory briefing session and submit the completed and signed briefing session certificate by the closing date and time will invalidate the bid. Appendix F

BIDDERS INFORMATION BRIEFING SESSION CERTIFICATE

Briefing session date: 14 March 2023

Briefing session time: 11:00 AM

**Venue: NAVAL PUBLICATION UNIT, UPPER DIDDO VALLEY ROAD,
SIMONS TOWN**

Bid No: SPSC-B-036-2022

Closing date and time of bid 24 March 2023 @ 11H00

Validity period: 120 Working Days

It is hereby confirmed that:

_____ (Representative)

Of _____ (Legal Name of company)

Attended the official briefing session and cognisance has been taken of the information as per the presentation, bid document, the brochure/hand-out and all relevant documentation.

(_____)
SIGNATURE OF REPRESENTATIVE

(_____)
CHIEF LOGISTICS: LIEUTENANT GENERAL OFFICIAL DATE STAMP

The time as stipulated in the Bid document for the briefing session and latecomers will under no circumstances be permitted to attend.

Failure to attend the briefing session and provide this completed certificate with the Bid document by the closing date and time will invalidate your Bid



SBD 1: INVITATION TO BID

This document must be fully completed.

**FAILURE TO SUBMIT THIS DOCUMENT AS
INDICATED BY THE CLOSING DATE AND TIME
MAY INVALIDATE THIS BID**

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER: SPSC-B-036-2022		CLOSING DATE: 24 MARCH 2023		CLOSING TIME: 11H00	
DESCRIPTION: HIRING OF A DIGITAL PRINTING PRESS FOR S.A NAVY NAVAL PUBLICATION UNIT FOR PERIOD TWO YEARS					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
Simon's Town Procurement Service Centre. No 2 Arsenal Road, Simon's Town or handed in at the Bid Reception					
Section, No 2 Arsenal Road, Simon's Town (Directions to the above address are available with the Bid Document)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	PO M.L. CLAASSEN		CONTACT PERSON	WO1 T. TSOGANG	
TELEPHONE NUMBER	(021) 787 5132		TELEPHONE NUMBER	(021) 7875207	
FACSIMILE NUMBER			FACSIMILE NUMBER	(021) 7875171	
E-MAIL ADDRESS	spschidinvitation@gmail.com		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
LEGAL 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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> 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, 2017, 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:



SPSC INDEMNITY AGREEMENT FORM

To be Fully completed and submitted with the bid.

**FAILURE TO SUBMIT THIS DOCUMENT AS INDICATED BY THE
CLOSING DATE AND TIME MAY INVALIDATE THIS BID**



Department of Defence
Chief of Logistics
Simon's Town Procurement Service Centre
PO Box 685
Simon's Town
7995

RELEASE OF INDEMNITY AGREEMENT FROM BIDDER: _____

IN RESPECT OF SPSC / B / 036 / 2022

INDEMNITY

1. I agree that the Department of Defence, its agents, Officers, employees, volunteers and representatives (hereafter referred to as "DOD") are indemnified from any claim that may arise from a third party and all costs or legal expenses in this regard, to such a claim for loss or damage resulting from the death, illness, injuries or disability of any such person(s), or the damage to the property of mine or any other person(s) that may result from or be related to the execution of this contract.

2. The DOD and its employees will not be held responsible for any claim or injury to my personnel or the personnel of my sub contractors, if and when applicable, whilst on DOD property or in the execution of their tasks on DOD property.

DAMAGE COMPENSATION

3. I will be held liable for any damage or theft that may be caused, to the premises or content by me or my employees or be due to our neglect whether in the normal execution of our duties or otherwise and a claim for indemnification can accordingly be imposed by the DOD against me.

4. In the case of damages to premises or content resulting from the work done, I undertake to rectify the damage immediately to the satisfaction of the DOD. If I fail to act immediately after notification, the DOD will rectify the damage at will and the cost thereof will be recovered from any monies outstanding to me.

WAIVER

5. No waiver of any of the terms and conditions of the contract will be binding or effectual for any purpose unless expressed in writing and signed by the parties thereto, and any waiver will be effective only in specific instances and for the purpose given. No failure or delay on the part of either party in exercising any right, power or privilege hereunder will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of right, power or privilege.

