



RFQ NUMBER	RFQ/MICT/15/2026
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT AND PRINTING OF STRATEGIC DOCUMENTS
RFQ ISSUE DATE	28 May 2026
BRIEFING SESSION	N/A
CLOSING DATE & TIME	05 June 2026 @ 11:00 AM South African Time, RFQ submitted after the stipulated closing date and time will not be considered.
LOCATION FOR SUBMISSIONS	MICT SETA Head office Level 3 West wing, Gallagher House 19 Richards Drive
NO: OF DOCUMENTS	1 Hard COPY and 1 Soft COPY

For queries, please contact rfqs@mict.org.za before the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid

MICT SETA: CHECKLIST INFORMATION

RETURNABLE DOCUMENTS CHECKLIST

Request For Quotation invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
Pricing Schedule		
Valid Tax Clearance Certificate (s) and/ or proof of application endorsed by SARS and/or SARS-issued verification pin		
SBD 4 – Bidder’s Disclosure		
SBD 6.1 - Preferential Procurement Claim Form		
Certified Copy of director(s) ID(s) not older than six (06 months		
CIPC Document		
Shareholding Certificate		
Bidder’s eligibility: Form A		

Note: This RFQ must be completed by the authorised company representative

MICT SETA –QUOTATION CONDITIONS

1. QUOTATION CONDITIONS

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b. No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.

1.1 **MICT SETA** reserves the right to:

- a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
- b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders, and no change in the content of the RFQ shall be sought, offered, or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage
- f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
- g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations based on the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.

FORM A: BIDDER'S ELIGIBILITY FORM

Name of Bidder:

RFQ Number:

We, the undersigned, offer to provide the required services in accordance with the above Request for quotation and hereby declare that our firm, persons, or its directors, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by National Treasury, *from doing business with the public sector,*"
- b) have not declared bankruptcy, are not involved in bankruptcy or engaged in corrupt / fraudulent practices, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- c) undertake not to engage in prescribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the MICT SETA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the MICT SETA.
- d) *We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this RFQ submission may lead to elimination of our RFQ submission.*

Name: _____

Title: _____

Date: _____

Signature: _____

ANNEXURE A: TERMS OF REFERENCE /SPECIFICATION

REQUIREMENT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT AND PRINTING OF STRATEGIC DOCUMENTS.

1. INTRODUCTION

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a statutory body established through the Skills Development Act, No. 97 of 1998 (SDA) Section 10 (1) (a). In line with the core principles of the SDA and the National Skills Development Plan (NSDP) 2030, the SETA strives to bridge the gap between skills supply and demand by strengthening the connection between institutional education and workplace learning. The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the sub-sectors it operates, namely: Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications. This mandate aligns with the broader goals of the National Development Plan (NDP) 2030, which seeks to establish a framework for building the capabilities of South African citizens.

2. PURPOSE

The MICT SETA Sector Skills Planning unit requires the appointment of a service provider for the design, layout and printing of the MICT SETA 2026/27 strategic documents, namely, the Sector Skills Plan (SSP), Strategic Plan (SP) and Annual Performance Plan (APP) and sub-sector reports; and for the design and layout only of the 2025/26 Research Reports, including the design and layout of the presentation slides for each Research Report.

3. OBJECTIVES

The objective of this request is to appoint a competent service provider to design, layout, print and deliver the MICT SETA strategic documents, namely: the SSP, SP and APP, as well as the Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications Sub-sector Reports; and to design and layout the 2026/26 Research Reports, including the design and layout of the presentation slides for each research report.

4. SCOPE OF WORK

4.1. Technical:

4.1.1. Design, layout and printing of 80 copies of each strategic document, SP (110 pages), APP (215 pages), and SSP (85 pages);

4.1.2. Design, layout and printing of 30 copies for each of the five (5) sub-sector reports (40 pages per report);

4.1.3. Design and layout only (no printing) for 3 (three) Research Reports, including the design and layout of the presentation slides for each report;

