

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE LIMPOPO DEPARTMENT OF EDUCATION					
BID NUMBER:	LDE/B07/2026/27	CLOSING DATE:	03 JULY 2026	CLOSING TIME:	11H00 AM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR PRINTING, PICKING, PACKING, PACKAGING, DISTRIBUTION, STORAGE, SCANNING AND ARCHIVING FACILITY FOR THE NATION SENIOR CERTIFICATE (FET PHASE), GENERAL EDUCATION AND TRAINING (GET PHASE) AND PROVINCIAL COMMON EXAMINATIONS FOR GRADES 3, 6, 9 (GEC), AND GRADES 10, 11 AND 12 QUESTION PAPERS AND OTHER EXAMINATION AND ASSESSMENT-RELATED MATERIALS FOR A CONTRACT PERIOD OF THREE (03) YEARS, WITH AN OPTION TO EXTEND.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
CNR 113 BICCARD & 24 EXCELSIOR STREET					
POLOKWANE					
0699					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MR MABUNDA G.S.S		CONTACT PERSON	MR MPHAHLELE N.W	
TELEPHONE NUMBER	015 290 7670		TELEPHONE NUMBER	082 904 0477	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	MabundaGSS@edu.limpopo.gov.za		E-MAIL ADDRESS	MphahleleNW@edu.limpopo.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /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, 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:

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: LDE/B07/2026/27
Closing Time 11:00	Closing date: 2026/07/03

OFFER TO BE VALID FOR 180 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY

** (ALL APPLICABLE TAXES INCLUDED)

- Required by: Limpopo Department of Education
- At: Departmental Institutions
.....
- Brand and model
.....
- Country of origin
.....
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
.....
*Delivery: Firm/not firm
- Delivery basis
.....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

*Delete if not applicable

03

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 State institution

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

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

a) The applicable preference point system for this tender is the **90/10** preference point system.

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

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

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

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)
Black people	2	
Youth	2	
Women	4	
Person with disability	1	
Small, Medium and Micro Enterprises (SMMEs)	1	

09

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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

10

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

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

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

- 25. Force Majeure**
- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency**
- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of Disputes**
- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.
- 28. Limitation of liability**
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

**TERMS OF REFERENCE
(TOR)**

RFB NO.

LDE/B07/2026/27

DESCRIPTION OF SERVICE:

Appointment of a Service provider for Printing, Picking, Packing, Packaging, Distribution, Storage, Scanning and Archiving Facility for the National Senior Certificate (FET Phase); General Education and Training (GET Phase) and Provincial Common Examinations for Grades 3, 6, 9 (GEC), and Grades 10, 11 and 12 Question Papers and Other Examination and Assessment-Related Materials for a Term of contract of Three (3) Years with an Option to Extend.

Compulsory Briefing Session

Venue : Mastec Seshego Campus

Date : 18 June 2026

Time : 10H00 am

Terms Of Reference: Printing, Packing, Packaging Distribution, Storage and Scanning of question papers for the Limpopo Department of education for the period of three (03) years.

26

1. BACKGROUND

The Limpopo Department of Education (LDoE) is responsible for the administration and management of National Senior Certificate (NSC) and Provincial Common Examinations conducted within the province. These examinations form a critical component of the education system and require high levels of security, confidentiality, accuracy, and efficiency during the production and handling of examination materials.

Due to the sensitive nature of examination question papers and related materials, the LDoE requires a secure and fully equipped facility that will manage the printing, packing, packaging, storage, distribution, scanning, and archiving of examination materials.

The LDoE therefore intends to appoint a bidder to provide a printing facility with the required capacity, expertise, infrastructure, and security systems to manage these processes effectively.

2. PURPOSE

The Department requires the services of a professional bidder(s) for the printing, packaging, storage, distribution, scanning and archiving services for:

- Grade 12 examinations
- Grade 9 GEC examinations,
- Grades 3, 6, 10 and 11 examinations, and
- Any other examination-related materials,

The printing of question papers is conducted in line with the approved Norms and Standards for Printing, Picking, Packing, Packaging, Storage and Distribution (PPPSD) of Question Papers, which stipulates that printing must be conducted in-house under highly secured environment.

3. LEGAL FRAMEWORK

3.1. Applicable Legislation

This project is governed by the following legislative framework:

- The South African constitution, Act 108 of 1996 as amended.
- Public Finance Management Act, 1999 as amended.
- Treasury Regulations.