RELEASE OF INDEMNITY AGREEMENT FROM BIDDER: _____

IN RESPECT OF SPSC/ B / 036 / 2022

ACKNOWLEDGEMENT

I acknowledge that I have read and understood this agreement, that I have executed this agreement voluntarily and that this agreement is binding to myself. I accept that the DOD may reject the offer and/or act against me if I contravene this agreement.

Full Name and Signature of Bidder's Duly Authorised Representative

Date

Full Name and Signature of Witness

Date

Full Name and Signature of Witness

Date



CERTIFICAT OF COMPLIANCE BY SUB- CONTRACTOR / SUPPLIER

A certificate of compliance signed by the bidder and all sub – contractor/s to be submitted with the bid.

**FAILURE TO SUBMIT THIS DOCUMENT AS INDICATED BY
THE CLOSING DATE AND TIME MAY INVALIDATE THIS
BID**

CERTIFICATE OF COMPLIANCE BY SUB-CONTRACTOR / SUPPLIER

THIS CERTIFICATE MUST BE SUBMITTED WITH THE COMPLETED BID (IN THE ORIGINAL FORMAT) BY THE BIDDER

CONTRACTORS NAME: _____

SUB-CONTRACTORS NAME: _____
(Delete whichever is not applicable)

I/we am/are fully aware of the Bid Requirements and am/are capable of supplying the required item(s)/service(s) strictly according to the Bid Conditions, Special Conditions and Specifications supplied by the Department of Defence. I/we hereby certify that _____ will submit quotations/bids to

Supply the item(s)/service(s) listed in Bid no: _____

Section(s) _____

I/we further certify that I/we have the necessary infrastructure at my/our disposal to execute the Bid.

I/we, the Sub-contractor(s) am/are willing to allow the Department of Defence's Officials access to my/our premises for inspection purposes.

Sub-Contractor's Contact Person: _____

Address of Sub-Contractor: _____

Telephone No: _____

Fax No: _____

SIGNATURE OF SUB-CONTRACTOR

WITNESSES:

1. _____ Date: _____

2. _____ Date: _____



**WRITTEN AGREEMENT WRT OCCUPATIONAL HEALTH AND SAFETY
AGREEMENT (OHASA)**

The signed OHASA agreement amongst the DOD, bidder and sub – contractor/s (in the event of sub-contracting) should be returned with the bid documents.

**FAILURE TO SUBMIT THIS DOCUMENT AS INDICATED BY THE
CLOSING DATE AND TIME MAY INVALIDATE THIS BID**



**WRITTEN AGREEMENT TO COMPLETE AN OCCUPATIONAL HEALTH AND SAFETY
AGREEMENT FOR THE COMPLETION OF A CONTRACT ENTERED INTO BETWEEN**

THE DEPARTMENT OF DEFENCE AND _____

(Herein after referred to as the contractor)

AS ENVISAGED BY SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT NO 85
OF 1993 AS AMENDED

WORKMAN COMPENSATION NUMBER: _____

1. I, (full names) _____ (Identity
Number _____) being fully authorised to represent the Contractor, do
hereby confirm that the supplier is an employer on its own right with duties as prescribed in the
Occupational Health and Safety Act 85 of 1993 as amended and agree to ensure that all work will be
performed or plant and machinery will be used in accordance with the provision of the said Act.

2. I hereby confirm that I will ensure that all our employees or Subcontractors workmen are covered
in terms of the Compensation for Occupational Injuries and Diseases Act 1993, which cover shall
remain in force whilst any such workmen are working with or on Department of Defence (DOD) property
for the duration of the contract period.

3. I furthermore confirm that we and / or our Subcontractor(s) are in possession of a valid "Certificate
of good standing" issued by the Workman Compensation Commissioner.

4. I furthermore confirm and agree that I and / or our Subcontractor(s) will sign a written agreement
on occupational health and safety responsibilities for completion of a contract entered into between the
Department of Defence **within 10 days** of the award of the contract should we be successful bidder. I
acknowledge that should I fail to sign the OHAS agreement within this period; the contract will be
terminated with immediate effect with no recourse on my behalf.

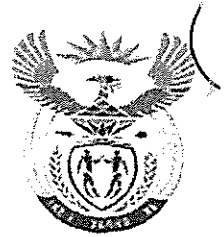
Signed by Contractors authorised Representative

Full Name of Contractors Authorised Representative

Witnesses 1. _____

2. _____

Signed and entered into at _____ On _____ 2023



SPSC GROUP QUESTIONNAIRE

SPSC Group Questionnaire: To be fully completed and submitted with bid. Failure to submit this document as indicated by the closing date and time **may invalidate this bid.** Appendix K

Failure to submit this document as indicated by the closing date and time may invalidate this bid. Appendix K

SIMON'S TOWN PROCUREMENT SERVICE CENTRE

CLOSING DATE OF BID
CLOSING TIME OF BID

24 MARCH 2023
11H00

BID NUMBER: SPSC-B-036-2022
VALIDITY: 120 DAYS

GROUP QUESTIONNAIRE

Circle applicable response and delete not applicable response.

