



## BID SPECIFICATION

### STATE INFORMATION TECHNOLOGY AGENCY (SOC) LTD

Registration number 1999/001899/30

RFB REF. NO:	RFB 2671/2022
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF PRE-PRINTED STATIONERY FOR SITA BETA DATA CENTRE FOR A PERIOD OF 3 YEARS
PUBLICATION DATE	<b>11 OCTOBER 2022</b>
BRIEFING SESSION	COMPULSORY VIRTUAL BRIEFING SESSION AND SITE VISIT: DATE: <b>18 OCTOBER 2022</b> TIME: <b>10:00 AM</b> VENUE: Microsoft Teams Meeting
EXTENDED CLOSING DATE FOR QUESTIONS AND ANSWERS	<b>21 OCTOBER 2022</b>
FURTHER EXTENDED RFB CLOSING DETAILS	DATE: <b>02 NOVEMBER 2022</b> TIME: <b>11:00 AM</b> (SOUTH AFRICAN TIME) PLACE: TENDER OFFICE, PONGOLA IN APOLLO, 459 TSITSA STREET, ERASMUSKLOOF, PRETORIA (HEAD OFFICE)
PUBLIC OPENING OF RFB RESPONSES	<b>N/A</b>





<b>RFB VALIDITY PERIOD</b>	<b>100 DAYS FROM THE CLOSING DATE</b> 
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**PROSPECTIVE BIDDERS MUST REGISTER ON NATIONAL TREASURY'S  
CENTRAL SUPPLIER DATABASE PRIOR TO SUBMITTING BIDS.**





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## ANNEX A: INTRODUCTION

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### 1. PURPOSE AND BACKGROUND

#### 1.1. PURPOSE

The intent is to follow the normal SITA procurement process to appoint a service provider for the supply of various pre-printed stationery at the Beta Data Centre for a period of 3 years.

#### 1.2. BACKGROUND

Pre-printing is done on a daily basis whereby approximately one (1) million A4 full colour pre-printed pages are required on a monthly basis. Various brochures and poster from A4 to A0 with a weight of between 80gsm and 350 gsm is required by clients.

Usage for current clients. (Not limited to)

Description	Quantity	Usage
Tshwane Duplex	600 000	Monthly
Tshwane Simplex	1 000 000	3 Times per year
Thaba Chweu	100 000	2 Times per year
Sekhukhune	100 000	2 Times per year
Ngwate	100 000	2 Times per year
Salary Advices	300 000	3 Times per year
IRP5's	100 000	Once
POD		On demand from clients

### 2. SCOPE OF BID

#### 2.1. SCOPE OF WORK

The scope of this project encompasses the following service:

The replacement of the contract is essential for the continuation of the printing services that SITA is currently rendering to the various Municipalities and other clients on a daily and monthly basis. If the current contract expires, it will have a serious impact on the service delivery to all of SITA's clients.

#### 2.2. DELIVERY ADDRESS

No.	Physical Address	
1.	SITA Beta Building, Johannes Ramokhoase Street 222, Pretoria, Gauteng	S 25° 44 36.61 E 28° 11 16.7





## 2.3. CUSTOMER INFRASTRUCTURE AND ENVIRONMENT REQUIREMENTS

SITA Data Centres are a printing environment and the pre-printed stationery will be used for printing on a daily basis.

### 3. REQUIREMENTS

#### 3.1. PRODUCT/ SERVICE / SOLUTION REQUIREMENTS

- (a) This bid calls for the supply and delivery of various pre-printed stationery.
- (b) The bidder will send four (4) proofs to be signed off on all request before starting with production.
- (c) The bidder must deliver stock within two (2) weeks before the new month.

