



## REQUEST FOR BID PROFESSIONAL SERVICES

**BID NUMBER:** BS/2023/RFB517

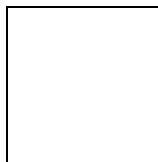
**ADVERT PUBLISH DATE** Monday 26 February 2024

**ADVERT DATE CLOSE** **Date:** Wednesday 20 March 2024

**Time:** 11h00

**DESCRIPTION:** APPOINTMENT OF A SERVICE PROVIDER FOR PRODUCTION OF THE ANNUAL REPORT FOR PERIOD OF THREE YEARS (2024 -2026)

**ONLINE COMPULSORY BRIEFING** **NON-** Wednesday 6 March 2024 11h00



Email for Briefing link to be sent  
[tebogom@bankseta.org.za](mailto:tebogom@bankseta.org.za)  
[/scm@bankseta.org.za](mailto:/scm@bankseta.org.za)

### Respondent details

(Use this as a cover page for response document and envelope)

<b>Company Name:</b>				
<b>Contact person:</b>				
<b>Company address</b> <b>physical</b>				
<b>Email:</b>				
<b>Telephone:</b>				
<b>Mobile number:</b>				
<b>Date:</b>				
<b>Original copy of documents or copy - Mark with X</b>	<b>ORIGINAL</b>		<b>COPY</b>	

## 1. BANKSETA BACKGROUND

- 1.1 The Banking Sector Education and Training Authority (BANKSETA) is the SETA for the banking and alternative banking industry. It is a statutory body established through the Skills Development Act of 1998 as amended by the Skills Development Act, 26 of 2011. The BANKSETA seeks to promote skills development within the banking and alternative banking sector.
- 1.2 For further details on the BANKSETA, visit [www.bankseta.org.za](http://www.bankseta.org.za) and refer to the 2022 – 2023 annual report under the Media Centre /publications/annual reports section. <https://www.bankseta.org.za/wp-content/uploads/2023/11/BANKSETA-2022-23-Annual-Report.pdf>

## 2. PURPOSE AND OBJECTIVES OF THE REQUEST

- 2.1 The BANKSETA is a Schedule 3A public entity. Its financial year end is 31 March each year. The BANKSETA is mandated to produce an annual report for reporting purposes in adherence with relevant legislation and the Public Finance Management Act (PFMA) 1 of 1999 for each preceding year. The Annual Report provides stakeholders and the public at large with information about the organisation's activities as well as its operational and financial performance.
- 2.2 The services required by the BANKSETA includes the design, editing, proofreading, layout, stock imagery, hyperlinking, USB uploads, printing, photoshoots, and delivery of the publications to specific destinations.).
- 2.3 Design elements must be aligned with the organisation's commitment to skills development and transformation mandate and should encompass an ultra-modern look.  
The prospective panel of provider(s) must understand the Public Finance Management Act and Sector Education and Training Authorities in general.

## 3. OBJECTIVES

- 3.1 **It is the expectation of the BANKSETA that the successful Service Provider/s will become a strategic partner to assist BANKSETA to achieve these objectives.**
  - 3.1.1 To ensure effective and continuous communication with all stakeholders.
  - 3.1.2 To create awareness of all BANKSETA services to current and prospective stakeholders.
  - 3.1.3 To inform stakeholders of the achievements, successes and impact made by the BANKSETA programmes.
  - 3.1.4 To partner with BANKSETA to establish, build and maintain relationships with key stakeholders through excellent communication.

## 4. SCOPE OF WORK

The scope of work includes the design, layout, content development through interviews, proofreading, editing, hyperlinking, uploading, printing and the delivery of the draft and final publications to various destinations. The prospective service provider will be requested to project plan the annual report for 6 months each year from 2024 – 2026 as shown below.

ACTIVITIES	TIMELINE		
	Year 1	Year 2	Year 3
<b>Design and Content Management</b>	April – August 2024	March – August 2025	March - August 2026
<b>Draft Annual Report</b>	May 2024	May 2025	May 2026
<b>Delivery of Final Annual Report</b>	August 2024	August 2025	August 2026

Please refer to BANKSETA's website ([bankseta.org.za](http://bankseta.org.za)) for prior year annual reports under the Media Centre /publications/annual reports section

### 4.1. Phase One

#### 4.1.1. Concept and design of Report

- 4.1.1.1. Three concept designs of 210 pages, include table of content and figures, annual financial statements, annual performance report and graphs for research content.

#### 4.1.2. Copy layout.

- 4.1.2.1. Design and Layout of the front page
- 4.1.2.2. Design and Layout of the back page
- 4.1.2.3. Design and Layout of the content pages
- 4.1.2.4. Imagery for section starters using minimum of 10 images
- 4.1.2.5. The financial information pages
- 4.1.2.6. Annual Performance Report Tables
- 4.1.2.7. Author's corrections

### 4.2 Phase two

#### 4.2.1 Layout and delivery of draft copies to BANKSETA.

- 4.2.1.1 Content development and production,
- 4.2.1.2 Conduct interviews with the CEO, Board Chairperson's to compile to reports,
- 4.2.1.3 14 managerial interviews (Operational review),
- 4.2.1.4 15 Beneficiaries interview for success stories.
- 4.2.1.5 Layout of content includes :
  - 4.2.1.5.1 Part A - General Information
  - 4.2.1.5.2 Part B - Performance Information
  - 4.2.1.5.3 Part C – Governance
  - 4.2.1.5.4 Part D – Human Resource management
  - 4.2.1.5.5 Part E - Public Finance Management Act Compliance report

#### 4.2.1.5.6 Part F – Financial Information

The sections are determined by National Treasury and any changes are published annually in the Public Entity Annual Report Guide by National Treasury

#### 4.2.2 Author's corrections

#### 4.2.3 Provision of a 2-day photoshoot and make-up services to all staff members at Head Office (Centurion Office)

#### 4.2.4 Provision of a half day photoshoot and makeup service at the following regional office:

4.2.4.1 Polokwane Office - Limpopo

4.2.4.2 Durban Or Pietermaritzburg - KwaZulu Natal,

4.2.4.3 Bloemfontein - Free State,

4.2.4.4 East London - Eastern Cape,

4.2.4.5 Cape Town- Western Cape.

### 4.3 Phase Three

Printing and delivery of final copies of the Annual Report

#### 4.3.1 Printing of annual report – **350 GSM** outer covers and **180 GSM** inner pages copies

4.3.1.1 Spot gloss UV cover one side only

4.3.1.2 Saddle stitched

4.3.1.3 Matt laminate cover one side only

#### 4.3.2 Production of 100 Branded 4G USB's :

4.3.2.1 Year One: Laser USB Pen

Spec: Laser Engraving

4.3.2.2 Year two: Oakridge Flash Drive

Spec: Debossing

4.3.2.3 Year Three: Renaissance Memory Stick

Spec: Laser Engraving (LB)

#### 4.3.3 HTML, PDF downloaded in, and an e-publication for website publication (Hyperlinking of Five sections with respective content in the table of contents)

#### 4.3.4 Printing of 200 hard copies

#### 4.3.5 Delivery of the copies at BANKSETA Head Office in Centurion, Gauteng.

## 5. COMPETENCY AND EXPERTISE REQUIREMENTS

The following minimum criteria apply to any service provider responding to this Invitation to Bid and supporting documentation should be provided.

#### 5.1 The Service Provider should meet the following requirements:

##### 5.1.1 Company experience

5.1.1.1 The company should have a minimum of three (3) years' experience in the production of corporate publications and annual reports by providing a list of at least 3 entities/companies for whom they have produced annual reports for any year during the past three years.

The list must have contact names, telephone numbers and email addresses so it is verifiable.

The list should show at least 1 annual report produced in each of the past three (3) years.

#### **5.1.2. Team Experience and Qualifications**

The Service Provider should provide a team to be assigned to the BANKSETA's work with at least the positions/roles indicated below. The service provider should submit Cvs/resumes and copy of qualifications of the proposed project team showing the required experience and qualifications as listed below :

**5.1.2.1 Team Leader** . The team leader can be any of the below team members and cover more than 1 role. The Team leader should hold qualifications on at least NQF level 6 in any field and have experience of at least five (5) years in production of annual reports and/or corporate publications.