Service Required at: NAVAL PUBLICATON UNIT

Do you confirm compliance to 120 days validity period? YES / NO

If no state reason/s

Is your price firm for the validity period of 120 days? YES / NO

If no state reason/s

Copies of General Bid Conditions and General Conditions of Contract are available from the National Treasury Website (www.treasury.gov.za)

Do you confirm compliance to the Special Conditions of Contract, General Bid Conditions and General Conditions of Contract YES / NO

Do you confirm that you may sign a SBD 7.1 on award, YES /NO

General Information

Bid Documents: have you made/kept a copy of completed Bid documents for reference purposes: YES / NO

Clarification of Information: It has been noted and confirmed that the DOD may request clarification on any information regarding any aspect included in the bid document. The bidder is to supply the requested information within the requested time span. Failing may result in the bid being disqualified.

ADMINISTRATION

Bidders are requested to number each page of the Bid Document submitted. Pages are to be numbered from the bottom page to the top page (top right hand corner)

NB: SPSC RESERVES THE RIGHT TO RECALL THE BIDDER/S TO COMPLY WITH THE ABOVE ADMINISTRATION INSTRUCTION

I/WE HEREBY CONFIRM THAT I/WE HAVE COMPLIED WITH ALL OF THE ABOVE REQUIREMENTS

WITNESS 1: DATE:

WITNESS 2: DATE:

BIDDER NAME:

SIGNATURE..... DATE:.....

Capacity under which this bid is signed



DEFENCE INTELLIGENCE QUESTIONNAIRE (D.I.)

Defence Intelligence Questionnaire (D.I.) The DI Vetting form must be completed in full. Failure to submit the DI Vetting form and required documentation, by the closing date and time **may invalidate this bid.**

N.B. The short listed companies will be requested to submit thumb prints.
Appendix L

Failure to submit the DI Vetting form and required documentation, by the closing date and time may invalidate this bid.

N.B. The short listed companies will be requested to submit thumb prints. Appendix L

DEPARTMENT OF DEFENCE INTELLIGENCE (DI) VETTING

TO DI SEC INSTR/01/2014

QUESTIONNAIRE:

MAIN CONTRACTOR

Company Name:

Company Registration Number:

DOD Supplier Code (if already registered with the DOD):

Personal particulars of Company Director(s) (Include copy of RSA Identification and passport document):

.....
.....
.....
.....
.....

Personal particulars of Foreign Nationals employed by the company (incl copy of ID / passport and working visa/ documentation)

.....
.....
.....
.....
.....

Company Physical Address:

.....
.....
.....

Company Postal Address:

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.....

Company Core Business:

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SECTION B

SUB CONTRACTORS DETAILS

Personal particulars of sub-contractors if any (Include copy of RSA Identification and passport documents):

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.....

Personal particulars of Foreign Nationals employed by the company (incl copy of ID / passport and working visa/ documentation)

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Sub Contractors Company Physical Address:

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Sub Contractors Company Postal Address:

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Sub Contractors Company Core Business:

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SECTION C

MAIN CONTRACTOR

1. When did the company begin with its operations?

Answer:

2. Does the company have a valid SARS tax clearance certificate? If yes, provide the tax clearance certificate number and the certified copy of the certificate.

Answer:

3. Is the company registered with the Company and Intellectual Property Commission (CIPC)? If yes, provide the registration number and attach a certified copy of the registration certificate.

Answer:

4. Who are the shareholders of the company and what percentage of shares do they each possess?

Answer:

.....

.....

5. List the services that will be rendered by the company to the SANDF?

Answer:

.....

.....

6. Which DOD installations/unit and specific area/section does the company required access to?

Answer:

.....

.....

7. Name list and copies of RSA ID's / passports of all employees entering the DOD installation.

Answer:

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.....

8. Does the company provide services to other RSA state departments? If yes, provide the names of the departments and the period/s during which service was provided.

Answer:

.....

.....