- Preferential Procurement Policy Framework Act, 2000.
- National Education Policy Act (Act no. 27 of 1996) as amended.
- The South African Schools Act (Act 84 of 1996) as amended.
- Curriculum and Assessment Policy Statements (CAPS).
- National Protocol for Assessment Grades R – 12 (NPA).
- Education and Training Band, (Grade R-12), 2006.
- National Policy Pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Gr. R-12.
- Guidelines on the Norms and Standards for Printing, Packing, Packaging, Storage and Distribution of Question Papers.
- Regulation pertaining to the Administration and Management of the National Senior Certificate Examinations.

3.2 The Department is required to carry out its mandate responsibly and to ensure that the best interests of learners, as provided for in Chapter 2 (Bill of Rights), Sections 28(2) and 29(1) of the Constitution, are upheld through the provision of quality education.

3.3 This Bid and all contracts emanating from it shall be subject to the General Conditions of Contract issued in accordance with Chapter 16A of the Treasury Regulations. Any Special Conditions of Contract shall supplement the General Conditions of Contract.

4. **PROJECT BRIEF**

The Limpopo Department of Education invites bidders for the following services:

- 4.1. Secure printing, picking, packing, packaging, storage, distribution, scanning, and archiving services for Grade 12 examinations (May/June, Preparatory and October/November), commencing with the 2027 NSC May/June examinations.
- 4.2 Secure printing, packaging, storage, distribution, scanning, and archiving services for Grade 9 GEC examinations starting from October/November 2026.

4.3 Printing, picking, packing, packaging, storage, and distribution of common papers for Grades 3, 6, 10 and 11 examinations starting from October/November 2026.

4.4 After the award and signing of the Service Level Agreement (SLA), the service provider will print the materials at the inspected secure facility and transport them to the storage sites identified by the Department of Education.

4.5 The department will require that services be provided at a secure facility in **Polokwane**, a year from the date of award, if not, the SLA and the award will be cancelled/nullified.

5. SCOPE OF WORK AND SERVICE REQUIREMENTS

5.1 The bidder will be responsible for the following services:

- Secure printing of examination question papers and related materials.
- Sorting, packing and secure packaging per subject, grade and examination centre.
- Secure storage with controlled access.
- Safe and timely distribution to designated provincial storage facilities.
- Scanning of examination documents where required.
- Secure physical and digital archiving of examination records.

5.2 All examination materials are classified as **high-stakes** and must be managed under stringent security conditions.

5.3 The bidder is expected to have a secure printing site to provide end to end printing services for a period of three years with an option to extend.

5.4 The bidder is expected to provide the following services:

5.4.1 Printing, Picking, Packing, Packaging, Scanning and Shredding.

5.4.1.1 Dedicated Paper Cross Cut Shredders,

5.4.1.2 Dedicated back-to-back scanners for electronic archiving with a minimum speed of 800 images per minute.

5.4.1.3 Bulk Electronic Guillotine Machines.

5.4.2 The printing machines must have the following features or similar:

5.4.2.1 High Volume Machines - Minimum Performance

- Cut paper High Volume monochrome digital machine able to do simultaneous duplex printing purposes as well as online insertion (speed: 300 images/min) minimum. The machines must be capable of printing at least 50 million A4 images per examination Term (5 weeks' cycle).

5.4.2.2 Capabilities

- Production printing, reprinting and finishing
- On-line booklet maker with folding and trimming facilities.
- On-line counting mechanism to count every print on the machine and on-line counting mechanism to count every completed booklet.
- Print back-to-back.
- Stapling device to cater for A3 saddle stitch into A4 booklets.

5.4.2.3 Technology

- Facilities for electronic download of data printing.
- Cater for bar-coding (Unique bar coding per question paper supplied).
- Compatible with software for digital downloading, bar-coding of question papers and packaging system.
- Compatible with Bar-code enterprise Server for Windows and up.
- Validation software. (Software must be able to refine all data supplied by the Department).

Ability to execute online job ticket planning/scheduling.

5.4.2.4 Paper Handling

- Capacity to handle maximum of 160-gram paper.
- Provide for cover page printing.