**5.1.2.2 The interviewer, editor and/or copywriter** who should hold qualifications on at least **NQF Level 6 level in Marketing, and/or Communication, and/or Journalism , and/or English, and/or Public Relations and/or certification of compliance for copywriter.** The Resume(s)/CV(s) indicating experience in interviewing, proofreading, and editing of minimum of five (5) years should be included.

**5.1.2.3 Graphic Designer** who should hold qualifications on at least **NQF Level 6 in Graphic Design.** The Resume(s)/CV(s) indicating experience in graphic design (DTP) of minimum of three (3) years.

**5.1.2.4 Make-up Artist** who should hold qualifications on at least **NQF Level 4 level in Beauty Technology and/or related South African qualification in make-up and beautician.** The Resume(s)/CV(s) indicating experience in makeup-artist of minimum of one (1) year should be included.

**5.1.2.5 A Photographer** The photographer's profile demonstrating a minimum of three (3) years' experience in corporate photography should be included.

#### **5.1.3 Reference letters :**

The bidder should provide a minimum of three (03) signed reference letters indicating expertise in the production of annual report and production of corporate publications, in line with the scope of work.

The reference letters must include the

- (i) Client company name,
- (ii) the client contact name and/or position,
- (iii) the client email address or telephone / cell phone number,
- (iv) type of work/ service conducted,
- (v) the year the work / service was done. and
- (vi) Be signed and dated.

#### 5.1.4 Portfolio of evidence

- 5.1.4.1 Provide a portfolio of evidence showcasing production of annual report and, high definition head and shoulder photos and makeup artist profile . Physical or electronic samples to be provided with details of the previous or current client/;

#### 4. PRICING STRUCTURE

- ***N.B: The Pricing Schedule should be completed as per the attached annexure A. Failure to utilise this format may result in the bid being disqualified because it will be impractical to compare across all submissions.***

- 4.1 The attached pricing sheets (Appendix A) should be completed in full. The BANKSETA will not entertain pricing adjustments after the signing of contract, and it is therefore important that all pricing elements are disclosed.
- 4.2 The pricing sheet should show VAT separately.
- 4.3 All pricing assumptions excluded costs and estimated costs should be clearly documented. The BANKSETA assumes that the pricing document as supplied is complete and covers all costs associated with this project.
- 4.4 The service provider will be requested to provide a quoted proposal regarding the work to be undertaken for each project.
- 4.5 The total cost must be VAT inclusive and should be quoted in South African Rand (i.e. ZAR).

#### 5. SUBMISSION REQUIREMENTS

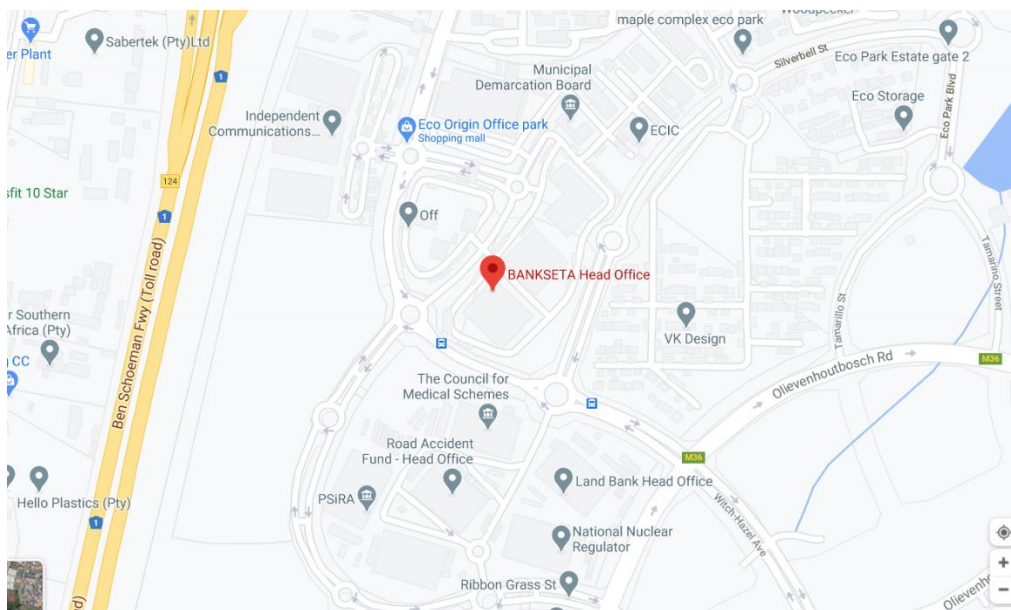
- 5.1 All submissions should be delivered in individual envelopes.
- 5.2 Respondents should take particular care to ensure that there is no discrepancies between all submissions presented to the BANKSETA
- 5.3 The BANKSETA reserves the right to reject any submissions if there are discrepancies identified in the submissions thereto.
- 5.4 Document should be submitted as follows:  
One hardcopy should be the original submission, clearly marked "Original" and one (1) copied version of the original and a soft (electronic) copy (preferably to be memory stick).
- 5.5 An Envelope 1 – Original
- 5.5.1 Envelope 2 – Hard Copy of the original document and 1 Soft copy
- 5.5.2 Envelope 3 – Pricing and SBD1 – (invitation to bid) together with  
BANKSETA PREFERENCE POINTS CLAIM DOCUMENT
- 5.5.3 Each individual envelope must be clearly marked with the following information:

Description of the Submission **APPOINTMENT OF A SERVICE PROVIDER FOR PRODUCTION OF THE ANNUAL REPORT FOR PERIOD OF THREE YEARS (2024 -2026)**  
**BS/2023/RFB517 .**

- 5.6 Submissions that are faxed, sent via telex, and/ or electronic mail delivery will not be accepted. All submissions received by BANKSETA will become the property of the BANKSETA and will not be returned to the respondent.
- 5.7 The submissions must be inserted into the SUBMISSION BOX available at the Reception Area of BANKSETA Offices at the following address: -

Eco Origin Office Park, (Please use gate 1 to enter the Eco-origins Office Park)  
Block C2,  
349 Witch-Hazel Avenue,  
Eco Park Estate,  
Highveld,  
Centurion,  
0144

**The BANKSETA is situated in a very large office park with security offices at the main gate. Please allow at least 30 minutes to clear security and navigate through the office park.**



- 5.8 NB: The Service provider is required to sign a register on their submission.
- 5.9 Unsuccessful bidders will be informed in writing when the process is concluded.
- 5.10 A tender will be considered late if received after the specified date and time.
- Service providers are therefore strongly advised to ensure that Tenders be despatched allowing enough time for any unforeseen events that delay the delivery of the Tender.

## 6. ENQUIRIES/COMMUNICATION

- 6.1 *Contact person for enquiries regarding the tender document:*  
Mr Tebogo Moloisane  
Title: Specialist: Supply Chain Management Unit  
Email Address: [tebogom@bankseta.org.za](mailto:tebogom@bankseta.org.za) copy [scm@bankseta.org.za](mailto:scm@bankseta.org.za)

- 6.2 Bidders who wish to attend virtual *briefing* session should indicate in writing within .7 Days after advertising date by emailing: Email: [tebogom@bankseta.org.za](mailto:tebogom@bankseta.org.za) copy [scm@bankseta.org.za](mailto:scm@bankseta.org.za)
- 6.3 All *clarifications* or enquiries should to be made in writing and received by the BANKSETA at least 10 Days before closing date of the Tender. Telephonic requests for clarification will not be accepted.
- 6.4 All *questions* received after the briefing session and BANKSETA's answers will be updated on the BANKSETA website under the tender for all service providers' information. Kindly check BANKSETA's website for this information before finalisation of your bid
- 6.5 Should any questions submitted not be included in the responses on the website at least five days before a tender closes, kindly email this to [tebogom@bankseta.org.za](mailto:tebogom@bankseta.org.za) copy [scm@bankseta.org.za](mailto:scm@bankseta.org.za) and also escalate to [rapulas@bankseta.org.za](mailto:rapulas@bankseta.org.za) and [info@bankseta.org.za](mailto:info@bankseta.org.za).