#### CATEGORY 1: PRE-PRINTED STATIONARY FULL COLOUR BOTH SIDE (Duplex)

Type	Quantity	Weight
A4	0-50 000	80 gsm Bond
A4	50 000- 500 000	
A4	500 000-2 million	
A4	0-50 000	150 gsm
A4	0-50 000	170 gsm
A4	0-50 000	200 gsm
A4	0-50 000	300 gsm
A3	0-50 000	80 gsm Bond
A3	0-50 000	160 gsm
A3	0-50 000	170 gsm
A3	0-50 000	300 gsm
A2	0-50 000	80 gsm Bond
A2	0-50 000	170 gsm
A2	0-50 000	300 gsm





A1	0-50 000	80 gsm Bond
A1	0-50 000	170 gsm
A1	0-50 000	300 gsm
A0	0-50 000	80 gsm
A0	0-50 000	170 gsm
A0	0-50 000	300 gsm

**CATEGORY 2: PRE-PRINTED STATIONARY**

**FULL COLOUR ONE SIDE (Simplex)**

Type	Quantity	Weight
A4	0-50 000	80 gsm Bond
A4	50 000- 500 000	
A4	500 000-2 million	
A4	0-50 000	150 gsm
A4	0-50 000	170 gsm
A4	0-50 000	200 gsm
A4	0-50 000	300 gsm
A3	0-50 000	80 gsm Bond
A3	0-50 000	160 gsm
A3	0-50 000	170 gsm
A3	0-50 000	300 gsm
A2	0-50 000	80 gsm Bond
A2	0-50 000	170 gsm
A2	0-50 000	300 gsm
A1	0-50 000	80 gsm Bond
A1	0-50 000	170 gsm
A1	0-50 000	300 gsm
A0	0-50 000	80 gsm
A0	0-50 000	170 gsm
A0	0-50 000	300 gsm





<p><b><u>ABILITY</u></b> <b>The Bidder</b> must supply SITA Beta with at least ±1 000 000 pre-printed A4 80gsm bright white full colour Simplex or Duplex pages per month for various Municipalities.</p>	<p>Volumes capability on manufacturing daily</p>
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#### 4. BID EVALUATION STAGES

- (1) The bid evaluation process consists of several stages that are applicable according to the nature of the bid as defined in the table below.
- (2) **The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.**

Stage	Description	Applicable for this bid YES/NO
Stage 1	Administrative pre-qualification verification	YES
Stage 2	Technical Mandatory requirement evaluation	YES
Stage 3	Special Conditions of Contract verification	YES
Stage 4	Price / B-BBEE evaluation	YES





## ANNEX A.1: ADMINISTRATIVE PRE-QUALIFICATION

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### 5. ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

#### 5.1. ADMINISTRATIVE PRE-QUALIFICATION VERIFICATION

- (1) The bidder **must comply** with ALL of the bid pre-qualification requirements in order for the bid to be accepted for evaluation.

If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if SITA is unable to verify whether the pre-qualification requirements are met, then SITA reserves the right to-

- (a) Reject the bid and not evaluate it, or
- (b) Accept the bid for evaluation, on condition that the Bidder must submit within seven (7) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

#### 5.2. ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

- (1) **Submission of bid response:** The bidder has submitted a bid response documentation pack –
  - (a) that was delivered at the correct physical or postal address and within the stipulated date and time as specified in the “Invitation to Bid” cover page, and;
  - (b) in the correct format as one original hard copy document clearly marked “original”, two hard copies of the original document clearly marked “copy” and original document on memory stick / USB.
- (2) **Attendance of briefing session:** A **Compulsory Briefing session** will be held. The bidder has to sign the briefing session attendance register using the same information (bidder company name, bidder representative person name and contact details) as submitted in the bidder’s response document.
- (3) **Registered Supplier.** The bidder is, in terms of National Treasury Instruction Note 4A of 2016/17, registered as a Supplier on National Treasury Central Supplier Database (CSD).