- Cater separately for High Volume Digital monochrome and Colour Printer s
Capacity of the machines to print at least a minimum of ±200 million images per annum

5.5 Low Volume Machines –

5.5.1 Minimum Performance

- Cut paper low volume colour digital machine (speed: 80 images /min) minimum.
- Integrated scanner: 120 imp (single- and sided originals).
- Resolution to be able to scan: 1200 x 1200 DPI.

5.5.2 The bidder must also provide the following additional machines to handle other low volume printing works required:

(A) Colour Printer Machine

Low volume printer with the following features:

- i. Capacity to print 125 images per minute.
- ii. Scanning capability – high quality image with a capacity of 1200 DPI. The scanning capability must be compatible and linked to the interface equipment for the downloading of data for printing.
- iii. Photocopying mechanism
- iv. Receptive digital copies
- v. Can print A4 and A3 copies
- vi. Can do booklets as well (Booklets, folding and stapling mechanism)

(B) Automatic Packaging Machine

The packaging machine must have the following features or similar:

Capacity: The bidder must supply Software compatible with high volume printing equipment to insert with the following features:

- Automatically feed the required book from a packing list electronic file
- Maximum collated pack height per bag must be a minimum of 35mm
- Online bar code reader to read barcode of question papers in the counting process and to read the barcode of the package containing the question papers after the package has been sealed and correctly weighed
- Dynamic variable height packaging in line with real time packing list. This will entail that the machine must be able to pack different size packs without stopping the machine for height adjustments
- Internal film un-winder
- Mechanism in place to discard all plastic packages that have incorrect number of question papers
- Online Label inserter with Variable Printing.

5.5.3 Programming and job scheduling component

- The software programme to load the information based on the statistics provided.
- Set and schedule the job to be executed.

5.5.4 Feeding and counting component

- LDoE clearly printed on all sides of the completed package
- Automatic feeders – two or more.
- Mechanism to count a maximum of 50 booklets in multiples of 5s, 10's and 20's.
- Mobile shuttle feeder.

5.5.5 Wrapping Unit

- In line with the requirements of the packaging machine.

- Provide plastic rolls.
- Durable (24 – 40 microns)
- Secure and not compromise material when sealed.
- Front of the plastic package must cater for pre-printed information, and the design will be as set out by LDoE.
- Automatic counting and wrapping into plastic.
- Online automatic sealing of plastic wrapping.
- Longitudinal sealer.

5.5.6 Rejection interface

- Mechanism in place to discard all plastic packages that have incorrect number of question papers.
- Internal film un-winder.
- Bypass unit for spoils.
- Roll conveyer.
- System integration.

5.5.7 Bar-coding component

- Online bar code reader to read barcode of question papers in the counting process and to read the barcode of the package
- Containing the question papers after the package has been sealed and correctly weighed.
- Barcode reader with support.

5.6 Verification and validation

- Online weighing mechanism.
- Online counting of sealed packages. Mechanism to allow for choice of count.
- Catering printing films.

5.7 Data reconciliation

- System must produce production reports and a log file after each run.

6. Packing of question papers, answer books and other examination and assessment materials.

6.1 The packaging of all examination material will need to be:

Pre-sealed into 05,10 and 20 booklets before inserting in a tamper proof plastic bag, be inserted in a secure tamper proof plastic bag

- each plastic bag will contain 05,10 and 20 exam booklets (20 A4 images)
- adhesive label with a unique bar code will be applied on the plastic bag.
- all the details will be described (District /School / Subject/Grade/Date etc.)
- a specific quantity will be inserted in a double wall box and additional adhesive label will be applied on the box prescribing quantity of plastic bags as well as same details as per Adhesive label attached to plastic bag and the label on the box must be on the side of the box.
- security tape must be used to seal each individual box.
- all boxes will be stored in a secure dispatch area.

7. 1 x Electronic Guillotines or similar

7.1 Examination Answer scripts need to be cut and prepared for scanning. The following guillotine will be required

- Product Parameter: Max. Cutting Size: 450 mm, Min. Cutting Size: 50 mm, cutting thickness: 40 mm, Cutting Precision: ± 0.5 mm.
- Premium Quality: The electric paper cutter mainly adopts metal structure, sturdy and durable. The blade uses the sharp, thickened steel knife with fast cutting speed and high efficiency.