#### RFB TIMELINES

Activity	Time	Date
Tender advertised		Monday 26 February 2024
Non-compulsory Virtual Briefing  Bidders who wish to attend an online briefing session should indicate in writing 5 Days after advertising date.	11:00	Wednesday 6 March 2024
Final questions and answers emailed to BANKSETA. Responses will be published on the website under the tender,	Close Of Business(C.O.B)	Wednesday 13 March 2024
<b>Closing date</b>	<b>11h00</b>	Wednesday 20 March 2024
Tender evaluation, Bidder Verification and Due Diligence	C.O.B	Within 1 week of bid closing
Clarification presentations by Service Providers if required/ Due Diligence	C.O.B.	Within 2 weeks of bid closing
Provisional Contract Award	C.O.B	By 31 March 2024
Contract Signatures	C.O.B.	By 15 April 2024



## 7. TENDER EVALUATION/ADJUDICATION

Bids will be evaluated in three phases:

- 7.1 Compliance/eligibility (Bids that do not pass the compliance eligibility evaluation will be disqualified from participating in the next evaluation)
- 7.2 Technical/Functionality (Bids that do not meet the minimum threshold indicated in technical/function evaluation - clause 10 will not participate in the final evaluation)
- 7.3 Price and BANKSETA Preferential Procurement points (Bidder will be appointed on the highest scores)

## 8. COMPLIANCE STATUS

- 8.1 The service provider should be registered on the Central Supplier Database (CSD) maintained by the National Treasury and accessible on [www.treasury.gov.za](http://www.treasury.gov.za)
- 8.2 The BANKSETA, before making an award, shall check on the central supplier database (CSD) whether;
  - (a) the bidder or any of its directors are not listed / indicated as restricted from doing business with the public sector, and person prohibited
  - (b) the bidder's tax status is compliant.
  - (c) the bidders, its directors or management are not employees of the state, or if a director is an employee of the state, the service provider and or directors have permission to do business with the state, as provided for in the legislation.
- 8.3 The BANKSETA will not award any bids to service providers who do not comply with the above.
- 8.4 The BANKSETA will afford bidders a chance to clarify and provide evidence where there is any adverse information on the CSD reports.

## 9. Compliance/Eligibility Evaluation

Respondents who do not meet the requirements below **will be** immediately disqualified.

***NB: (For Joint Venture (JV) submissions each partner to the JV must submit all documents listed in the table below and the JV agreement).***

N.B All relevant forms/documents as prescribed by the PFMA Regulation: Framework for Supply Chain Management accompanying this document must be completed in full and signed where applicable by a duly authorized official of the primary contractor / bidder

NB: Failure to submit the items listed below will result in the bid being immediately disqualified.

1	<p>Submission of proposal (response document) and pricing schedule – Annexure A</p> <p>The Pricing Schedule must be completed as per the attached annexure A. Failure to comply may lead to disqualification because it will be impractical to compare pricing across all submissions.</p>
2	<p>Submission of the following fully completed and signed returnable documents:</p> <ul style="list-style-type: none"><li>- SBD 1 Invitation to submission</li><li>- SBD 4 Declaration of interest</li><li>- SBD 6.1 Preference points claim form where applicable (complete the part that is applicable to the BANKSETA Preference Points Claim Document). NB. BANKSETA will not allocate points for BBBEE status Level Contributor</li></ul>
3	<p>Special Conditions that the bidder needs to accept by signing the last page and submit.</p>
4	<p>Submission of the service provider's Central Supplier Database report.</p>

## 10. FUNCTIONAL/TECHNICAL EVALUATION

CRITERIA		WEIGHTING/ PERCENTAGE										
1. Company Experience		10										
<p>The company should have a minimum of three (3) years' experience in the production of annual reports by providing a list of at least 3 entities/companies to whom annual reports were produced for any year during the past eleven (11) years</p> <p>On evaluation, the BANKSETA will allocate points as follows:</p> <ul style="list-style-type: none"><li>▪ Less than 3 years = 0 points</li><li>▪ 3 years to less than 5 years = 1 points</li><li>▪ 5 years to less than 7 years = 2 points</li><li>▪ 7 years to less than 9 years = 3 points</li><li>▪ 9 years to less than 10 years = 4 points</li><li>▪ 10 years and more = 5 points</li></ul> <p>The bidder should provide a list of contactable clients in the format below.</p> <table><tr><th>No</th><th>Company name</th><th>Reference Person Name, Tel and/or email</th><th>Project Scope of work</th><th>Project Start and End-date</th></tr><tr><td>1</td><td>&lt;Company name&gt;</td><td>&lt;Person Name&gt; &lt;Tel&gt; &lt;email&gt;</td><td>&lt; Provide the details of the annual report year and scope of work that was provided&gt;</td><td>Start Date: End Date:</td></tr></table>		No	Company name	Reference Person Name, Tel and/or email	Project Scope of work	Project Start and End-date	1	<Company name>	<Person Name> <Tel> <email>	< Provide the details of the annual report year and scope of work that was provided>	Start Date: End Date:	
No	Company name	Reference Person Name, Tel and/or email	Project Scope of work	Project Start and End-date								
1	<Company name>	<Person Name> <Tel> <email>	< Provide the details of the annual report year and scope of work that was provided>	Start Date: End Date:								
2. Team Experience and Qualifications (split into sub-criteria below)		60										
2.1 Team Leader		10										
<p>The team leader may also be assigned any of the other roles of the team members and may cover more 2 roles. The person(s) should hold a qualification on at least NQF 6 in any field and have at least 5 years experience in production of publications and/or annual reports:</p> <p>The CV or resume showing the experience in production of publications and/or annual reports: and the copy qualifications of the person assigned to the role of the team leader should be submitted.</p> <p>On evaluation, the BANKSETA will allocate points as follows:</p> <ul style="list-style-type: none"><li>(a) Qualification and experience with less than 5-year experience = 0 points</li><li>(b) Qualification and experience with 5 year to less than 7 years' experience = 1 Point</li><li>(c) Qualification and experience with 7 years to less than 9 years' experience = 3 Points</li></ul>												

<p>(d) Qualification and experience with 9 years or more experience = 5 Points</p> <p><b>The team Leader must be employed by the service provider or an owner or director of the service provider.</b></p> <p><b>(The service provider must clearly indicate name of the person assigned to the role of the team leader and failure do so may result in a bidder not scoring points)</b></p>	
<b>2.1 The interviewer, editor and/or copywriter</b>	<b>25</b>
<p><b><u>The interviewer, editor and/or copywriter</u></b> to be assigned to BANKSETA's work. The person(s) should hold qualifications on at least <b>NQF Level 6 in Marketing, and/or Communication, and/or Journalism, and/or English, and/or Public Relations</b> and/or certification of compliance for copywriter.</p> <p>The copy of the qualifications should be submitted.</p> <p>The person's Resume(s)/CV(s) indicating experience in interviewing and/or, proofreading, and/or editing experience of minimum of five (5) years should be submitted.</p> <p>On evaluation, the BANKSETA will allocate points as follows:</p> <ul style="list-style-type: none"> <li>(a) Qualification and experience with less than 5 year experience = 0 points</li> <li>(b) Qualification and experience with 5 years to less than 7 years' experience = 1 Point</li> <li>(c) Qualification and experience with 7 years to less than 9 years' experience = 3 Points</li> <li>(d) Qualification and experience with 9 years or more experience = 5 Points</li> </ul> <p><b>Should the bidder not submit the qualification the experience they will NOT be considered.</b></p> <p><b>The interviewer, editor and/or copywriter may be an employee or an individuals contracted by the service provider to the team for this project and working under the service provider's direction. (The service provider must clearly indicate the name of the person assigned to the role of the <u>interviewer, editor and/or copywriter</u> and failure to do so may result in a bidder not scoring points)</b></p> <p><b>Bidder to complete table on page 15 and indicate the Team member names.</b></p>	
<b>2.2 Graphic Designer</b>	<b>15</b>
<p><b><u>Graphic Designer</u></b> to be assigned to BANKSETA work. The person(s) should hold qualifications on at least <b>NQF Level 6 in Graphic Design</b>. The copy of the qualification should be submitted.</p> <p>The person's Resume(s)/CV(s) indicating experience in graphic design (DTP) of minimum of three (3) years should be submitted.</p>	