## 6. TECHNICAL MANDATORY

### 6.1. INSTRUCTION AND EVALUATION CRITERIA

- (1) The bidder must comply with ALL the requirements as per section 6.2 below **by providing substantiating evidence** in the form of documentation or information, failing which it will be regarded as “NOT COMPLY”.
- (2) The bidder **must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, SITA reserves the right to treat substantiation evidence that cannot be located in the bid response as “NOT COMPLY”.
- (3) The bidder **must complete the declaration of compliance** as per section 6.3 below by marking with an “X” either “COMPLY”, or “NOT COMPLY” with ALL of the technical mandatory requirements, failing which it will be regarded as “NOT COMPLY”.
- (4) The bidder must comply with ALL the TECHNICAL MANDATORY REQUIREMENTS in order for the bid to proceed to the next stage of the evaluation.
- (5) No URL references or links will be accepted as evidence.

### 6.2. TECHNICAL MANDATORY REQUIREMENTS

<b>TECHNICAL MANDATORY REQUIREMENTS</b>	<b>Substantiating evidence of compliance</b> <i>(used to evaluate bid)</i>	<b>Evidence reference</b> <i>(to be completed by bidder)</i>
<p><b>(1) <u>EXPERIENCE AND CAPABILITY REQUIREMENTS</u></b></p> <p>The bidder must have supplied at least five (5) Pre-Printed papers to at least two (2) customers in the last five (5) years.</p>	<p>The Bidder must provide reference details from at least two (2) customers to whom at least five (5) Pre-Printed papers were delivered in the last five (5) years.</p> <p>Note: The number of at least five (5) Pre-Printed papers is the total number of papers from a minimum of at least two</p>	<p>&lt;provide unique reference to locate substantiating evidence in the bid response – see Annex B, section 11.1&gt;</p>





<b>TECHNICAL MANDATORY REQUIREMENTS</b>	<b>Substantiating evidence of compliance</b> <i>(used to evaluate bid)</i>	<b>Evidence reference</b> <i>(to be completed by bidder)</i>
	<p>(2) customers, however the number of customers can be more than two (2), as long as the number of Pre-Printed Papers are five (5) in total in the last Five (5) years.</p> <p><b>NB:</b> SITA reserves the right to verify information provided.</p>	
<p><b>(2) STORAGE FACILITY</b></p> <p>The bidder must have the capacity to store and supply all SITA printing environment with 1 million pages of pre-printed A4 80gsm bright white full colour Simplex or Duplex pages per month or when ordered.</p>	<p>The bidder must have a storage capacity for production paper when ordered and provide proof of business address from local authority or a Lease agreement from the Landlord.</p> <p><b>NB:</b> SITA reserves the right to verify information provided.</p>	<p>&lt;provide unique reference to locate substantiating evidence in the bid response – see Annex B, section 11.2&gt;</p>
<p><b>(3) TRANSPORTATION OWNERSHIP</b></p> <p><b>THE BIDDER</b> must have their own transport, or a contract with a third-party transport/courier company.</p>	<p>The bidder must provide:</p> <ol style="list-style-type: none"><li>1. A list of all the vehicles to be used for deliveries (A minimum of one (1) delivery vehicle will be acceptable);</li></ol> <p><b>and/ or</b></p>	<p>&lt;provide unique reference to locate substantiating evidence in the bid response –</p>





<b>TECHNICAL MANDATORY REQUIREMENTS</b>	<b>Substantiating evidence of compliance (used to evaluate bid)</b>	<b>Evidence reference (to be completed by bidder)</b>
	<p>A contract with a third party where the bidder does not have his own transport. The contract must be valid for the duration of the SITA contract.</p> <p>NB: SITA reserves the right to verify information provided.</p>	<p>see Annex B, section 11.3&gt;</p>

### 6.3. DECLARATION OF COMPLIANCE

	<b>Comply</b>	<b>Not Comply</b>
<p>The bidder declares by <b>indicating with an "X"</b> in either the "COMPLY" or "NOT COMPLY" column that –</p> <p>(a) The bid complies with each and every TECHNICAL MANDATORY REQUIREMENT as specified in SECTION 6.2 above; AND</p> <p>(b) Each and every requirement specification is substantiated by evidence as proof of compliance.</p>		





**7. TECHNICAL FUNCTIONALITY EVALUATION REQUIREMENTS**

Not Applicable.