- Smart LCD Display: LCD display brings intelligent control and digital operation. The integrated control panel designs the comfortable keys for easy and convenient operation.
- Infrared Light Positioning: Enclosed infrared light baffles are designed on both sides of the paper cutter guillotine. The positioning of infrared light makes the paper cutting more intuitive and accurate and provides more secure and reliable operation.
- Electronic paper cutting of each candidate answer script and scanning of the script of candidates for all papers
- Electronic candidate script archiving using prescribed computer system software which will assist in retrieving scripts for remarking or script rechecking
- Online secure script retrieval and online re-marking system

a. Scanning and Archiving

- 10 x Licenses for scanning
- 2 x High Volume Scanners
- 15 x Desktop Computers with State of the Artwork Server
- 8 x Barcode Printers and Scanners
- Record Management and Archiving System and Programme license
- Rack Server – 224 Terabyte Hard Drive
- Internet – 30 MBPS Ethernet Connection
- 10 x Microsoft Licenses (365)
- All Racking and installation.

8. Security

The bidder shall provide:

- Maximum Escort Security during distribution and collection of examination materials.
- End-to-end security services during printing, packing and packaging of question papers and other examination materials.
- CCTV surveillance covering all operational areas.
- The recorded data should be kept for a minimum of 2 years on the cloud.
- PSIRA-compliant security personnel.

9. Distribution of Question Papers to the Provincial Storage facilities.

9.1 The prospective bidder must possess the ability to distribute question papers in a highly secured way.

- The bidder must demonstrate ownership roadworthy/ Leasing of an established delivery fleet and that the operational system is credible or any lease agreement with a credible transport logistics company.

10. BID EVALUATION CRITERIA

In accordance with the Preferential Procurement Regulations of 2022, the bid evaluation process shall be carried out in **four** phases; namely:

- Phase 1: Administrative Compliance
- Phase 2: Mandatory Compliance
- Phase 3: Functionality and Inspection in loco for the existing facility of the bidder.
- Phase 4: Evaluation of Price and Preference Points System - Specific Goals (90/10)

10.1 PHASE 1: ADMINISTRATIVE COMPLIANCE

Bidders are required to comply with the following minimum requirements:

10.1.1 COMPLETION OF BID DOCUMENT

The following are minimum requirements for completion of the bid document:

10.1.2 Bidders shall ensure that there are no missing or duplicated pages since the Department shall not accept liability regarding claims by bidders that pages are missing or duplicated.

10.1.3 Bidders are required to complete the entire bid document in terms of the requirements contained herein.

10.1.4 The entire bid document should be completed in black ink and signed by an authorized signatory.

10.1.5 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the bidder.

10.1.6 Electronic or emailed bid documents will not be accepted.

10.1.7 Bidders must be registered on Centralized Supplier Database (CSD) and furnish their CSD No. as proof of registration as follows: -

(a) CSD Registration No:

10.1.8 Any alteration should be signed for by the authorized signatory and therefore correction of fluid is not allowed.

10.1.9 No tender shall be awarded to a bidder whose name (or any of its members, directors, partners, or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. Limpopo Department of Education reserves the right to withdraw an award, or to cancel a contract concluded with a bidder should it be established, at any time, that a bidder has been blacklisted with the National Treasury by another government institution.

10.1.10 The department reserves the right to appoint more than one bidder.

10.1.11 ATTACHMENTS

Section	Returnable Documents	Attached √ Yes/No/ N/A
a.	Fully completed and signed bid document.	
b.	Fully completed and signed pricing schedule.	
c.	Copies of CIPRO/ CIPC Company registration documents.	
d.	If the bidder is a joint venture/consortium/partnership, an original or certified copy of such an agreement and a resolution by each party to such joint venture/consortium/partnership authorizing its participation in the bid. If the bidder is not a joint venture/consortium/partnership section (e) is not compulsory. Company bidding individually is prohibited to bid as a Joint venture.	
e.	Certified copies of the identity documents/valid passports of all the directors of the company if is a natural person or a partnership.	

10.2 PHASE 2: MANDATORY COMPLIANCE

10.2.1 Bidders must comply with the following requirements:

10.2.1.1. Security Printing Accreditation Scheme certificate supplied by an approved Organization such as the Printing Industries Federation of South Africa (PIFSA)

10.2.1.2 A fully secured State Security Agency (SSA) approved printing facility to be utilized as a back-up facility in terms of disaster management solutions.