<p>On evaluation, the BANKSETA will allocate points as follows:</p> <p>(a) Qualification and experience with less than 3-year experience = 0 points</p> <p>(b) Qualification and experience with 3 years to less than 5 years' experience = 1 Point</p> <p>(c) Qualification and experience with 5 years to less than 8 years' experience = 3 Points</p> <p>(d) Qualification and experience with 8 years or more experience = 5 Points</p> <p><b>Should the bidder not submit the qualification and the experience they will NOT be considered.</b></p> <p><b>Graphic Designer may be an employee or an individuals contracted by the service provider to the team for this project and working under the service provider's direction.</b></p> <p><b>(The service provider must clearly indicate the name of the person assigned to the role of the Graphic Designer and failure do so may result in a bidder not scoring points)</b></p> <p><b>Bidder to complete table on page 15 and indicate the Team member names.</b></p>	
<p><b>2.3 Make-up Artist</b></p>	<p><b>2.5</b></p>
<p><b><u>Make-up Artist</u> assigned to BANKSETA work. The person(s) should hold qualifications on at least <b>NQF Level 4 in Certificate in Beauty Technology and/or relevant South African qualification in make-up and/or beautician.</b></b></p> <p>The copy of the qualification should be submitted.</p> <p><b>The person's</b> Resume(s)/CV(s) indicating experience in providing make up services of minimum of one (1) year should be submitted.</p> <p>On evaluation, the BANKSETA will allocate points as follows:</p> <p>(a) Qualification and experience with less than 1-year experience = 0 points</p> <p>(b) Qualification and experience with 1 year to less than 3 years' experience = 1 Point</p> <p>(c) Qualification and experience with 3 years to less than 5 years' experience = 3 Points</p> <p>(d) Qualification and experience with 5 years or more experience = 5 Points</p> <p><b>Should the bidder not submit the qualification the experience they will NOT be considered.</b></p> <p><b>Make-up Artist may be an employee, or an individual contracted by the service provider to the team for this project and working under the service provider's direction.</b></p> <p><b>(The service provider must clearly indicate the name of the persons assigned to the role of the Make-up Artist and failure do so may result in a bidder not scoring points)</b></p>	

<b>Bidder to complete table on page 15 and indicate the Team member names.</b>	
<b>2.4 Photographer</b>	<b>7.5</b>
<p><b>Photographer</b> The photographer's profile or CV or Resume demonstrating a minimum of three (3) years' experience in corporate photography should be included.</p> <p>On evaluation, the BANKSETA will allocate points as follows:</p> <p>(a) Profile/CV/resume and experience with less than 3-year experience = 0 points</p> <p>(b) Profile/CV/resume and experience with 3 years to less than 5 years' experience = 1 Point</p> <p>(c) Profile/CV/resume and experience with 5 years to less than 7 years' experience = 3 Points</p> <p>(d) Profile/CV/resume and experience with 7 years and/or more years' experience = 5 Points</p> <p><b>The Photographer may be an employee, or an individual contracted by the service provider to the team for this project and working under the service provider's direction.</b></p> <p><b>(The service provider must clearly indicate the role of the Photographer and failure do so may result in a bidder not scoring points)</b></p>	
<b>3. Reference Letters</b>	<b>15</b>
<p>The bidder should provide a minimum of three (03) signed reference letters from clients it has worked with indicating its expertise in the production of annual report and/or production of corporate publications,</p> <p>The reference letters must include the</p> <p>(i) Client company name,</p> <p>(ii) the client contact name and/or position,</p> <p>(iii) the client email address or telephone / cell phone number,</p> <p>(iv) type of work/ service conducted,</p> <p>(v) the year the work / service was done. and</p> <p>(vi) Be signed and dated.</p> <p>On evaluation, the BANKSETA will allocate points as follows:</p> <p>(a) 0 Reference letters = 0 points</p> <p>(b) 1 Reference letters = 1 Point</p> <p>(c) 2 Reference letters = 2 Points</p> <p>(d) 3 Reference letters = 3 Points</p> <p>(e) 4 Reference letters = 4 Points</p> <p>(f) 5 Reference letters = 5 Points</p>	
<b>4. Portfolio of evidence (split into sub-criteria below)</b>	<b>15</b>
<b>4.1 Portfolio of evidence – Photography and Make Up</b>	<b>5</b>

<p>The bidder should provide a portfolio of evidence showcasing at least 5 high-definition head and shoulder photos done by the photographer and portfolio of at least 5 pictures of make up work done by the makeup artist. Physical or electronic samples to be provided with details of the previous or current client/s;</p> <p>On evaluation, the BANKSETA will allocate points as follows:</p> <ul style="list-style-type: none"> <li>(a) No portfolio of evidence = 0 points</li> <li>(b) Portfolio of evidence for photographer = 2.5 Points</li> <li>(c) Portfolios of evidence for makeup artist = 2.5 Points</li> </ul>	
<b>4.2 Portfolio of evidence – Annual reports</b>	<b>10</b>
<p>The bidder should provide a portfolio of evidence showcasing production of annual reports. The bidder should submit physical samples of annual reports the bidder/company has worked on with details of the previous or current client/s.</p> <p>The annual reports samples should each be at least 50 pages long.</p> <p>The annual reports will be checked for the quality of the paper, binding ,lay out and professional presentation of content. Only annual reports of a standard judged to be satisfactory will be evaluated.</p> <p>On evaluation, the BANKSETA will allocate points as follows:</p> <ul style="list-style-type: none"> <li>(a) No portfolio of evidence = 0 points</li> <li>(b) 1 X Portfolio for annual report production = 1 Point</li> <li>(c) 2 X Portfolios for annual report production = 2 Points</li> <li>(d) 3 X Portfolios for annual report production = 5 Points</li> </ul>	
<b>TOTAL WEIGHTING</b>	<b>100</b>
<b>MINIMUM WEIGHTING THRESHOLD TO PASS TECHNICAL/FUNCTIONAL EVALUATION</b>	<b>70</b>

The minimum weighting threshold for technical / functional evaluation is 70%. Any bidder scoring less than 70% or 70 weight will be disqualified from further evaluation.

The prospective bidder is required to provide a list of team members in line with 5.1.2.

ROLE	NAME	SURNAME
Team leader		
Interviewer editor and/or copywriter		
Graphic designer		
Makeup Artist(s)		
Photographer		

The team Leader may also be assigned any of the other roles of the team members and may cover more 1 roles provided they have the qualification and experience for the other roles

## 11. **Functionality will be evaluated using the following formula for each criterion or sub-criterion.**

$$Pf = (So/Ms) \times Ap$$

Where:

- Pf – is the percentage/weighting scored for functionality for that criterion or sub-criterion under consideration.
- So – is the total score evaluated by the BANKSETA for the criterion or sub-criterion under consideration.
- Ap – is the percentage allocated for functionality for the criterion or sub-criterion.
- Ms – is the maximum score possible per criterion or sub-criterions which is 5.

- 11.1 Each technical /functional evaluation criterion or sub-criterion shows how it will be evaluated by BANKSETA out of a maximum of 5 points. i.e Ms =5 points.
- 11.2 The score/points evaluated per criterion or sub-criterion by BANKSETA is divided by 5 and then multiplied by the weighting of the criteria to arrive at the percentage for that criterion/sub-criterion.
- 11.3 The percentages for all criteria/sub-criteria are added together to reach the final percentage or weighting.
- 11.4 Any proposals not meeting a minimum total weight threshold of **70 percentage** or 70 weighting on functionality/technical evaluation will not participate in the price/preference points evaluation.