## ANNEX A.2: SPECIAL CONDITIONS OF CONTRACT (SCC)

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### 8. SPECIAL CONDITIONS OF CONTRACT

#### 8.1. INSTRUCTION

- (1) The successful supplier will be bound by Government Procurement: General Conditions of Contract (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the successful Supplier. However, SITA reserves the right to include or waive the condition in the signed contract.
- (2) SITA reserves the right to –
  - (a) Negotiate the conditions, or
  - (b) Automatically disqualify a bidder for not accepting these conditions.
  - (c) Award to multiple bidders.
- (3) In the event that the bidder qualifies the proposal with own conditions, and does not specifically withdraw such own conditions when called upon to do so, SITA will invoke the rights reserved in accordance with subsection 8.1(2) above.
- (4) The bidder must **complete the declaration of acceptance** as per section 8.3 below by marking with an “X” either “ACCEPT ALL” or “DO NOT ACCEPT ALL”, failing which the declaration will be regarded as “DO NOT ACCEPT ALL” and the bid will be disqualified.

#### 8.2. SPECIAL CONDITIONS OF CONTRACT

##### (1) CONTRACTING CONDITIONS

- (a) **Formal Contract.** The Supplier must enter into a formal written Contract (Agreement) with SITA internal
- (b) **Right of Award.** SITA reserves the right to award the contract for required goods or services to multiple Suppliers.
- (c) **Right to Audit.** SITA reserves the right, before entering into a contract, to conduct or commission an external service provider to conduct a financial audit or probity to ascertain whether a qualifying bidder has the financial wherewithal or technical capability to provide the goods and services as required by this tender.

- (2) **DELIVERY ADDRESS.** The supplier must deliver the required products or services at as indicated in Section 2.2, Delivery Address

##### (3) DELIVERY SCHEDULE





- (a) The scope of work (Section 2.1) and Section 3 (Requirements) must be completed within 3 years after the contract has been awarded to all below SITA buildings i.e. decommission, supply, install and configure.
- (b) The Supplier is responsible to perform the work as outlined in the following Breakdown Structure (WBS):

WBS	Statement of Work	Delivery Timeframe
1.	The pre-printed stationery must be delivered to SITA Beta Building in Pretoria.	<b>Two (2) weeks before the new month</b>
2.	All deliveries must be delivered to SITA Beta Building	<b>Between 08h00 and 14h00 weekdays</b>

(4) **SERVICES AND PERFORMANCE METRICS**

- (a) **The bidder** must have the capability to supply at least ± 1 000 000 pre-printed stationery monthly.
- (b) **The bidder** must ensure that the papers will be neatly packed in boxes and wrapped on a pallet. The quantity of each box and name of Municipality must be indicated on each box. (Any stock that is damage and not correctly labelled will not be accepted).
- (c) **The bidder** must supply a detailed delivery note indicating total quantities delivered. Invoice and statement must be mailed to the official responsible for the processing of payments.
- (d) **The bidder** must forecast the correct prices per item listed for the 3 years period. **The contract amount won't be allowed to make changes within the 3 years contract.**
- (e) **The bidder** will send four (4) proofs to be signed off on all request before starting with production.
- (f) **The bidder** must deliver stock within two (2) weeks after receiving the official order.
- (g) **The bidder** must ensure that the colour ink used for manufacturing will be of such quality that the ink won't come off or smudge during the heat process on the high-speed laser printers.
- (h) **The bidders** must ensure that the CMYK colour matching is according to the SITA sample provided.





- (i) **The bidders** must be able to supply SITA with additional ADHOC task that will be various sized and weight A1, A2, A3 and A4. (These ADHOC task could be Books, fliers, pamphlets, etc)

(5) **SUPPLIER PERFORMANCE REPORTING**

- (a) Quarterly meetings to be scheduled between SITA and service provider and also ADHOC meetings from both sided.