10.2.1.3 Provide letter of certification or partnership with Original Equipment Manufacturer (OEM).

FAILURE TO COMPLY WITH ANY OF THE ABOVE MINIMUM REQUIREMENTS, THE BIDDER SHALL NOT BE CONSIDERED

ALL DOCUMENTS SUBMITTED WILL BE AUTHENTICATED PRIOR TO THE APPOINTMENT, ANY FRAUDULENT DOCUMENTS WILL BE REPORTED TO AUTHORITIES.

10.3 PHASE 3. FUNCTIONALITY AND INSPECTION IN LOCO

10.3.1 Tenderers will be evaluated first on functionality whereby the total percentage will be 100% in accordance with the following criteria: -

10.3.2 Tenderer that fails to score 80% in respect of functionality will be deemed to be non-responsive and will not be considered for further evaluation.

10.3.3 Points scored by the qualifying Tenderers will not be taken into consideration for **Price** and **Preference Points** evaluation unless in a case where there is a tie.

Folio	Description	Evidence	Score
1)	Track Record	<p>1.1 Attach the following as proof of projects for printing, picking, packing, packaging, distribution, storage and scanning and filing of answer scripts rendered by the bidder at other departments of education in other provinces at least 5 years minimum experience.</p> <p>a) Copies of purchase orders/appointment letters issued by bidders' present or past clients should be attached to the bid:</p> <p>b) Contactable reference letters signed by the Institution confirming: - The tenderer's verifiable experience in respect of the bidder's performance of the above similar services rendered.</p> <p>The Department will verify the accuracy of the reference letters. In case of false reference letter, the bidder will not be allocated points. Failure to submit a),b) and c) no points will be allocated.</p> <p>a) Experience of five (5) years</p>	60
			60

		b) Experience less than five (5) years.	0
2)	<p>Locality</p> <p>Bidders must attach proof of address. The following are the acceptable proof of address: - Copies of Municipality utility bill.</p> <p>Municipal or stamped traditional council confirmation letter.</p> <p>Signed lease agreement between lessee & lessor.</p> <p>The physical address given in SBD 1 , preferred address in the Central Supplier Database full report and the proof of address attached will be used and it must be consistent. The preferred address on the CSD submitted, if edited after submission of the bid will not be considered for points as the Department will print the bidders'</p>	<p>2.2 Attach one of the following for the office use</p> <p>i) A title deed, Letter of Traditional Authority or Municipal statement not older than 3 months.</p> <p>ii) In the case of lease: A signed formal lease Agreement/letter of intent between the lessee and lessor together with lessor's Municipal Account or stamped letter from a Traditional Authority council.</p> <p>a) Offices outside Limpopo Province. 5</p> <p>b) Offices within Limpopo Province. 10</p> <p>c) No attachment of evidence is zero 0 point</p>	10

	CSD reports during evaluation until award.		
3)	Functional Transportation distribution	<p>a) Existence of functional vehicles.</p> <p>The bidder must own at least ten closed trucks registered in the name of the company, supported by valid registration and roadworthiness certificates (ENATIS). /Leased- letter of intent to lease must be attached</p>	30
4)	Total		100

10.4 A compulsory site visit will be conducted to the shortlisted bidders that obtained eighty (80) points from functionality.

10.4.1 The following instruments will be used for site evaluation, and it is expected of every bidder to familiarize themselves with these prior to the visit.

The bidder will be expected to demonstrate the availability of the machine's existing model and the operational mechanism of the printing machines with the following features:

10.4.2 Services for the printing, picking, packing and distribution of question papers, answer books and other examination and assessment materials.