9. Does the company provide services to foreign governments and/or companies? If so, provide details.

Answer:

.....

.....

10. Has the company been implicated in any fraudulent activities? If yes, provide details.

Answer:

.....

.....

11. Has the company been implicated in any corrupt practices? If yes, provide details.

Answer:

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.....

12. Has the company been implicated in any other criminal activity? If yes, provide details.

Answer:

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13. Does the company have the Employment Equity Plan? If yes, provide the Employment Equity Plan as well as the number and composition of the employees. (Only if the company is South African or employs South Africans)

Answer:

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14. What is the track record and achievements of the company? Provide details.

Answer:

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15. Is the company under investigation by any government security agency? If yes, provide details.

Answer:

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16. What known factor could possibly prevent this company from entering into contract with the Department of Defence and Military Veterans or any component thereof and why?

Answer:

.....

.....

Compiled by:

Name:

Identification Number:

Position in Company:

Signature:

Date:

NB: Important; The following documentation is Mandatory and is to be included in the DI vetting declaration

- *The profiles of the Director(s) of the Main Contractor and Sub- Contractors as well as their RSA Identification and passport documents.*
- *The current Financial Statement(s) of the company.*
- *The current and valid SARS Tax Clearance Certificate.*
- *The current and valid SARS Personal Tax Clearance Certificate and or IRP6 of all Directors, Shareholders and Members (Sub-Contractor/s included).*
- *The registration number and attach a certified copy of the registration certificate with the Company and Intellectual Property Commission (CIPC).*
- *Central Data Base registration report with MAAA and Unique number.*
- *Name list and RSA IDs of all personnel entering DOD premises.*
- *Foreign Nationals employed by the company (incl copy of ID / passport and working visa/ documentation).*
- *Employment Equity Plan as well as the number and composition of the employees. (Only if the company is South African or employs South Africans).*



SECTION B

TECHNICAL



TECHNICAL EVALUATION

STATEMENT OF WORK: The bidder's compliance must be indicated with the word comply/do not comply, agree/do not agree, yes or no, or any other form of acceptance or non-acceptance on the statement of work, each paragraph and sub-paragraph must be acknowledged. No abbreviations will be accepted, for example, "c/nc for comply/not comply or y/n for yes/no etc".

OR

DESCRIPTION: Bidders must confirm the offer conforms to description supplied.

Failure to comply will invalidate the bid. Appendix M

**Failure to comply will invalidate the bid.
Appendix M**

Naval Publications Unit

Scope of work		Comply/ Not Comply
Hiring of Digital Printing Press for a period of two years Specifications		
1. GENERAL		
1.1 The digital production machine must be able to integrate into the existing system comprising of Microsoft machines as an integral part of the existing system.		
1.2 Must be a digital commercial production machine and not a multifunctional Photostat machine. With a warm up time of 7 minutes maximum from power on to copy-ready.		
2. SYSTEM COMPATABILITY		
2.1 Must be able to be compatible with the current setup at the Electronic Origination Section (Typesetting) Microsoft Pc setup and Server System. Supported Operating systems (Printer drivers): Windows 7,8,10 and support all types of mac OS.		
2.2 Support USB functionalities.		
2.3 Support Bluetooth		
2.4 Support Wi-Fi		
3. PAPER		
3.1 Must be able to print duplex, simplex and print on Thin, Plain, Recycled, Colour, Thick, coated/uncoated paper and textured stock with weight range between 55gsm and 450gsm.		
3.2 Must have an advance centre registration technology for tight front to back registration.		
4. PAPER TRAYS		
4.1 Minimum of 4-5 trays with an extra copier tray for copies and used as a by-pass tray.		
4.2 Must be able to hold minimum 3000 sheets per tray totalling 12 000 sheets of paper at any time.		
4.3 Must be able to print SRA3 (320mm x 450mm) and Long Size 320.6mm x 1295mm.		
4.4 Must be able to print booklet and use different stock media from different trays.		
5. PRODUCTIVITY / PRINT SPEED (SIPLEX AND DUPLEX)		
5.1 Print Speed A4 – Not less than 100 to 120 ppm (all weights) A3 – Not less than 80 prints per minute (all weights)		