(6) **CERTIFICATION, EXPERTISE AND QUALIFICATION**

- (a) The Supplier must perform the Services in the most cost-effective manner consistent with the level of quality and performance as defined in Statement of Work or Service Definition;

(7) **LOGISTICAL CONDITIONS**

- (a) **Hours of work**, 08h00 – 14h00
- (b) In the event that SITA grants **the Bidder** permission to access SITA's Environment, **the Bidder** must adhere to SITA's relevant policies and procedures (which policy and procedures are available to the Supplier on request) or in the absence of such policy and procedures, in terms of, best industry practice.

(8) **CONFIDENTIALITY AND NON-DISCLOSURE CONDITIONS**

- (a) The Supplier, including its management and staff, must before commencement of the Contract, sign a non-disclosure agreement regarding Confidential Information.
- (b) Confidential Information means any information or data, irrespective of the form or medium in which it may be stored, which is not in the public domain and which becomes available or accessible to a Party as a consequence of this Contract, including information or data which is prohibited from disclosure by virtue of:
  - (i) the Promotion of Access to Information Act, 2000 (Act no. 2 of 2000);
  - (ii) being clearly marked "Confidential" and which is provided by one Party to another Party in terms of this Contract;
  - (iii) being information or data, which one Party provides to another Party or to which a Party has access because of Services provided in terms of this Contract and in which a Party would have a reasonable expectation of confidentiality;



- (iv) being information provided by one Party to another Party in the course of contractual or other negotiations, which could reasonably be expected to prejudice the right of the non-disclosing Party;
  - (v) being information, the disclosure of which could reasonably be expected to endanger a life or physical security of a person;
  - (vi) being technical, scientific, commercial, financial and market-related information, know-how and trade secrets of a Party;
  - (vii) being financial, commercial, scientific or technical information, other than trade secrets, of a Party, the disclosure of which would be likely to cause harm to the commercial or financial interests of a non-disclosing Party; and
  - (viii) being information supplied by a Party in confidence, the disclosure of which could reasonably be expected either to put the Party at a disadvantage in contractual or other negotiations or to prejudice the Party in commercial competition; or
  - (ix) information the disclosure of which would be likely to prejudice or impair the safety and security of a building, structure or system, including, but not limited to, a computer or communication system; a means of transport; or any other property; or a person; methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme; the safety of the public or any part of the public; or the security of property; information the disclosure of which could reasonably be expected to cause prejudice to the defence of the Republic; security of the Republic; or international relations of the Republic; or plans, designs, drawings, functional and technical requirements and specifications of a Party, but must not include information which has been made automatically available, in terms of the Promotion of Access to Information Act, 2000; and information which a Party has a statutory or common law duty to disclose or in respect of which there is no reasonable expectation of privacy or confidentiality;
- (c) Notwithstanding the provisions of this Contract, no Party is entitled to disclose Confidential Information, except where required to do so in terms of a law, without the prior written consent of any other Party having an interest in the disclosure;
- (d) Where a Party discloses Confidential Information which materially damages or could materially damage another Party, the disclosing Party must submit all facts related to the disclosure in writing to the other Party, who must submit information related to such actual or potential material damage to be resolved as a dispute;



- (e) Parties may not, except to the extent that a Party is legally required to make a public statement, make any public statement or issue a press release which could affect another Party, without first submitting a written copy of the proposed public statement or press release to the other Party and obtaining the other Party's prior written approval for such public statement or press release, which consent must not unreasonably be withheld.