NO.	DESCRIPTION
	Services for the printing, picking, packing and distribution of question papers, answer books and other examination and assessment materials.
10.4.2.1	Evidence of extensive the company experience in printing under secured environment, at least 5 years minimum experience.
10.4.2.2	<p>Demonstration of a printing solution that will adhere to the following technical issues:</p> <ul style="list-style-type: none"> • Examination material to be inserted in a secure tamper proof plastic bag. • Each plastic bag will contain 5, 10 and 20 exam booklets (A4 size images) • Adhesive label with a unique bar code will be applied on the plastic bag. • All the details will be described (District /School / Subject/Grade/Date etc.). • A specific quantity will be inserted in a double wall box and additional adhesive label will be applied on the box prescribing quantity of plastic bags as well as same details as per Adhesive label attached to plastic bag and the label on the box must be on the side of the box. • Three-way System validation of Subject/Pack Size and Serial Number per box against data • Recording of Pack serial Numbers per delivery point linked to specific box shipped. • All boxes will be stored in a secure dispatch area • Examination material will be saddle stitched.
10.4.2.3	Comprehensive plan for the delivery of the machines to the Printing site in Polokwane, detailing the decommissioning and commissioning of the machines, processes and procedures. Confirmation must be provided that these machines will only be used for the LDoE purposes.
10.4.2.4	Evidence of a dedicated call centre and “war room” operating as a troubleshooting centre and ensuring that the exams material have been secured and successfully delivered as per the Terms of Reference.

NO.	DESCRIPTION
10.4.2.5	The prospective bidder must demonstrate the ability of the end to end printing solution (i.e. close loop process), from printing, packing, picking and distribution of question papers.
10.4.2.6	The prospective bidder must also demonstrate the availability of the data management system and control that will ensure accurate learner statistics.
10.4.2.7	The bidder to provide evidence (in the form of curriculum vitae and qualifications of at least 2 highly skilled personnel to manage all processes in the printing and wrapping rooms. They must be experienced in these fields to ensure correctness and to meet hostile timeframes. The bidder must also supply staff to operate the printing and wrapping machines. In addition, the prospective bidder must deploy dedicated technician(s) for the maintenance of the printing machines.
10,4.2.8	Availability of 4 Supervisors to be responsible to co-ordinate the loading into the panel vans
10.4.2.9	Evidence that all personnel and drivers have police security clearance; and that all drivers have valid driver's licences. The same drivers must be used for every delivery
10.4.2.1 0	Experienced staff for the physical loading of the boxes into the secured trucks under the supervision of the department.
10.4.2.1 1	Availability of full quota of staff and vehicle fleet that is required.
10.4.2. 12	The bidder must demonstrate the functional CCTV surveillance coverage & the security plan for the duration of Printing, Packing and Distribution process.
10.4.2.1 3	Since the printing of examination papers is a highly secured operation, it requires that the printing be done in-house under strict supervision of the Department. Therefore, the bidder will be required to work with the LDoE in the establishment, maintenance and support of the in-house printing facility (on the premises identified by the bidder) during their tenure.
10.4.2.1 4	Company and individual compliance and evidence of a valid security clearance certificate. The prospective bidder must provide evidence that the personnel to be used during the printing, packing and distributing of the examination question papers are vetted.
10.4.15	A fully secured approved printing facility to be utilised as a back-up facility in terms of disaster management solution.

NO.	DESCRIPTION
7.4..2.16	The prospective bidder should provide a comprehensive risk management plan, which includes at least 05 major Possible risks and mitigation requirements/strategies.

10.5 Sorting and Distribution of question papers

Functionality evaluation will be based on the following criteria:

NO	DESCRIPTION
	Solution for the sorting and packing and distribution of questions papers
	Sorting and packing of question papers
10.5.1	The bidder must demonstrate that they have advanced technology to sort and pack question papers per subject and per school
10.5.2	Provision of a dedicated Server with at least 300 Terabyte Memory
10.5.3	Provision of a Data Management system linked to the sorter
	Distribution of question Papers
10.5.4	The bidder must also demonstrate that they have a delivery fleet of a minimum of 10 secured trucks of their own and that the operational system is credible.
10.5.5	The distribution will be carried out by secure vehicles and accompanied by security guards and monitored by real time vehicle tracking systems.
10.5.6	Since the prospective bidder will be delivering tonnes of question papers per district, the bidder must provide proof of ownership/lease of a minimum of 10 secured trucks, for the delivery of question papers (boxes) to the districts.
10.5.7	The prospective bidder must provide clearly defined delivery scheduling mechanism that will ensure accurate delivery to the districts.
10.5.8	All vehicles must be roadworthy and will be subject to inspection by LDoE. LDoE reserves the right to reject any vehicle that is unreliable. All vehicles must have a valid registration disk.
10.5.12	Doors of the vehicles must be able to lock and the locks will need to be sealed.
10.5.13	All vehicles must be fitted with satellite tracking devices.
10.5.14.	There must be a mechanic on standby during the transportation of the material.
10.5.15	All personnel must have police security clearance and all drivers must have valid driver's licences
10.5.16	The bidder to demonstrate the human resource capacity for the loading of trucks at the distribution centre and off-loading of trucks at the delivery sites