4.1.4. Size A4 for SSP, SP, APP and research reports;

4.1.5. Size A5 for sub-sectors reports;

4.1.6. Orientation: Portrait;

4.1.7. Cover Options Design: 3 cover options for each book;

4.1.8. Colour: Full colour throughout;

4.1.9. Paper Cover: 350gsm matt art;

4.1.10. Finishing: Inner pages machines throughout, cover matte with spot gloss;

4.1.11. Cover: Matt with elements of UV Varnish combined with Skodix spot varnish;

4.1.12. Perfect bound;

- 4.1.13. The printed strategic documents and sub-sector reports must be delivered to the MICT SETA Head Office in Johannesburg;
- 4.1.14. Theme and style customised according to the perceived needs of the target audience and adherence to the MICT SETA brand guide;
- 4.1.15. Provide a concept centred on digital transformation or innovation and connectivity; and
- 4.1.16. eBook for web purposes.
- 4.1.17. Research reports (design and layout specifications):
- 4.1.17.1. Size A4, Portrait orientation, full colour throughout;
 - 4.1.17.2. Infographics and data visualisation to illustrate key findings and statistics;
 - 4.1.17.3. Custom icons and illustrations aligned to the MICT SETA brand guide;
 - 4.1.17.4. Charts and graphs designed to present data clearly and visually;
 - 4.1.17.5. Cover design consistent with the strategic documents and sub-sector reports;
- 4.1.18. Research report presentation slides (design and layout specifications):
- 4.1.18.1. PowerPoint format;
 - 4.1.18.2. Master slide template designed in line with the MICT SETA brand guide, aligned to document theme concept;
 - 4.1.18.3. Infographics and data visualisation slides to present key findings;
 - 4.1.18.4. Custom icons and illustrations consistent with the report design;
 - 4.1.18.5. Charts and graphs formatted for clear on-screen presentation;
 - 4.1.18.6. Summary and highlight slides for key findings and recommendations;
 - 4.1.18.7. Consistent colour palette and typography throughout.

4.2. Design and Layout:

- 4.2.1. High-resolution scanning, photographic manipulation, etching and cropping where required;
- 4.2.2. Creation and creative manipulation of graphs and tables, where applicable, applying 3-D effects for a futuristic reporting aspect and using infographics;
- 4.2.3. 8 eBook copies with high-resolution PDF and Professional Windows Format (MS Word) of the MICT SETA SSP, SP and APP and five (5) sub-sector reports;
- 4.2.4. 3 Research Reports and PowerPoint presentation slides for each report;
- 4.2.5. High-resolution web version (eBook for web purposes) for uploading on the MICT SETA website; and
- 4.2.6. A total of 390 MICT SETA strategic documents to be delivered as follows: MICT SETA Head Office in Midrand: 240 copies (incl. SSP, SP and APP and 150 copies of the sub-sector reports.

4.3. Content Management:

- 4.3.1. Copy: text supplied electronically by the MICT SETA;
- 4.3.2. The service provider manages version control on all layout drafts up until the final signoff;
- 4.3.3. Professional proofreading (3 rounds) and editing required from preferred supplier;
- 4.3.4. Supplier shows exceptional project management skills with quick turnaround times and is meticulous in managing content (version control), reporting progress timeously, and is required to attend status update meetings as and when required;

7. PRICING SCHEDULE

4.3.5. Supplier must be able to work under pressure and be responsive to tight deadlines, applying great attention to detail and quality orientation; and

4.3.6. Supplier must be able to source images, stock images, and other necessary material as recommended by MICT SETA Marketing and Communications Division.

5. DEIVERABLES TIMELINE OF THE PROJECT

The service provider must deliver samples and final work to the MICT SETA Head Offices in the Johannesburg Metropolitan area.

6. TIMELINES

The overall project must be completed, with the digital copies being a priority as follows:

No.	Deliverable	Due Date
1.	Provision of digital versions for web and eBooks and high-resolution PDFs, as well as editable professional formats (MS Word) for SSP, SP, APP and sub-sector reports	30 June 2026
2	Provision of digital versions for web and eBooks and high-resolution PDFs, as well as editable professional formats (MS Word) for research reports, and PowerPoint presentation slides for each research report	
3.	Printing and delivery of 80copies of SSP, SP and APP and 30 copies of the sub-sector reports	10 July 2026

Name of bidder _____

RFQ number: _____

Closing date _____

RFQ shall remain valid for acceptance for a period of **90 days** counted from the closing date.