**(9) GUARANTEE AND WARRANTIES**

The Supplier warrants that:

- (a) The warranty of goods supplied under this contract remains 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;
- (b) as at Commencement Date, it has the rights, title and interest in and to the Product or Services to deliver such Product or Services in terms of the Contract and that such rights are free from any encumbrances whatsoever;
- (c) the Product is in good working order, free from Defects in material and workmanship, and substantially conforms to the Specifications, for the duration of the Warranty period;
- (d) during the Warranty period any defective item or part component of the Product be repaired or replaced within 3 (three) days after receiving a written notice from SITA;
- (e) the Products is maintained during its Warranty Period at no expense to SITA;
- (f) the Product possesses all material functions and features required for SITA's Operational Requirements;
- (g) the Product remains connected or Service is continued during the term of the Contract;
- (h) all third-party warranties that the Supplier receives in connection with the Products including the corresponding software and the benefits of all such warranties are ceded to SITA without reducing or limiting the Supplier's obligations under the Contract;
- (i) no actions, suits, or proceedings, pending or threatened against it or any of its third-party suppliers or sub-contractors that have a material adverse effect on the Supplier's ability to fulfil its obligations under the Contract exist;





- (j) SITA is notified immediately if it becomes aware of any action, suit, or proceeding, pending or threatened to have a material adverse effect on the Supplier's ability to fulfil the obligations under the Contract;
- (k) any Product sold to SITA after the Commencement Date of the Contract remains free from any lien, pledge, encumbrance or security interest;
- (l) SITA's use of the Product and Manuals supplied in connection with the Contract does not infringe any Intellectual Property Rights of any third party;
- (m) the information disclosed to SITA does not contain any trade secrets of any third party, unless disclosure is permitted by such third party;
- (n) it is financially capable of fulfilling all requirements of the Contract and that the Supplier is a validly organized entity that has the authority to enter into the Contract;
- (o) it is not prohibited by any loan, contract, financing arrangement, trade covenant, or similar restriction from entering into the Contract;
- (p) the prices, charges and fees to SITA as contained in the Contract are at least as favourable as those offered by the Supplier to any of its other customers that are of the same or similar standing and situation as SITA; and
- (q) any misrepresentation by the Supplier amounts to a breach of Contract.

**(10) INTELLECTUAL PROPERTY RIGHTS**

- (a) SITA retains all Intellectual Property Rights in and to SITA's Intellectual Property. As of the Effective Date, the Supplier is granted a non-exclusive license, for the continued duration of this Contract, to perform any lawful act including the right to use, copy, maintain, modify, enhance and create derivative works of SITA's Intellectual Property for the sole purpose of providing the Products or Services to SITA pursuant to this Contract; provided that the Supplier must not be permitted to use SITA's Intellectual Property for the benefit of any entities other than SITA without the written consent of SITA, which consent may be withheld in SITA's sole and absolute discretion. Except as otherwise requested or approved by SITA, which approval is in SITA's sole and absolute discretion, the Supplier must cease all use of SITA's Intellectual Property, at of the earliest of:
  - (i) termination or expiration date of this Contract;
  - (ii) the date of completion of the Services; and
  - (iii) the date of rendering of the last of the Deliverables.





- (b) If so required by SITA, the Supplier must certify in writing to SITA that it has either returned all SITA Intellectual Property to SITA or destroyed or deleted all other SITA Intellectual Property in its possession or under its control.
- (c) SITA, at all times, owns all Intellectual Property Rights in and to all Bespoke Intellectual Property.
- (d) Save for the license granted in terms of this Contract, the Supplier retains all Intellectual Property Rights in and to the Supplier's pre-existing Intellectual Property that is used or supplied in connection with the Products or Services.
- (e) Provide SITA with the compliant safety file.