NO	DESCRIPTION
	Solution for the sorting and packing and distribution of questions papers
10.5.17	Prospective bidders must demonstrate that they have capacity to deploy vehicles of different sizes that can fit through different entrances of the delivery destinations, since some districts have entrances inaccessible by heavy trucks. .
10.5.18	Prior experience of at least five years in the distribution of large quantity materials a prerequisite.
10.5.19	A detailed risk management plan must be submitted.

NO.	DESCRIPTION
10.6	Machine Performance
10.6.1	Cut paper High Volume monochrome digital machine able to do simultaneous duplex printing purposes as well as online insertion at no extra click cost (speed: 300 images/min) minimum. The machines must be capable of printing at least 50 million A4 images per examination Term (5 weeks cycle).
10.6.2	Cut paper low volume colour digital machine (speed: 80 images /min) minimum
10.6.3	Integrated scanner: 120 ipm (single- and double sided originals)
10.6.4	Resolution to scan: 600 DPI
	Capacity of the Printing Machines
10.6.5	Production printing, Reprinting and finishing
10.6.6	Capacity of the machines to print at least a minimum of 200 million images per annum.
10.6.7	On-line booklet maker with folding and trimming facilities.
10.6.8	On-line counting mechanism to count every print on the machine and on-line counting mechanism to count every completed booklet.

NO.	DESCRIPTION
10.6.9	Print back-to-back.
10.6.10	Stapling device to cater for A3 saddle stitch and A4 side stitch.
	Technology
10.6.11	Facilities for electronic download of data printing.
10.6.12	Cater for bar-coding (Unique bar coding per question paper supplied.
10.6.13	Compatible with software for digital downloading, bar-coding of question papers and packaging system.
10.6.14	Compatible with Bar- code enterprise Server for Microsoft Windows XP Pro.
10.6.15	Compatible to the end to end operating printing solution
10.6.16	Validation software. (Software must be able to refine all data supplied by Department of LDoE.
10.6.17	Ability to execute online job ticket planning/scheduling.
	Paper Handling
10.6.18	Capacity to handle maximum of 120 gram paper.
10.6.19	Provide for cover page printing.
10.6.20	Cater separately for High Volume Digital Colour Printer.
Provision of additional Printing Machines	
	Colour Printer Machine
10.6.21	Low volume Colour printer with a capacity to print 80-100 paper/minute.
10.6.22	Booklet folding and stapling mechanism
	Low volume printer with the following features
10.6.23	Capacity to print 80 – 100 papers/minute

NO.	DESCRIPTION
10.6.24	Scanning capability – high quality image with a capacity of 600 DPI. The scanning capability must be compatible and linked to the interface equipment for the downloading of data for printing.
10.6.25	Photocopying and Receptive digital copies mechanism
10.6.26	Can print A4 and A3 copies and do booklets
	Risk Mitigation requirements
10.6.27	The bidder must also provide a detailed maintenance plan for all the machines.

10.7 Automatic Packaging Machine

NO.	DESCRIPTION
10.7.1	Capacity of the Machine Evidence of the Automatic packaging machines all the required components and or units: - Automatically feed the required book from a packing list electronic file - Maximum collated pack height per bag must be a minimum of 35mm. - Bar-code reader
10.7.2	Programming and job scheduling component
10.7.3	Feeding and counting component
10.7.4	Wrapping Unit
10.7.5	Rejection interface
10.7.6	Barcoding component
10.7.7	Verification and validation
10.7.8	Data reconciliation

11. PHASE FOUR

Price and Preference points Scoring - Specific Goals (90/10)

11.1 Price and Preference Points scoring shall be allocated in line with the Preferential Procurement Regulations of 2022 as follows:

No.	Criteria	Points
1)	Price	90
2)	Specific goals / designated groups	10
TOTAL		100

11.1.1 Specific goals / designated groups

No.	Designated group	Points	Means of verification
1)	Black people	2	CSD report printed by the department during evaluation
2)	Youth	2	CSD report printed by the department during evaluation
3)	Woman	4	CSD report printed by the department during evaluation
4)	Persons with disability	1	Attach medical certificate from the registered professional doctor with Practice number (Not older than 12 months)
5)	Small, Medium, and Micro enterprises (SMMEs)	1	CSD report printed by the department during evaluation
Total		10	

12 SPECIAL CONDITIONS

- The successful bidder (s) will be expected to enter into a Service Level Agreement (SLA) with the Department within thirty (30) working days after award of the bid.
- The successful bidders are required to establish their site in Polokwane, Limpopo within one year after award and failure to comply will result in the cancellation of the bid.

13. PAYMENT

Payment shall be made upon submission of the following:

- A detailed invoice.
- A signed delivery note and confirmation of service offered by the Representative of the Department.
- Acceptance certificate signed by the Representative of the Department.
- Copy of the letter of appointment (to be submitted with the first invoice).

14. RESERVATION OF RIGHTS

The Department reserves the right to: -

- 14.1 Communicate only with the shortlisted bidders as and when necessary.
- 14.2 Request further information from any bidder at any given time after the closing date of the bid.
- 14.3 Verify information and documentation of respective bidder(s) from the South African Revenue Services, Companies and Intellectual Property Commission or any other relevant entity.
- 14.4 Any information received which does not correspond with the one provided in the bid document will render the bid null and void.
- 14.5 To appoint more than one bidder and retain the right to negotiate prices.
- 14.6 To cancel the bid or not to appoint any bidder(s).
- 14.7 To reject work that does not meet the required standard and to engage a different bidder to complete the work.
- 14.8 Joint ventures are prohibited from participating in the same bid.

15. PRICING SCHEDULE

- 15.1 Bidders must complete all prices in South African Rand (ZAR).
- 15.2 Prices must include all costs required to deliver the service, including delivery and operational costs.
- 15.3 All prices must be VAT inclusive where indicated, and VAT must be shown separately in the pricing table.
- 15.4 Prices must remain fixed for the full contract period.

15.5 Bidders must complete every applicable field in the pricing schedule. Blank fields may result in the bid being treated as incomplete.

15.6 The bidder must enter the unit price per A4 image/click for each year, then calculate the annual totals, VAT, and total annual value including VAT.

15.7 Bidders are responsible for ensuring that all calculations are correct. The total bid price must be the sum of all applicable amounts in the pricing schedule.

Bidder guidance: Complete the table below by entering one price per A4 image/click for each year. That price must cover all items listed under "Included in price per A4 image". Use the estimated annual volumes to calculate the annual totals.

PRICE PER A4 IMAGE / CLICK BASIS (TO BE COMPLETED BY THE BIDDER)

DESCRIPTION	YEAR 1	YEAR 2	YEAR 3
Estimated Annual Volumes (A4 Images/Clicks)	100,000,000	200,000,000	200,000,000
Price Per A4 Image / Click (Excl. VAT)	R_____	R_____	R_____
Total Annual Value (Excl. VAT)	R_____	R_____	R_____
VAT @ 15%	R_____	R_____	R_____
TOTAL ANNUAL VALUE (Incl. VAT)	R_____	R_____	R_____

INCLUDED IN PRICE PER A4 IMAGE

- Infrastructure
- Paper
- Toner & consumables
- Technical staff
- Machine rentals
- Packaging
- Scanning
- Archiving
- Security
- Storage

50

- Distribution support
- Maintenance
- Software licensing
- CCTV & monitoring
- Generator / backup power
- All operational overheads

FAILURE TO COMPLY WITH THE ABOVE WILL INVALIDATE THE BID

Prices for VAT registered vendors must be inclusive of VAT. Bidders who are non-VAT registered, if awarded the bidder will be compelled to be registered for VAT within twenty - one (21) business days from the date of the award.

DECLARATION

16. ENDORSEMENT BY THE HEAD OF DEPARTMENT

HEAD OF DEPARTMENT : SESKIBE M.U.
SIGNATURE : [Signature]
DATE : 05/06/2026
NAME OF BIDDER : _____

ACCEPTANCE OF TERMS AND CONDITIONS BY THE BIDDER

REPRESENTED HERETO BY : _____
(Surname & Full names)
IN HIS/HER CAPACITY AS : _____
(Duly authorized thereto)
SIGNATURE : _____

51