Bidders to provide further cost breakdown where necessary under each line item, and sub-total and the overall Rf included. The below table is for illustration only:

Item	Requirement Description	Quantity	Unit Price (Excl. VAT)	Total Cost (Excl. VAT)
APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT AND PRINTING OF STRATEGIC DOCUMENTS				
1.	Concept design and layout	14	R	R
2.	Proofreading and editing	14	R	R
3.	Printing and delivery of 80 copies of each document, SSP, SP and APP and 30 copies of the sub-sector reports	390	R	R
4.	Provision of digital versions for web and distribution purposes, including eBooks and high-resolution PDFs, as well as editable professional formats (MS Word) for SSP, SP, APP, sub-sector reports, research reports, and PowerPoint presentation slides for each research report	14	R	R
	Other		R	R
Sub-Total		R		
VAT@15%		R		
TOTAL PRICE (INCLUDING VAT)		R		

Complete below:

1. Delivery Address: **MICT SETA Head office; Level 3 West wing, Gallagher House
19 Richards Drive, Halfway House; Midrand**
2. Indicate Delivery period after order receipt.....
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative: _____

Capacity under which this quote is signed: _____

Signature: _____

Date: _____

8. EVALUATION CRITERIA

MICT SETA complies with the provisions of the Public Finance Management Act, Act No. 1 of 1999 as amended; Treasury Regulations of 2005; the Preferential Procurement Policy Framework Act, Act No. 5 of 2000; Preferential Procurement Regulations of 2022; and the MICT SETA Supply Chain Management (SCM) Policy.

RFQ proposals received will be evaluated on functional evaluation criteria and price and specific goals comparison.

8.7. STAGE 1: FUNCTIONAL EVALUATION CRITERIA:

RFQ proposals submitted will be evaluated on technical/ functionality out of a maximum of **100 points**. A threshold of **70 points** out of **100 points** has been set.

Only bidders who meet or exceed the qualification threshold on technical/ functionality evaluation of **70 points** will be evaluated further on price and specific goals.

Note: All bidders achieving less than the set threshold of **70 points** will not move to the next stage of evaluations.

Assessment of evaluation of the functional/ technical criteria will be based on the table below:

FUNCTIONAL CRITERIA WEIGHING		
Category	Description	Maximum Points
1. A4 Publication and A3 Booklet Samples	<p>Submission of Previous Work Samples Bidders must submit samples of previous work that demonstrate their capabilities in producing A4 publications and A5 booklets. These samples should include a combination of digital and hard copies.</p> <p>1.1. Required Samples:</p> <ul style="list-style-type: none"> • Three (03) Samples of A4 Publications: These should be examples of Annual Reports or strategic documents (e.g., SSP, SP, and/or APP). • Three (03) Samples of A5 Booklets: These can be any previous work that showcases the bidder's design and production of A5-sized booklets. <p>Sample Format for Combined Digital and Hard Copy: For each of the required samples, bidders must provide both a digital and a hard copy, where applicable.</p> <p>Points on submission of Combined Digital and Hard Copy Sample will be allocated as follows:</p> <p>1.1.1.</p> <p>(a) Bidder submitted three (03) or more digital and hard copy samples of A4 publications, Annual Reports or strategic documents (e.g., SSP, SP, and/or APP);</p> <p style="text-align: center;">AND</p> <p>(b) Bidder submitted three (03) or more digital and hard copy samples of A5 booklets = 20 points</p> <p>1.1.2.</p>	20