## 12. **PRICE AND PREFERENCE POINTS EVALUATION**

The tender will be evaluated using the following:

### 80/20 PRICEPREFERENCE POINT SYSTEMS

Points for Price	Preference Points Utilising BANKSETA Goals	Total Points
80	20	100

**A maximum of 80 points is allocated for price using the following formula:**

$$Ps = 80 \left( 1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

**Where**

**Ps** = Points scored for price of bid under consideration.

**Pt** = Price of bid under consideration.

**Pmin** = Price of lowest acceptable bid.



## 12.1 PREFERENCE POINTS UTILISING BANKSETA GOALS

In terms of Gazette 2721, the BANKETA has allocated preference points to be awarded to tenderers who meet certain BANKSETA Goals as follows:

	<b>Specific Goals</b>	<b>80/20 Preference Point system</b>
1.	Empowerment of black persons- Ownership by black persons – 51% threshold as explained below	6
2.	Promotion of Local production and Delivery by South Africans – 100% threshold as explained below	6
3.	Empowerment of Women - Women Ownership - Threshold 50% as explained below	2
4.	Youth Empowerment Youth Ownership – 33% Threshold as explained below	2
5.	Empowerment of Persons With Disabilities - Ownership People with Disabilities – 20% threshold for Ownership and 10% threshold for Employment of Persons with Disabilities as explained below	2
6.	Promotion of small and medium businesses, co-operatives and non-governmental institutions in all areas- rural and urban areas – as explained below	2
	<b>Total Points allocated towards specific goals</b>	<b>20</b>

**The Service provider should complete the BANKSETA preference point bidding form attached.**

### EXPLANATIONS

12.1 Black persons are as defined in Broad based black economic empowerment Act (B-BBEE) which currently means Africans, Coloureds, and Indians. Court cases have also included Chinese persons.

- (a) who are citizens of the Republic of South Africa by birth or decent; or
- (b) who became citizens of the Republic of South Africa by naturalisation –
  - (i) before 27 April 1994;
  - (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date.

- 12.2 Black Person Ownership points will be awarded to a Tenderer who have 51% or more black ownership. The shareholding will determine the ownership. The position and role that black owners play in the company should be stated.
- 12.3 Promotion of Local Production and Services Delivered by South Africans  
The goods supplied should be 100% manufactured or assembled in South Africa from 100% local materials and any services supplied should 100% utilising South African citizens. Should the work be only services, the services should be supplied 100% utilising South African citizens.
- 12.4 Women ownership points will be awarded to a Tenderer who have 50% or more women ownership are South African citizens. The position and role that women owners play in the company should be stated.
- 12.5 Youth ownership points will be awarded to a Tenderer who have 33% or more youth ownership being persons 35 years and below, determined at the date of tender/ RFQ closing. Youth ownership will be determined based on the shareholding of the members who are defined as youth and are South African citizens.
- 12.6 Persons with Disability Ownership points will be awarded to a Tenderer who have 20% or more shareholding by South African citizen persons with disability **OR** to tenderers who employ 10% or more South African persons with disability on a permanent basis. Disability ownership will be determined by the shareholding of the enterprise owned by such a South African citizen person with disability **OR** by enterprises whose permanent staff complement consists of 10% or more South African citizen persons with disabilities. The disabilities need to be legally verifiable for points to be claimed.  
An entity may only claim once under this category regardless of if it qualifies under both South African citizen persons with disabilities ownership and employment of South African persons with disability.
- 12.7 Small and medium business includes all South African businesses, co-operatives and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).
- 12.8 An entity may claim points based on the same shareholding or persons in more than one category. For example black female disabled shareholders under 35 who is a SA citizen may

lead a business to claim points under Empowerment of women, youth empowerment and empowerment of persons with disabilities.

#### 12.9 False Information from Bidders

Should the BANKSETA ascertain that any bidder has submitted any false information, the BANKSETA may disqualify the bidder/service provider, cancel any award without prejudice to any other remedies available to BANKSETA and report the service provider to National Treasury.

The bidder/service provider will be given an opportunity to give reasons why BANKSETA should not take actions detailed above where false information has been submitted.

### 13 TENDER CONDITIONS

- 13.1 BANKSETA reserves the right to withdraw or amend terms of reference by notice in writing by advertising in the media in which the tender was originally advertised prior to the closing date.
- 13.2 BANKSETA reserves the right not to award this tender or partially award the tender.
- 13.3 The cost of preparing the applications will not be reimbursed.
- 13.4 The BANKSETA reserves the right to conduct a due diligence (including site visits, capacity, assessment, and financial capability assessment) on short listed tender submitters before contracting.
- 13.5 BANKSETA reserves the right to verify the information submitted and request for further information during evaluation of the proposal.
- 13.6 BANKSETA shall not be liable for any direct, indirect, consequential or other losses or damages including loss of profit that may be incurred by any person including, but not limited to, an Applicant, Short Listed Applicant or Successful Applicant, or any director, officer or associated company thereof, as a result of any reliance on or use of information supplied in response to this tender or as a result of the tender process contemplated in this tender document.
- 13.7 BANKSETA makes no representations, undertakings, or warranties whatsoever to any person in respect of the tender or any information contained in the tender.
- 13.8 This tender is confidential and proprietary to BANKSETA and may not be used, reused, copied, or distributed for any purpose, other than in relation to the tender process, without BANKSETA's prior written consent.
- 13.9 POPIA - The Protection of Personal Information Act, ("POPIA") includes the right to protection against unlawful collection, retention, dissemination and use of personal information. BANKSETA complies with POPIA in collecting, processing, and distributing of Personal Information, which include cooperation with the Regulator as provided for in the act.
- 13.10 In order to evaluate and adjudicate proposals effectively, it is imperative that applicants submit responsive applications. To ensure an application will be regarded as responsive it is

imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.

- 13.11 All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated evaluation criteria.
- 13.12 All proposals will go through Evaluation Committee for evaluation on functionality.
- 13.13 The proposals from the tender evaluation committee will be tabled before the Bid Adjudication Committee (BAC).
- 13.14 The validity period of proposals is 150 days after closing.

## **14 REASONS FOR REJECTION**

- 14.1 Applicants shall not contact BANKSETA on any matter pertaining to the application from the time the application is closed to the time the application has been adjudicated. The results of the Tender will be published by the BANKSETA on portal any other platform.

## **15 FRAUD ALERT**

- 15.1 The BANKSETA does not charge for any documents or information or any matter in regard to any procurement transaction or any BANKSETA work.
- 15.2 The BANKSETA is aware of fraudsters approaching potential bidders purporting to be able to influence tenders or RFQ for a fee.
- 15.3 Some of these fraudsters may also try to impersonate BANKSETA staff and may have details of your bids which they obtain from the legislated tender reporting.
- 15.4 Bidders are warned that they should NOT pay any person or entity in regard to BANKSETA procurement. This will be viewed as participating in corrupt and fraudulent practices.
- 15.5 No one is able to influence any tender or RFQ outcome.
- 15.6 Any approaches from any person or entity in this regard should be reported to the BANKSETA fraud hotline on 0800 204 661 or tip-offs.
- 15.7 Bidders are requested to give as much detail as possible in any reports so the BANKSETA can investigate the matter and take action against the perpetrators.

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE BANKSETA**

BID NUMBER:	BS/2023/RFB517	CLOSING DATE: <b>Wednesday 20 March 2024</b>	CLOSING TIME:11:00am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR PRODUCTION OF THE ANNUAL REPORT FOR PERIOD OF THREE YEARS (2024 -2026) - <b>BS/2023/RFB517</b>		
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>			

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

**Eco Origin Office Park, Block C2, 349 Witch-hazel Avenue, Eco Park Estate, Highveld, Centurion,**

**NB: Bidders as part on requirement - Submission of soft copy on PDF must be part of bid submissions.**

**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				
	TCS PIN:		OR	CSD No:
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
	<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:		

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 PART B:3 BELOW]
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of			

authority to sign this bid, e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	BANKSETA	CONTACT PERSON	
CONTACT PERSON	Ms Tebogo Moloisane	TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS	<a href="mailto:tebogom@bankseta.org.za">tebogom@bankseta.org.za</a>		

15.8 which was advertised. Any effort by an applicant to influence the evaluation, application comparisons or application award decisions in any matter, may result in rejection of the applicant concerned.