**(11) GENERAL**

- (a) The supplier will be bound by Government Procurement: General Conditions of Contract.
- (b) (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the Supplier. However, SITA reserves the right to include or waive the condition in the signed contract.
- (c) SITA reserves the right to:
  - (i) Negotiate the conditions, or
  - (ii) Automatically disqualify a bidder for not accepting these conditions.
  - (iii) Right to Audit: SITA reserves the right, before entering into a contract, to conduct or commission an external service provider to conduct probity to ascertain whether a qualifying bidder has the technical capability to provide the goods and services as required by this tender.
- (d) "The parties in this Agreement agree that the offer price of all the equipment shall be at the wholesale price or below wholesale price as agreed with the OEM. Should, at any time during the existence of the agreement that the offered price which is higher than the wholesale price or as agreed with the OEM, SITA client shall be entitled to such wholesale price with the exclusion of the mark-up which the reseller may have charged".

NOTE: These conditions will form part of the contract obligations and suppliers are expected to comply in order for SITA to conclude an agreement with the potential suppliers. Failure to comply during finalisation of a contract may result to disqualification.

**(12) COUNTER CONDITIONS**

Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.





**(13) FRONTING**

- (a) The SITA supports the spirit of Broad Based Black Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the SITA any form of fronting.
- (b) The SITA, 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 to determine the accuracy of the representation 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 established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies SITA may have against the bidder/contractor concerned.

**(14) BUSINESS CONTINUITY AND DISASTER RECOVERY PLANS**

The bidder confirms that they have written business continuity and disaster recovery plans that define the roles, responsibilities and procedures necessary to ensure that the required services under this bid specification is in place and will be maintained continuously in the event of a disruption to the bidder's operations, regardless of the cause of the disruption.

**(15) SUPPLIER DUE DILIGENCE**

SITA reserves the right to conduct supplier due diligence prior to final award or at any time during the Contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid or Contract in whole or parts thereof.





### 8.3. DECLARATION OF COMPLIANCE

	ACCEPT ALL	DO NOT ACCEPT ALL
(1) The bidder declares to ACCEPT ALL the Special Condition of Contract as specified in section 8.2 above by indicating with an "X" in the "ACCEPT ALL" column, OR  (2) The bidder declares to NOT ACCEPT ALL the Special Conditions of Contract as specified in section 8.2 above by -  (a) Indicating with an "X" in the "DO NOT ACCEPT ALL" column, and;  (b) Provide reason and proposal for each of the conditions that is not accepted.		
<b>Comments by bidder:</b> Provide reason and proposal for each of the conditions not accepted as per the format: Condition Reference: Reason: Proposal:		





## ANNEX A.3: COSTING AND PRICING

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### 9. COSTING AND PRICING

#### 9.1. COSTING AND PRICING EVALUATION

- (1) In terms of Preferential Procurement Policy Framework Act (PPPFA), the following preference point system is applicable to all Bids:
  - (a) the 80/20 system (80 Price, 20 B-BBEE) for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); or
  - (b) the 90/10 system (90 Price and 10 B-BBEE) for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- (2) This bid will be evaluated using the preferential point system of **80/20**, subject to the following conditions –
  - (a) If the lowest acceptable bid price is up to and including R50 000 000 (all applicable taxes included) then the 80/20 preferential point system will apply to all acceptable bids; or
  - (b) If the lowest acceptable bid price is above R50 000 000 (all applicable taxes included) then the 90/10 preferential point system will apply to all acceptable bids;
- (3) The bidder must **complete the declaration of acceptance** as per section 9.4 below by marking with an “X” either “ACCEPT ALL”, or “DO NOT ACCEPT ALL”, failing which the declaration will be regarded as “DO NOT ACCEPT ALL” and the bid will be disqualified.
- (4) Bidder will be bound by the following general costing and pricing conditions and SITA reserves the right to negotiate the conditions or automatically disqualify the bidder for not accepting these conditions. These conditions will form part of the Contract between SITA and the bidder. However, SITA reserves the right to include or waive the condition in the Contract.

#### 9.2. COSTING AND PRICING CONDITIONS

##### 1. SOUTH AFRICAN PRICING

The total price must be VAT inclusive and be quoted in South African Rand (ZAR).

##### 2. TOTAL PRICE

- (a) All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the bidder.
- (b) The cost of delivery, labour, S&T, overtime, etc. must be included in this bid.
- (c) All additional costs must be clearly specified.