	<p>(a) Bidder submitted two (02) digital and hard copy samples of A4 publications, Annual Reports or strategic documents (e.g., SSP, SP, and/or APP);</p> <p style="text-align: center;">AND</p> <p>(b) Bidder submitted two (02) digital and hard copy samples of A5 booklets = 15 points</p> <p>1.1.3.</p> <p>(a) Bidder submitted one (01) digital and hard copy sample of A4 publications, Annual Reports or strategic documents (e.g., SSP, SP, and/or APP);</p> <p style="text-align: center;">AND</p> <p>(b) Bidder submitted one (01) combined digital and hard copy sample of an A5 booklet = 05 points</p> <p>1.1.4. Non-compliance with the minimum requirements = 0 points</p> <p>NB: Non-compliance with the minimum requirements will be declared non-responsive.</p>	
<p>2. Research Report and Presentation Slide Deck Samples</p>	<p>Submission of Previous Work Samples Bidders must submit samples of previous work that demonstrate their capabilities in producing designed and laid-out research reports and accompanying presentation slide decks in digital format. The samples must specifically demonstrate the Bidder's use of infographics and visual communication elements to present research findings effectively.</p> <p>2.1. Required Samples:</p> <ul style="list-style-type: none"> • Three (03) Research Report Samples: Fully designed, data-rich publications in high-resolution PDF demonstrating the use of infographics, data visualisation, and supporting visual elements to communicate research findings. • Three (03) Presentation Slide Deck Samples: Slide decks in PDF or PowerPoint format, designed to communicate research findings, demonstrating the use of infographics, data visualisation, and visual summaries. <p>Points on submission of Research Report and Presentation Slide Deck will be allocated as follows:</p> <p>2.1.1.</p> <p>(a) Bidder submitted two (02) digital samples of previously designed and laid out research reports demonstrating the use of infographics and visual communication elements;</p> <p style="text-align: center;">AND</p> <p>(b) Bidder submitted two (02) digital samples of previously designed presentation slide decks demonstrating use of infographics and visual communication elements = 10 points</p> <p>2.1.2.</p> <p>a) Bidder submitted one (01) digital sample of a previously designed and laid out research report demonstrating the use of infographics and visual communication elements;</p> <p style="text-align: center;">AND</p> <p>b) Bidder submitted one (01) digital sample of a previously designed presentation slide deck demonstrating use of infographics and visual communication elements = 05 points</p> <p>2.1.3. Non-compliance with the minimum requirements = 0 points</p>	<p>10</p>

<p>3. Reference Letters</p>	<p>The bidder must demonstrate experience in conceptualising, designing, laying out, printing, and distributing Annual Report and/or SSP/SP/APP.</p> <p>The bidder must submit signed, contactable reference letters from different clients, on the client's letterhead. The reference letters must be from the Bidder's clients within the Republic of South Africa (RSA), must include a project description, must be on the company letterhead, and must be signed by the Bidder's client.</p> <p>The reference letters submitted must be aligned with the Samples provided.</p> <p>Points on submission of contactable reference letters aligned to the samples provided will be allocated as follows:</p> <p>3.1. Bidder submitted three (03) or more reference letters aligned to the samples provided = 10 points</p> <p>3.2. Bidder submitted two (02) reference letters aligned to the samples provided = 05 points</p> <p>3.3. Bidder submitted one (01) reference letter aligned to the samples provided = 02 points</p> <p>3.4. Bidder submitted reference letter not related to annual report and/or strategic plan = 0 points</p> <p>NB: Non-compliance with the minimum requirements will be declared non-responsive.</p>	<p>10</p>
<p>4. Project Team</p>	<p>The bidder is required to demonstrate capacity and skills to deliver on the project scope. The bidder must provide CVs/profiles of the project team indicated below:</p> <p>Bidders should clearly indicate on the CVs/profiles or project team organogram the Project Manager, Graphic Designer and Content Manager.</p> <ul style="list-style-type: none"> CV/profile should clearly indicate years of experience in managing or delivering conceptualisation, design, layout and printing of strategic documents and/or annual reports. <p>4.1. Project Manager (10 Points)</p> <p>The Bidder must submit a CV of the proposed Project Manager demonstrating eight (8) or more years of experience in managing and overseeing the end-to-end production of SSPs/SPs/APPs and/or Annual Reports. The CV must reflect experience in project coordination and delivery management including planning, stakeholder engagement, timeline and budget management, and quality assurance across the conceptualisation, design, layout, and print production process.</p> <p>Points on submission of CV/profile of Project Manager with experience in managing and overseeing the end-to-end production of SSPs/SPs/APPs and/or Annual Reports will be allocated as follows:</p> <p>4.1.1. Bidder submitted a CV/profile of a project manager that highlights eight (08) years of experience and/or above in managing end-to-end production of SSPs/SPs/APPs and/or Annual Reports, including project planning, coordination, and delivery oversight = 10 points</p> <p>4.1.2. Bidder submitted a CV/ profile that highlights five (05) to seven (07) years of experience in managing end-to-end production of</p>	<p>30</p>