15.9 BANKSETA shall reject a submission if the applicant has committed a proven corrupt or fraudulent act in competing for a particular contract.

## 16 JOINT VENTURE

16.1 In the case of a Joint Venture, the following will be Applicable:

16.2 Each JV Member must have a valid Tax Clearance Certificate issued by SARS; or CSD report showing tax status.

16.3 Submission of a signed Joint Venture Agreement by the JV Partners and attached to this tender document; and

16.4 Submission of a Joint added BANKSETA Preference Points Claim Document.

## **SBD4**

### **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 interest<sup>1</sup> 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.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

- 2.2 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:

.....  
.....

- 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:

.....  
.....

---

<sup>1</sup> 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.

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 consortium<sup>2</sup> 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 services 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 services 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

<sup>2</sup> 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.  
APPOINTMENT OF A SERVICE PROVIDER FOR PRODUCTION OF THE ANNUAL REPORT FOR PERIOD OF THREE YEARS (2024 -2026)) -  
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## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF BANKSETA PREFERENCE POINTS CLAIM

This preference form must form part of all bids invited. It contains general information a

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS,**

#### 1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Preference points using BANKSETA's preference point system.

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

	POINTS
PRICE	80
PREFERENCE POINTS USING BANKSETA PREFERENCE POINTS SYSTEM	20
Total points for Price and Preference points must not exceed	100

1.5 Failure on the part of a bidder to complete and submit BANKSETA's preference points form together with the bid, will be interpreted to mean that preference points are not claimed.

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

## 2. DEFINITIONS

- (a) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (b) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (c) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (e) **“prices”** includes all applicable taxes less all unconditional discounts;
  - 1)
- (f) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (g) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

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

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

**80/20 or 90/10**

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

Where

$P_s$  = Points scored for price of bid under consideration  
 $P_t$  = Price of bid under consideration  
 $P_{\min}$  = Price of lowest acceptable bid

## 4. PREFERENCE POINTS CLAIMED

**THE BIDDER SHOULD COMPLETE THE ATTACHED BANKSETA PREFERENCE POINTS CLAIM DOCUMENT**

## 5. SUB-CONTRACTING

- 5.1 Will any portion of the contract be sub-contracted? (***Tick applicable box***)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted .....%.
- ii) The name of the sub contractor .....

## 6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm:.....

6.2 VAT registration number:.....

6.3 Company registration number:.....

### 6.4 TYPE OF COMPANY/ FIRM

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

### 6.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

### 6.6 COMPANY CLASSIFICATION

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

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

6.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the BANKSETA preference points system, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the bidder has been claimed or obtained preference points on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES

1. ....

2. ....

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

DATE: .....

ADDRESS .....

.....

.....

## 7. PREFERENCE POINTS UTILISING BANKSETA GOALS

In terms of Gazette 2721, the BANKETA has allocated preference points to be awarded to tenderers who meet certain BANKSETA Goals as follows:

No	Specific Goals	80/20 Preference Point system
1.	Empowerment of black persons- Ownership by black persons – 51% threshold as explained below	6
2.	Promotion of Local production and Delivery by South Africans – 100% threshold as explained below	6
3.	Empowerment of Women - Women Ownership- Threshold 50% as explained below	2
4	Youth Empowerment Youth Ownership – 33% Threshold as explained below	2
5.	Empowerment of Persons with Disabilities - Ownership of People with Disabilities – 20% threshold for Ownership and 10% threshold for Persons with Disabilities as explained below	2
6.	Promotion of small and medium businesses, co-operatives, and non-governmental institutions in all areas- rural and urban areas – as explained below	2
	<b>Total Points allocated towards specific goals</b>	<b>20</b>

**The Service provider should complete the preference point bidding form attached.**

## 8. EXPLANATIONS

- 8.1 Black persons are as defined in Broad based black economic empowerment Act (B-BBEE) which currently means Africans, Coloureds and Indians:
- (a) who are citizens of the Republic of South Africa by birth or decent; or
  - (b) who became citizens of the Republic of South Africa by naturalisation –
    - (i) before 27 April 1994.
    - (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date.

- 8.2 Black Person Ownership points will be awarded to a Tenderer who have 51% or more black ownership of the company or entity. The shareholding will determine the ownership. The position and role that black owners play in the company should be stated.
- 8.3 Promotion of Local Production and Services Delivered by South Africans
- The goods supplied should be 100% manufactured or assembled in South Africa from 100% local materials and any services supplied should 100% utilising South African citizens.
- 8.4 Women ownership points will be awarded to a Tenderer who have 50% or more women ownership, of the company or enterprise and are South African citizens. The position and role that women owners play in the company should be stated.
- 8.5 Youth ownership points will be awarded to a Tenderer who have 33% or more youth ownership being persons 35 years and below, determined at the date of tender/ RFQ closing. Youth ownership will be determined based on the shareholding of the members who are defined as youth and are South African citizens.
- 8.6 Persons with Disability Ownership points will be awarded to a Tenderer who have 20% or more shareholding by South African citizen persons with disability are **OR** to tenderers who employ 10% or more South African persons with disability on a permanent basis. Disability ownership will be determined by the shareholding of the enterprise owned by such a South African citizen person with disability OR by enterprises whose permanent staff complement consists of 10% or more South African citizen persons with disabilities. The disabilities need to be legally verifiable for points to be claimed.
- An entity may only claim once under this category regardless of if it qualifies under both South African citizen persons with disabilities ownership of South African persons with disability.
- 8.7 Small and medium business includes all South African businesses, co-operatives

and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).

8.8 An entity may claim points based on the same shareholding or persons in more than one category. For example black female disabled shareholders under 35 who is a SA citizen may lead a business to claim points under Empowerment of women, youth empowerment and empowerment of persons with disabilities.

8.9 False Information from Bidders

Should the BANKSETA ascertain that any bidder has submitted any false information, the BANKSETA may disqualify the bidder/service provider, cancel any award without prejudice to any other remedies available to BANKSETA and report the service provider to National Treasury.

The bidder/service provider will be given an opportunity to give reasons why BANKSETA should not take actions detailed above where false information has been submitted.

## **9. COMPLIANCE STATUS**

- a. The BANKSETA before making an award, shall check on the Central Supplier Database CSD whether.
  - a) the bidder's tax status is compliant and
  - b) the bidder or any of its directors are not listed / indicated as restricted from doing business with the public sector, and/or are person(s) prohibited/ its directors are not employees of the state and have no conflict of interest in the BANKSETA, or have written authority to do work with the state as per the legislation.
- b. The BANKSETA will not award to service providers who do not comply with the above.

## **10. RFQ CONDITIONS**

- a. BANKSETA reserves the right to withdraw or amend terms of reference by notice in writing by advertising in the media in which the RFQ was originally advertised prior to the closing date.
- b. BANKSETA reserves the right not to award this RFQ and the right to reduce the quantities awarded.
- c. BANKSETA reserves the right to verify the information submitted and request for further information during evaluation of the proposal.
- d. BANKSETA shall not be liable for any direct, indirect, consequential or other losses or damages including loss of profit that may be incurred by any person including, but not limited to, an Applicant, Short Listed Applicant or Successful Applicant, or any director, officer or associated company thereof, as a result of any reliance on or use of information supplied in response to this RFQ or as a result of the RFQ process contemplated in this RFQ document.
- e. BANKSETA makes no representations, undertakings or warranties whatsoever to any person in respect of the RFQ or any information contained in the RFQ.
- f. This RFQ is confidential and proprietary to BANKSETA and may not be used, reused, copied or distributed for any purpose, other than in relation to the RFQ process, without BANKSETA's prior written consent.
- g. POPIA - The Protection of Personal Information Act, ("POPIA") includes the right to protection against unlawful collection, retention, dissemination and use of personal information. BANKSETA complies with POPIA in collecting, processing and distributing of Personal Information, which include cooperation with the Regulator as provided for in the act.