Scope of work		Comply/ Not Comply
Hiring of Digital Printing Press for a period of two years Specifications		
6. SCANNER		
6.1 Must have a scanner (One pass duplex scanner) and photocopier tray to scan to pdf, OCR, jpeg, tiff etc. And must be able to scan A4 and SRA3.		
7. DECURLER		
7.1 Must have a de-curler built in to keep high gloss stock flat after printing. Must have a temperature regulator that control the humidity inside the paper tray		
8. Print Resolution		
8.1 Must have a minimum image resolution of 2400x2400 dpi to a maximum of 3000 X 3000 dpi.		
8.2 Must have a minimum RIP Resolution of 1200 x 1200 dpi and a maximum of 2400 X 2400 dpi.		
8.3 Must have a High-Definition Image Finishing		
8.4 Must have a Full Automated Colour Management Width Array		
8.5 256 Gradation levels minimum		
9. CLEAR TONER OPTION		
9.1 In addition to CMYK it must have a clear toner option to give a high quality image glossy finish to covers of books and booklets.		
10. DUTY CYCLE		
10.1 The digital press must have a minimum Duty cycle of 800 000 – 1 200 000 images per month.		
10.2 The digital press must be able to process Data streams Postscript level 3, and process native PDF printing.		
10.3 The digital press must have Colour Management Controls for the following: a.Colour rendering dictionaries b.Pantone Calibration c.ICC/ICM Profiles d.Colour editor e.ISO / Fogra / GraCol standards.	
11. VARIABLE DATA		
11.1 The digital press must have a Variable Data printing capability		

Scope of work Hiring of Digital Printing Press for a period of two years Specifications	Comply/ Not Comply
12. FINISHING	
12.1 Automatic inline booklet maker. Required as a labour saving device. a. Inline Saddle stitch booklet maker b. Inline multi-stapler (corner and dual edge) c. 2 and 4 hole punch unit d. Post fuser inserter for pre-printed or foiled stocks. e. Inline Multi-hole Wire/Comb punches for lay flat A4 book application. f. Perfect Binding module g. Square Fold booklets of up to 200 pages maximum and Face Trim module for booklet finishing. Full bleed printing and square spine. h. Multiple folding module e.g. (Z Fold, Bi Fold, U fold, Tri Fold, Gate Fold, 4 Panel / Parallel Fold.
13. SERVICING	
13.1 The supplier must provide a service, repair and maintenance for the full duration of the contract.	
13.2. The copy of the Service, Maintenance, schedule to be submitted with offer. (Failure to submit will invalidate your offer)	
14. TRAINING	
14.1 The supplier must provide operator training of the machine to all members that will be operating the machine.	
14.2 Training must include service and maintenance training of up to level 2.	
14.3 A valid Certificate of Competence to be issued after the training and installation of the digital printing press.	
15. TECHNICAL SUPPORT	
15.1 The supplier must provide technical support for the duration of the Agreement.	
15.2 The technical support call up must be within 2 hours.	
15.3 The turnaround time on service, maintenance and repairs to be within 4 hours.	
15.4 A dedicated technician for the duration of contract	
16. LEASE AGREEMENT	
16.1 The agreement must be structured in such a manner that at the end of the Rental agreement the digital press must be returned to the Supplier.	
17. CONCLUSION	
17.1 A valid Certificate of Compliance (CoC) to be issued after the installation of printing press. (for all electrical work done)	
17.2 A catalogue and/or technical data sheet to be submitted with offer.	

Scope of work	Comply/ Not Comply
Hiring of Digital Printing Press for a period of two years Specifications	
17.3 Any negligent damage to state property by contractor and workers will be the responsibility of the contractor and must be rectified in the shortest possible time.	
17.4 Bidders to quote all-inclusive price	
17.5 The monthly rental must show a description of all items included in the pricing.	
17.6 The click charges must include description and pricing (note: service, maintenance and repairs. Also the replacement of toners and staples).	
18. ACCEPTANCE	
18.1 The acceptance of this requirement will include Training, issuing of valid certification for training conducted and installation of the digital printing press with a valid Certificate of Compliance (CoC).	
19. ENQUIRIES	
19.1 Any enquiries can be directed to Warrant Officer Tsogang on 021 787 5207 or email on spsctechsection@gamil.com during working hours (0830 to 1500)	



SECTION C

Special Conditions of Contract

DEPARTMENT OF DEFENCE

SPECIAL CONDITIONS OF CONTRACT **(SCCs)**

TABLE OF CLAUSES

1. Changed Requirement
2. Co-ordinated activities
3. Contractor's Personnel
4. Value Added Tax (VAT)
5. Damage Compensation
6. Waiver
7. Severability
8. Sub-contracting

SPECIAL CONDITIONS OF CONTRACT

CHANGED REQUIREMENT

1. If Department of Defence institutions participating in this contract are disbanded or relocated or for reasons unknown at the time of concluding the contract, the Department of Defence reserves the right to cancel the contract or parts thereof on written notice of 90 days sent to the contractor at the address appearing in the contract.

CO-ORDINATED ACTIVITIES

2. Whilst on Department of Defence premises, personnel of the contractor will have access to all areas, subject to other stipulations in the relevant contract, to render the services. If the contractor's service is not rendered in a specific area at a given time, access to that area is forbidden.
3. The work to be executed must under no circumstances disrupt the routine activities taking place in the institution or on the premises where the service is to be provided.

CONTRACTOR'S PERSONNEL

4. Identification. To identify the contractor's personnel on the premises of the Department of Defence, the personnel will comply with the following, with any costs for the account of the contractor:
 - a. Personnel will wear company identification cards with an employee photograph on it, conspicuously on his/her person at all times;
 - b. Personnel will wear identifiable uniforms whilst on duty.
5. Attitude towards Safety, Health, Security and Service Delivery. Without prejudice to the contractor's responsibility and right to select and appoint his/her own personnel, the Department of Defence will at all times have the right to identify personnel of the contractor whom are considered to be safety and/or health and/or security risk and/or personnel whom are undesirable. In such case the contractor will be requested not to utilise such person(s) any longer to honour his/her obligations in terms of this contract. The contractor will immediately comply with the request and he/she will not, as a result of such a request, be entitled to institute any claim against the Department of Defence for any loss or otherwise suffered as a result of such a request. The contractor therefore indemnifies the Department of Defence against any claim whatsoever from the employee concerned.
6. Name List. The contractor must submit a complete name list of all personnel to be employed on Department of Defence premises to provide the service according to the contract, to the Department of Defence official at the institution or on the premises where the service is to be provided, who will arrange for entry permits for the contractor. Any changes to the personnel must be communicated to the designated official without delay.
7. Personnel on Site. The contractor must ensure that the total number of personnel offered for the execution of this contract is on duty on a daily basis. Provision must therefore be

made for temporary or stand-in personnel for cases where personnel are on leave or sick leave.

VALUE ADDED TAX (VAT)

8. All monies paid in terms of this bid is subject to value added tax calculated at the appropriate tariff from time to time as provided for in the Value Added Tax Act, Act 89 of 1991, the schedules thereto and Rulings as issued by the South African Revenue Services in regard to value added tax.

DAMAGE COMPENSATION

9. The contractor herewith indemnifies the Department of Defence from any claim that may arise from a third party and all costs or legal expenses in this regard, to such a claim for loss or damage resulting from the death, injuries or disability of any such person(s), or the damage to property of the contractor or any other person(s) that may result from or be related to the execution of this contract.
10. The contractor will be held responsible for any damage or theft that may be caused, to the premises or content by him or his employees or be due to their neglect whether in the normal execution of their duties or otherwise and a claim for indemnification can accordingly be imposed by the Department of Defence against the contractor.
11. In the case of damages to premises or content resulting from the work done, the contractor will undertake to rectify the damage immediately to the satisfaction of the Department of Defence. If the contractor fails to act immediately after notification, the Department of Defence will rectify the damage at will and the cost thereof will be recovered from any moneys outstanding.
12. The Department of Defence and its employees will not be held responsible for any claim or injury to the contractor's personnel whilst on Department of Defence property or in the execution of their tasks on Department of Defence property.

WAIVER

13. No waiver of any of the terms and conditions of the contract will be binding or effectual for any purpose unless expressed in writing and signed by the parties thereto, and any such waiver will be effective only in specific instances and for the purpose given. No failure or delay on the part of either party in exercising any right, power or privilege hereunder will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege.

SEVERABILITY

14. Should any of the terms and conditions of the Contract be held to be invalid or unlawful, such terms and conditions will be severable from the remaining terms and conditions, which will continue to be valid and enforceable.

SUB-CONTRACTING

15. In the event that sub-contractors are used to execute the contract or part thereof, the following shall apply:
 - a. Prior Approval. Once the contract has been concluded, the contractor shall obtain prior approval from the Department of Defence before the appointment of any sub-contractor.
 - b. Payment. The contractor shall remain liable to reimburse the sub-contractors for goods delivered or services rendered to the Department of Defence.