- SSPs/SPs/APPs and/or Annual Reports, including project planning, coordination, and delivery oversight = **07 points**
- 4.1.3. Bidder submitted a CV/ profile that highlights two (02) to four (04) years in managing end-to-end production of SSPs/SPs/APPs and/or Annual Reports, including project planning, coordination, and delivery oversight = **03 points**
- 4.1.4. Non-compliance with the minimum requirement = 0 points

4.2. Graphic Designer (10 Points)

The bidder must submit a CV of the graphic designer highlighting at least five (05) years of experience and/or above in delivering conceptualisation, design, layout and printing of SSPs/SPs/APPs and/or Annual Reports.

Points on submission of CV/profile of a graphic designer with experience in delivering conceptualisation, design, layout and printing of SSPs/SPs/APPs and/or Annual Reports will be allocated as follows:

- 4.2.1. Bidder submitted a CV/profile of a graphic designer that highlights five (05) years of experience and/or above in delivering conceptualisation, design, layout and printing of SSPs/SPs/APPs and/or Annual Reports = **10 points**
- 4.2.2. Bidder submitted a CV/profile of a graphic designer that highlights three (03) to five (05) years of experience and/or above in delivering conceptualisation, design, layout and printing of SSPs/SPs/APPs and/or Annual Reports = **07 points**
- 4.2.3. Bidder submitted a CV/profile of a graphic designer that highlights two (02) years or fewer years of experience in delivering conceptualisation, design, layout and printing of SSPs/SPs/APPs and/or Annual Reports = **03 points**
- 4.2.4. Non-compliance with the minimum requirement = **0 points**

4.3. Content Manager (10 Points)

The Bidder must submit a CV of the proposed Content Manager demonstrating eight (8) or more years of experience in developing and managing content for SSPs/SPs/APPs and/or Annual Reports. The CV must reflect hands-on experience in content strategy, writing, editing, and proofreading, as well as working within conceptualisation, design, and layout workflows to ensure content accuracy, compliance, and quality across print-ready publications.

Points on submission of CV/profile of a content manager with experience in content development and management for SSPs/SPs/APPs and/or Annual Reports will be allocated as follows:

- 4.3.1. Bidder submitted a CV/profile of a content manager that highlights five (08) years of experience and/or above in content development and management for SSPs/SPs/APPs and/or Annual Reports = **10 points**
- 4.3.2. Bidder submitted a CV/profile of a content manager that highlights five (05) to seven (07) years of experience in content development and management for SSPs/SPs/APPs and/or Annual Reports = **07 points**
- 4.3.3. Bidder submitted a CV/profile of a content manager that highlights two (02) to four (04) years of experience in content development