## **11. REVIEW PROCESS**

- h. In order to evaluate and adjudicate proposals effectively, it is imperative that applicants submit responsive applications. To ensure an application will be regarded as responsive it is imperative to comply with all conditions pertaining to the application and to complete all the mandatory fields and questionnaires.



- i. All applications duly lodged as per the submission requirements will be evaluated in accordance with the stipulated minimum requirement.
- j. The validity period of proposals is at least **150 days** after closing.

## **12. QUOTATION/PRICING**

- The quotation should be on the service provider/bidder's letterhead.
- The pricing should show VAT separately.
- No pricing adjustment will be allowed after closing date.

## BANKSETA PREFERENCE POINTS CLAIM DOCUMENT

- 1.1 The service provider is requested to complete the form below accurately and fully to show the areas where it wishes to claim preference points. It is the service providers responsibility to ensure that the form is accurately and fully completed.
- 1.2 For shortlisted service providers, BANKSETA may request additional information and evidence to support the preference points claimed.
- 1.3 An entity may claim points based on the same shareholding or persons in more than one category. For example, black female disabled shareholders under 35 who is a SA citizen may lead a business to claim points under Empowerment of women, youth empowerment and empowerment of persons with disabilities.

The BANKSETA will allocate preference points as follows:

No	Specific Goals	80/20 Preference Point system
1.	Empowerment of black persons- Ownership by black persons – 51% threshold as explained below	6
2.	Promotion of Local production and Delivery by South Africans – 100% threshold as explained below	6
3.	Empowerment of Women - Women Ownership- Threshold 50% as explained below	2
4	Youth Empowerment Youth Ownership – 33% Threshold as explained below	2
5.	Empowerment of Persons with Disabilities - Ownership of People with Disabilities – 20% threshold for Ownership and 10% threshold for Persons with Disabilities as explained below	2
6.	Promotion of small and medium businesses, co-operatives, and non-governmental institutions in all areas- rural and urban areas – as explained below	2
	<b>Total Points allocated towards specific goals</b>	<b>20</b>

#### 1.4 Empowerment of black persons- Ownership by black persons Black Person Ownership

1.4.1 Black persons are as defined in Broad based black economic empowerment Act (B-BBEE) which currently means Africans, Coloureds, and Indians:

- (a) who are citizens of the Republic of South Africa by birth or decent; or
- (b) who became citizens of the Republic of South Africa by naturalisation –
  - (i) before 27 April 1994.
  - (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date.

Preference Point	Service Provider to INDICATE YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under black ownership t where 51% or more ownerships is by black people		6	

**IF YES please provide the following details**

DETAILS OF BLACK OWNERS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
1				
2				
3				
4				
5				
6				

<b>7</b>				
<b>8</b>				
<b>9</b>				
<b>10</b>				
	<b>TOTAL Black Ownership</b>			

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for the preference points claimed. Please note that such additional information may include but is not limited to certified IDs, naturalisation records for owners not South African by birth and CIPC records of the entity.

#### **1.5 Preference Points Claimed for Empowerment of 100% Local production of Goods and/or 100% Use of South African Citizens for Delivery of Services.**

The goods supplied should be 100% manufactured or assembled in South Africa from 100% local materials and any services supplied should 100% utilising South African citizens. If only services are being sought, the services should be delivered using 100% South African citizens.

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under Promotion of Local production and Delivery by South Africans – 100% threshold		<b>6</b>	

#### **IF YES please provide the following details**

Details	Service Provider to Indicate YES or NO
2.1 If goods are to be supplied are these 100% assembled or manufactured in South Africa	

2. If goods are to be supplied are these 100% assembled or manufactured in South Africa	
2.3 If services are to be supplied, are these to be delivered 100% by South African citizens. Kindly note that the citizen status of employees is stated in the ID document	

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but is not limited to sworn affidavits, details of manufacturing/assembly plant, details of main raw material suppliers, employee lists and ID numbers.

### 1.6 Preference Points Claimed for Empowerment of Women – Through Women Ownership of the Entity- Threshold 50%

Women ownership points will be awarded to a Tenderer who have 50% or more women ownership, of the company or enterprise. The position and role that women owners play in the company should be stated. The woman should be South African citizens.

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under women ownership where 50% or more ownerships is by women who are South African citizens		<b>2</b>	

IF YES please provide the following details

DETAILS OF WOMEN OWNERS WHO ARE SOUTH AFRICAN CITIZENS				
	Full Name of Black Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
<b>1</b>				
<b>2</b>				
<b>3</b>				

<b>4</b>				
<b>5</b>				
<b>6</b>				
	TOTAL OWNERSHIP	WOMEN		

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but is not limited to certified IDs and CIPC records.

### **1.7 Preference Points Claimed for Empowerment of Youth Through Youth Ownership of the Service Provider /Enterprise– 33% Threshold**

1.7.1 Youth ownership points will be awarded to a Tenderer who have 33% or more youth ownership being persons 35 years and below, determined at the date of tender/ RFQ closing. Youth ownership will be determined based on the shareholding of the members who are defined as youth and are South African citizens, .

<b>Preference Point</b>	<b>Service Provider to Indicate YES OR NO</b>	<b>No of Points per BANKSETA Preference point System</b>	<b>For BANKSETA USE Only Points Claimed</b>
Does the service provider wish to claim points under Youth Ownership – 33% Threshold. The youth should be South African citizens		2	

IF YES please provide the following details

<b>DETAILS OF YOUTH OWNERS WHO ARE SOUTH AFRICAN CITIZENS</b>				
	<b>Full Name of Black Owners</b>	<b>ID Number</b>	<b>Ownership Percentage (via shareholding)</b>	<b>Position in the Company</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				

4				
5				
6				
	TOTAL OWNERSHIP	YOUTH		

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but is not limited to certified IDs and CIPC records.

### **1.8 Preference Points Claimed for Empowerment of Persons with Disabilities - Ownership or Employment of People with Disabilities – 20% threshold for Ownership and 10% threshold for Employment of Persons with Disabilities of Youth Empowerment**

1.8.1 Persons with Disability Ownership points will be awarded to a Tenderer who have 20% or more shareholding by South African citizen persons with disability

OR

to tenderers who employ 10% or more South African persons with disability on a permanent basis.

Disability ownership will be determined by the shareholding of the enterprise owned by such a South African citizen person with disability.

OR

by enterprises whose permanent staff complement consists of 10% or more South African citizen persons with disabilities. Any disabilities need to be legally verifiable for points to be claimed.

Kindly note that full points are awarded for either ownership of persons with disabilities or employment of persons with disabilities.

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under Persons with Disability Ownership points will be awarded to a Tenderer who have 20% or more shareholding by South African citizen persons with disability OR to tenderers who employ 10% or more South African persons with disability on a permanent basis.		<b>2</b>	

IF YES please provide the following details

DETAILS OF OWNERS WHO HAVE DISABILITIES AND ARE SOUTH AFRICAN CITIZENS				
	Full Name of Persons with Disabilities Owners	ID Number	Ownership Percentage (via shareholding)	Position in the Company
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
	TOTALPERSON WITH DISABILITIES OWNERSHIP			

AND/OR

Total Number of Permanent Employees	Number of Permanent Employees with Disabilities	% Of Employees with Disabilities



For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but is not limited to certified IDs, CIPC records, employee list, disabilities list or certificates of disability.

### **1.9 Preference Points Claimed for Empowerment Small and Medium Enterprises Including Co-operatives and Non-Governmental Organisations in All Areas – Rural and Urban**

1.9.1 Small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively,

these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).

Preference Point	Service Provider to Indicate YES OR NO	No of Points per BANKSETA Preference point System	For BANKSETA USE Only Points Claimed
Does the service provider wish to claim points under small and medium business includes all South African businesses, co-operatives, and non-governmental organisations with annual turnover up to R10 million or alternatively, these entities are recently incorporated, have been operating for less than one year and are projected to have annual turnover of less than R10 million in the first year. The ownership of small and medium business, co-operatives or non-governmental organisations should be 100% South African citizens (or entities owned 100% by South Africa citizens).		<b>2</b>	

IF YES please provide the following details

DETAILS OF THE BUSINESS				
Dated Business Incorporated	Financial Year Ending	Turnover in Prior Financial Year of the Enterprise	Budgeted Turnover This Current Financial Year	Turnover to Date in Current Financial Year

For shortlisted service providers, BANKSETA will request additional information and evidence to support the information shown for preference points claimed. Please note that such additional information may include but are not limited to CIPC records, annual financial statements and sworn affidavits.

#### 1.10 False Information from Bidders

Should the BANKSETA ascertain that any bidder has submitted any false information, the BANKSETA may disqualify the bidder/service provider, cancel any award without prejudice to any other remedies available to BANKSETA and report the service provider to National Treasury.

The bidder/service provider will be given an opportunity to give reasons why BANKSETA should not take actions detailed above where false information has been submitted.

#### SPECIAL CONDITIONS THAT THE BIDDER NEEDS TO COMPLY WITH.

##### **BIDDER SHOULD COMPLETE AND SIGN THE LAST PAGE**

NB: Complete only the part which is applicable for this tender.

	SPECIAL CONDITIONS	CONFIRMATION		
		Yes	No	If no, indicate deviation
<b>1</b>	<b>GENERAL</b>			
1.1	Respondents must indicate compliance or noncompliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant special conditions by marking the YES box and noncompliance by marking the NO box. The bidder must clearly state if a deviation from these special conditions are offered and the reason therefore. If an explanatory note is provided, the paragraph reference must be attached as an			

	<p>appendix to the bid submission. Responses not completed in this manner may be considered incomplete and rejected. Answering questions or supplying detail by referring to other sections will not be accepted.</p> <p>Should respondents fail to indicate agreement/compliance or otherwise, BANKSETA will assume that the respondents is <b>not</b> in compliance or agreement with the statement(s) as specified in this request for quotation.</p>			
<b>2</b>	<b>THE SPECIAL CONDITIONS OF REQUEST FOR QUOTATION, REQUEST FOR BID AND CONTRACT</b>			
		<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>
2.1	Special Conditions of Request for Quotation, Request for Bid and Contract has been noted.			
<b>3</b>	<b>GENERAL CONDITIONS OF CONTRACT</b>			
		<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>
3.1	The General Conditions of Contract must be accepted by signing the last page of this document.			
<b>4</b>	<b>ADDITIONAL INFORMATION REQUIREMENTS</b>			
		<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>
4.1	During evaluation of the responses, additional information may be requested in writing from respondents. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your response being disregarded.			
<b>5</b>	<b>VENDOR INFORMATION</b>	<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>
5.1	<b>Vendor are encouraged to register on the Central Supplier Database (CSD) as an award cannot be made to a vendor who is not registered and tax compliant on CSD.</b>			

<b>6</b>	<b>CONFIDENTIALITY</b>			
		<b>Yes</b>	<b>No</b>	<b>If no, indicate</b>

				deviation
6.1	The response and all information in connection therewith shall be held in strict confidence by respondents and usage of such information shall be limited to the preparation of the response. Respondents shall undertake to limit the number of copies of this document.			
6.2	All respondents are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding BANKSETA or of its activities to any other organisation or individual. The respondents may not disclose any information, documentation or products to other clients without written approval of the accounting authority or the delegate.			
<b>7</b>	<b>INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT (Only applicable to services requiring IP)</b>			
7.1	Copyright of all documentation relating to this contract belongs to the client. The successful bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.			
7.2	All the intellectual property rights arising from the execution of this contract shall vest in BANKSETA who shall be entitled to cede and assign such to the Department of Higher Education and Training (DHET) and the contractor undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.			
7.3	In the event that the contractor or any project team member would like to use information or data generated by the project, for academic or any other purpose, prior written permission must be obtained from the client. Such permission will not be unreasonably withheld and if it is withheld, written reasons will be provided.			

7.4	BANKSETA shall own all deliverables produced by the Contractor during the course of, or as part of the contract whether capable of being copyrighted or not ("IP") and which are or may become eligible for copyright under the laws of the Republic of South Africa and which relates to the contract or which arises directly from this contract. This IP BANKSETA shall be entitled to freely cede and assign to the Department of Higher Education and Training. No other document needs to be executed to give effect to this session, assignment or transfer.			
7.5	The provisions of this clause 7 shall only apply to such IP that is created during the course and scope in terms of this contract.			
7.6	The contractor assigns to BANKSETA or the Department of Higher Education and Training, as BANKSETA directs, the rights conferred upon itself as author by section 20(1) of the Copyright Act, No 98 of 1978, as amended.			
7.7	The Contractor acknowledges and agrees that each provision of clause 7 is separate, severally and separately enforceable from any other provisions of this contract.			
7.8	The invalidity or non-enforceability of any one or more provision hereof, shall not prejudice or effect the enforceability and validity of the remaining provisions of this contract.			
7.9	This contract contains various stipulatio alteri in favour of the Department of Higher Education and Training, which rights shall continue in effect after termination of this contract, and which rights can be exercised and enforced at any time by the Department of Higher Education and Training.			
7.10	This clause 7 shall survive termination of this contract.			
<b>8</b>	<b>NON-COMPLIANCE WITH DELIVERY TERMS</b>			
		<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>

8.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, BANKSETA must be given immediate written notice to this effect.			
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<b>9</b>	<b>WARRANTS and PAYMENTS</b>			
		<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>
9.1	The Contractor warrants that it is able to conclude this agreement to the satisfaction of the BANKSETA.			
9.2	The successful respondent IS NOT required to furnish to the purchaser a performance security.			
9.3	Although the contractor will be entitled to provide services to persons other than BANKSETA, the contractor shall not without the prior written consent of BANKSETA, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide Services.			
9.4	The BANKSETA will pay the contractor the fee as set out in the final contract. No additional amounts will be payable by the BANKSETA to the contractor.			
9.5	The Contractor shall from time to time during the currency of the contract, invoice the BANKSETA for the services rendered. No payment will be made to the contractor unless an invoice complying with section 20 of the VAT act No 89 of 1991 has been submitted to the BANKSETA.			
9.6	Payment shall be made into the contractor's bank account normally 30 days after the receipt of an acceptable and valid invoice. Banking details must be submitted with the contractor's first invoice. Proof of the banking details will be accepted in the following forms: <input type="checkbox"/> Copy of a cancelled cheque; <input type="checkbox"/> Letter from bank; <input type="checkbox"/> Statement.			

9.7	The contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other monies required to be paid in terms of applicable law.			
9.8	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.			
<b>10</b>	<b>PARTIES NOT AFFECTED BY WAIVER OR BREACHES</b>			
		<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>
10.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof .			
10.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.			
<b>11</b>	<b>RETENTION</b>			
		<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>
11.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to BANKSETA.			
11.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of this requirement shall be in writing			
<b>12</b>	<b>Dispute Resolution</b>			
		<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>

				<b>deviation</b>
12.1	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.			
12.2	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. Such notice shall be in English.			
12.3	Notice of intention to commence with mediation shall be writing, in the English language, and served on the other party either personally, by facsimile or electronic mail.			
12.4	If the parties are unable to agree on a mediator or to resolve any disputes by way of mediation within 14 days (fourteen days) of any party requesting in writing that the dispute be resolved by mediation, it may be settled in a South African court of law.			
12.5	All disputes shall be referred to mediation with an AFSA accredited and appointed mediator in accordance with the then current rules of the Arbitration Foundation of Southern Africa or its successor.			
12.6	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			
<b>13</b>	<b>FORMAT OF REQUEST FOR QUOTATION, REQUEST FOR BID AND CONTRACT</b>			
		<b>Yes</b>	<b>No</b>	<b>If no, indicate deviation</b>



13.1	Respondents must complete all the necessary quotation documents and undertakings required in this quotation document. Respondents are advised that their responses should be concise, written in plain English and simply presented. Respondents are to set out their quotation in the format prescribed in the RFQ/RFB documents:			
13.2	Respondents must complete and return Special Conditions of Contract.			

<div style="margin-bottom: 20px;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">NAME OF BIDDER</div> </div> <div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">SIGNATURE</div> </div>	<div style="text-align: center; margin-top: 50px;">DATE</div>
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