**NB: SITA reserves the right to negotiate pricing with the successful bidder prior to the award as well as envisaged quantities.**

### 9.3. BID PRICING SCHEDULE

Note: Bidders will complete the bid pricing schedule in the Excel spreadsheet format provided and include this as part of their submission.

### 9.4. DECLARATION OF ACCEPTANCE

	ACCEPT ALL	DO NOT ACCEPT ALL
(1) The bidder declares to ACCEPT ALL the Costing and Pricing conditions as specified in section 9.2 above by indicating with an "X" in the "ACCEPT ALL" column, or		
(2) The bidder declares to NOT ACCEPT ALL the Costing and Pricing Conditions as specified in section 9.2 above by -		
(a) Indicating with an "X" in the "DO NOT ACCEPT ALL" column, and;		
(b) Provide reason and proposal for each of the condition not accepted.		
<b>Comments by bidder:</b> Provide the condition reference, the reasons for not accepting the condition.		





## **ANNEX A.4: TERMS AND DEFINITIONS**

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### **10. ABBREVIATIONS**

BSCOM	Bid Specification Committee
CSD	Central Supplier Database
ICT	Information and Communication Technology
GCC	General Conditions of Contract
HVAC	Heating, Ventilation and Air Conditioning
OEM	Original Equipment Manufacturer
POC	Proof of Concept
PPPFA	Preferential Procurement Policy Framework Act
RFB	Request for bid
RFQ	Request for quote
ROE	Rate of Exchange
SAPS	South Africa Police Service
SCM	Supply Chain Management
SITA	State Information Technology Agency
WBS	Following Work Breakdown Structure





## ANNEX B: BIDDER SUBSTANTIATING EVIDENCE

### 11.0 MANDATORY REQUIREMENT EVIDENCE

#### 11.1 BIDDER EXPERIENCE AND CAPABILITY REQUIREMENTS

Complete table below, noting that:

- a) The Bidder must provide reference details from at least two (2) customers to whom at least five (5) Pre-Printed papers were delivered in the last five (5) years.

Note: The number of at least five (5) Pre-Printed papers is the total number of papers from a minimum of at least two (2) customers, however the number of customers can be more than two (2), as long as the number of Pre-Printed Papers are five (5) in total in the last Five (5) years.

- b) Project end-date must be current or not older than 5 years from date this bid is advertised,
- c) Scope of work must be related.

Table 1: References

No	Company name	Reference Person Name, Tel and/or email	Project Scope of work	Project Start and End-date
1	<Company name>	<Person Name> <Tel> <email>	< Provide the details of the scope of a project where provisioning of various Pre-Printed papers was provided>	Start Date: End Date:
2	<Company name>	<Person Name> <Tel> <email>	< Provide the details of the scope of a project where provisioning of various Pre-Printed papers was provided>	Start Date: End Date:
3	<Company name>	<Person Name> <Tel>	< Provide the details of the scope of a	Start Date: End Date:



		<email>	project where provisioning of various Pre-Printed papers was provided>	
4	<Company name>	<Person Name> <Tel> <email>	< Provide the details of the scope of a project where provisioning of various Pre-Printed papers was provided>	Start Date: End Date:
5	<Company name>	<Person Name> <Tel> <email>	< Provide the details of the scope of a project where provisioning of various Pre-Printed papers was provided>	Start Date: End Date:

### 11.2 STORAGE FACILITY

The bidder must have a storage capacity for production paper when ordered and provide proof of business address from local authority or a Lease agreement from the Landlord **and attach it here.**

### 11.3 TRANSPORTATION OWNERSHIP

The bidder **must provide** a list of all the vehicles to be used for deliveries, or a contract with a third party where the bidder does not have own transport **and attach it here.**

Note: A minimum of one (1) delivery vehicle will be acceptable.

The bidder must attach the relevant documentation **here.**