	<p>and management for SSPs/SPs/APPs and/or Annual Reports = 03 points</p> <p>4.3.4. Non-compliance with the minimum requirement = 0 points</p> <p>MICT SETA will not award points where the project team roles are not clearly identified.</p>	
5. Proposed Design Samples	<p>Bidder is required to submit proposed design samples built around a Fourth Industrial Revolution (4IR) theme, with a focus on digital transformation, innovation, and connectivity. This theme must be interpreted in relation to the MICT SETA sub-sectors namely: Advertising, Film and Electronic Media, Electronics, Information Technology, and Telecommunications and must reflect MICT SETAs corporate identity (including brand colours, logo usage, typography, and visual language).</p> <p>Each design sample must be accompanied by a written rationale explaining:</p> <ul style="list-style-type: none"> • How the design reflects the 4IR/digital transformation theme; • Which MICT SETA sub-sector(s) the design references and how this is visually expressed; and • How the corporate identity guidelines have been applied. <p>5.1. Points on submission of design samples built around a Fourth Industrial Revolution (4IR) theme, with a focus on digital transformation, innovation, and connectivity will be allocated as follows:</p> <p>5.1.1. Bidder submitted three (03) or more design samples reflecting the 4IR theme, referencing MICT SETA sub-sectors and corporate identity, each accompanied by a clear rationale = 20 points</p> <p>5.1.2. Bidder submitted two (02) design samples reflecting 4IR theme referencing MICT SETA sub-sectors and corporate identity = 10 points</p> <p>5.1.3. Bidder submitted one (01) design samples reflecting 4IR theme referencing MICT SETA sub-sectors and corporate identity = 05 points</p> <p>5.1.4. Non-compliance with the minimum requirement = 0 points</p>	20
6. Quality Assurance Plan	<p>The Bidder must submit a written Quality Assurance (QA) Plan demonstrating how they will ensure accuracy, consistency, and error-free delivery of all documents before final print production. The QA Plan must detail the specific processes, checks, and controls the Bidder has in place across the following three areas:</p> <p>a) Content Accuracy (Text, Data, and Figures): The plan must describe how the Bidder will verify that all written content, statistical data, and figures are accurate and consistent throughout the document. This includes proofreading workflows, version control processes, and how discrepancies between draft versions are identified and resolved.</p> <p>b) Design and Layout Consistency: The plan must describe how the Bidder will ensure visual and structural consistency across all pages and sections of a document, including typography, spacing, heading hierarchy, pagination, and alignment. This includes the use of style guides, master templates, and any internal review or sign-off steps applied before a document proceeds to the next production stage.</p>	10

	<p>c) Branding and Corporate Identity Compliance: The plan must describe how the Bidder will ensure all design outputs comply with the MICT SETA corporate identity standards, including correct logo usage, brand colours, approved fonts, and any other prescribed visual identity elements. This includes how the Bidder checks compliance at each production stage and how non-conformances are flagged and corrected.</p> <p>The QA Plan must also identify the role(s) responsible for each quality check and indicate at which stage(s) of the production process each check is applied (e.g. first draft, revised draft, pre-press/print-ready stage).</p> <p>Points on submission of QA Plan demonstrating how they will ensure accuracy, consistency, and error-free delivery of all documents before final print production will be allocated as follows:</p> <p>6.1. Bidder submitted QA Plan that addresses all three areas (content accuracy, design and layout consistency, and branding compliance) in detail, identifies responsible roles, and specifies the production stage at which each check is applied = 10</p> <p>6.2. Bidder submitted QA Plan that addresses two areas in detail and identifies responsible roles, and specifies the production stage at which each check is applied = 05</p> <p>6.3. Bidder submitted QA Plan that addresses only one area and identifies responsible roles, and specifies the production stage at which each check is applied = 03</p> <p>6.4. Non-compliance with the minimum requirement = 0 points</p>	
TOTAL SCORE		100
MINIMUM SCORE		70

7.3 PRICE AND SPECIFIC GOALS

Only bidder/s or RFQ submissions that have met the requirements of evaluation criteria will qualify for further evaluation on Price and Specific Goals according to the 80/20 preference point system in terms of the Preferential Procurement Regulations 2022, where 80 points will be for Price and 20 points will be for Specific Goals. RFQ will be awarded to the bidder scoring the highest points.

Specific Goal to be evaluated out of **20 Points**:

Specific Goals Criteria	Points
Enterprise owned by historically disadvantaged persons.	10
Enterprise owned by historically disadvantaged women.	05
Enterprise owned by historically disadvantaged youth.	05
Total	20

**** Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.**

Bidder must submit the following documents:

- CIPC documents and a valid shareholding certificate(s) indicating percentage (%) shareholding by each director; and
- Certified ID copies of the company director(s) as per CIPC documents (certified copies must not be older than six (06) months.)

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

SBD 4

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

2.1.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

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

2.3 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 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

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.

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 PROCUREMENT CLAIM FORM

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 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) the **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
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:

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

Where:

P_s = Points scored for price of tender under consideration
P_t = Price of tender under consideration
P_{min} = 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:

80/20

or

90/10

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

or

$$Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

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 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise owned by historically disadvantaged persons.	10	
Enterprise owned by historically disadvantaged women.	05	
Enterprise owned by historically disadvantaged youth.	05	

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: