

**REQUEST FOR PROPOSALS (RFP)
FOR APPOINTMENT OF A SERVICE
PROVIDER TO PRODUCE THE GEP
ANNUAL REPORTS FOR THE
2025/2026, 2026/2027,
2027/2028 FINANCIAL YEARS
REF: GEP RFP-01-2026**

CLOSING DATE: 12 JUNE 2026 AT 11H00 AM

CLOSING VENUE: E SUBMISSION (E-TENDERS PORTAL)

COMPULSORY BRIEFING SESSION: 29 MAY 2026 AT 11H00 AM

VIRTUAL - MICROSOFT TEAMS

Join: <https://teams.microsoft.com/meet/376363672803438?p=Zpt1wO97ODLU3wz>

YOU ARE HEREBY INVITED TO SUBMIT PROPOSALS FOR THE REQUIREMENTS OF: APPOINTMENT OF SERVICE PROVIDER TO PRODUCE THE GEP ANNUAL REPORTS FOR THE 2025/2026, 2026/2027, 2027/2028 FINANCIAL YEARS	
RFP REFERENCE:	GEP RFP-01-2026
CLOSING DATE AND TIME:	12 JUNE 2026 at (11:00) am
RFP VALIDITY PERIOD	90 days (Commencing from the RFP closing date)
DESCRIPTION	<p>Specification Description:</p> <p>NB: Kindly refer to the Terms of reference for complete requirements</p> <p>The Production of The GEP Annual Reports for the 2025/2026, 2026/2027, 2027/2028 Financial Years</p>
ADD. FOR SUBMISSION	E-Submission
ENQUIRY	Refer to TOR
Name of Service Provider:	
CSD MA number:	
Signature:	
Date of submission of quotation:	

Notes:

- 1. Bidders must put Name of the bidder, CSD MA number, sign and put submission date on RFP above;**
- 2. Complete supporting SBD documents and submit required with their response and BEE certificate / Sworn Affidavit signed by Commissioner of Oath/equivalent.**
- 3. Only bidders registered on the Central Supplier Database (CSD) will be considered for evaluation.**
- 4. All proposals received after closing time and date will not be considered.**

<p>BIDDER NAME:.....</p> <p>REGISTRATION NUMBER:.....</p> <p>ADDRESS:.....</p> <p>CONTACT PERSON:.....</p> <p>TEL:.....</p>
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TERMS AND CONDITIONS OF REQUEST FOR PROPOSALS (RFP)

1. GEP standard conditions of purchase shall apply.
2. GEP reserves the right not to procure the goods and/or services.
3. Late and incomplete submissions will not be accepted.
4. Any bidder who has reasons to believe that the RFP specification is based on a specific brand must inform the GEP before RFP closing date.
5. Bidders are required to submit BBBEE Certificate or SWORN Affidavit
6. It is the responsibility of the bidder to ensure that GEP is in possession of the bidder's valid BBBEE. The onus is on the bidder to ensure that the GEP receives a valid BBBEE as soon as the validity of the said certificate expires.
7. No services must be rendered or goods delivered before an official GEP Purchase Order form has been received, except in an emergency situation.
8. This RFP will be evaluated in terms of the 80/20 system prescribed by the Preferential Procurement Regulations, 2022.
9. Bidders are required to complete all the Annexures
10. Bidders, where applicable, are required to attach all relevant qualifications, experience in the public sector and references.
11. Bidders are required to sign each page of the bid document
12. The GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT shall apply. :
<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>
13. GEP reserves the right to negotiate with suppliers

ANNEXURE A

I, the undersigned (NAME)..... certify that :

- i. I have read and understood the conditions of this RFP.
- ii. I have supplied the required information and the information submitted as part of this RFP is true and correct.



ANNEXURE B: PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	GEP RFP-01-2026		CLOSING DATE:	12 JUNE 2026	
			CLOSING TIME:	11:00 AM	
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO PRODUCE THE GEP ANNUAL REPORTS FOR THE 2025/2026, 2026/2027, 2027/2028 FINANCIAL YEARS				
BID QUERIES TO BE SENT TO					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SPHIWE ZULU		CONTACT PERSON	Alu Chokoe	
TELEPHONE NUMBER	N/A		TELEPHONE NUMBER	N/A	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	scm@gep.co.za		E-MAIL ADDRESS	achokoe@gep.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	
	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

Growing Gauteng Together

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT EMAIL ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”</p>

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
 (Proof of authority must be submitted e.g. company resolution)

DATE:

SBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date 12 June 2026

OFFER TO BE VALID FOR **90 DAYS** FROM THE CLOSING DATE OF BID.

Item no.	Description	Quantity	Unit Price incl. bill back (Incl. VAT)	Total Price (Incl. VAT)
1.	Creative concept design/layout (Per Page)			
	Annual Report: +-170 pages	1		R
2.	Professional language editing and proof reading (Per Word)			
	Annual Report	1	R	R
3.	Printing of publication:			
	<ul style="list-style-type: none"> • Cover: A4 size (210mm x 297mm), full colour, Magno Satin 350gsm paper stock and Matt. • Content pages: A4 size (210mm x 297mm), full colour, +-170 pages, Magno Satin 10gsm page stock and Matt Lamination Finish. Perfect bound with print on spine 			
	Annual Report 170 pages by 300 hard copies per financial year	300	R	R
4.	Memory stick			
	Annual Report	2	R	R
5.	Delivery of hardcopies over 3 financial years			
	150 hard copies and 1 Memory Stick for Annual Report to Head office: 56 Eloff Street	1	R	R
Total				R
Price for year 1				R
Price for year 2				R
Price for year 3				R
Total contract (ceiling) price to be used in PPR calculation				R

BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)

Moulding Entrepreneurs

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

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

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

*Delete if not applicable

**ANNEXURE C:
SBD 4 DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):

.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“ Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.



2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed:

Position occupied in the state institution:

Any other particulars:

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

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

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

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME) certify that the information furnished in paragraphs 2 and 3 above is correct. I accept that the state may reject the bid or act against me should this declaration prove to be false.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

ANNEXURE D: SBD 6.1

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

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:

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

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

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) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender Bidder must also submit the following Proof of evidence to claim the allocated points:	Number of points allocated(80/20 system)	Number of points claimed (80/20 system)
Youth Ownership – certified copy of B-BBEE certificate or valid Sworn Affidavit People With Disability – certified copy of B-BBEE certificate or valid Sworn Affidavit	(To be completed by the organ of state)	(To be completed by the tenderer)
Youth owned (requirement is 51 %+ ownership)	16	
People with Disability owned (requirement is 51 %+ ownership)	4	

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
- [CIRCLE APPLICABLE]

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 *audial Eram partem* (hear the other side) rule has been applied; and
 - (e) Forward the matter for criminal prosecution, if deemed necessary.
 - (f) forward the matter for criminal prosecution, if deemed necessary.

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



Annexure E: POPIA ACT CONSENT FORM:

Consent form in terms of section 11 of the Protection of Personal Information Act No 4 of 2013 (POPIA)

In order for the Gauteng Enterprise Propeller (GEP) to consider the bidder’s response to the RFQ / RFP to become a service provider of the GEP, it will be necessary for the GEP to process certain personal information which the service provider may share with GEP for the purpose of the RFQ / RFP, including personal information, which may include special personal information (all hereafter referred to as “Personal Information”)

The GEP will process the Service Provider’s Personal Information in accordance with the GEP Privacy Policy.

Access to your Personal Information and purpose specification

Personal Information will be processed by GEP for purposes of assessing the service provider’s submission in relation to the RFQ / RFP i.e. the purposes of assessing current services required by the GEP. We may also share the service provider’s Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 (“FICA”). In this regard, the service provider acknowledges that GEP’s authorised verification agent(s) and service providers will access Personal Information and conduct background screening.

Consent

By [ticking/clicking] “Yes” and signing below, you agree and voluntarily consent to the GEP’s processing of the service provider’s Personal Information for the purposes of evaluating its RFQ / RFP submission, including to confirm and verify any information provided in the submission and service provider gives GEP permission to do so. The service provider understands that it is free to withdraw its consent on written notice to GEP and the service provider agrees that the Personal Information may be disclosed by the GEP to third parties, including GEP’s affiliates, service providers and associates (some of which may be located outside of the Republic of South Africa). Please note that if you withdraw your consent at any stage, we may be unable to process your RFQ / RFP.

Yes

No

Supplier Name

Date

Signature

Authorised representative, who warrants that he/she is duly authorised.



INTEGRITY PACT FOR BUSINESSES

FIGHTING CORRUPTION, PROMOTING INTEGRITY

1. INTRODUCTION

This agreement is part of the tender document, which shall be signed and submitted along with the tender document. The Chief Executive Officer of the bidding company or his/her authorised representative shall sign the integrity pact. If the winning bidder has not signed this integrity pact during the submission of the bid, the tender/proposal shall be disqualified.

2. OBJECTIVES

Now, therefore, the Gauteng Provincial Government and the Bidder agree to enter into this pre-contract agreement, hereinafter referred to as an integrity pact, to avoid all forms of corruption by following a system that is fair, transparent, and free from any influence/unprejudiced dealings before, during and after the currency of the contract to be entered, with a view to:

- 2.1 Enable the Gauteng Provincial Government to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works, goods and services; and
- 2.2 Enable bidders to abstain from bribing or any corrupt practice to secure the contract by assuring them that their competitors will refrain from bribing and other corrupt practices and the Gauteng Provincial Government will commit to preventing corruption, in any form by their officials by following transparent procedures.

3. GOVERNANCE

- 3.1 The integrity pact seeks to ensure that both parties comply with all applicable provincial, national, continental, and international laws and regulations regarding fair competition and anti- corruption.

4. ENVIRONMENT

- 4.1 The integrity pact requires that both parties comply with all applicable environmental, health, and safety regulations.

5. PROTECTION OF INFORMATION

- 5.1 The integrity pact seeks to ensure that both parties undertake to protect the confidentiality of information. Each party, when given access to confidential information as part of the business relationship should not share this information with anyone unless authorised.

6. REPUTATION

- 6.1 The Gauteng Provincial Government wants to work with bidders who are proud of their reputation for fair dealing and quality delivery.
- 6.2 The Gauteng Provincial Government wants to ensure that working with government is reputation enhancing for the supplier.

- 6.3 The Gauteng Provincial Government expects bidders/suppliers to be protective of government’s reputation, and ensure that neither they, nor any of their partners or subcontractors, bring government to disrepute by engaging in any act or omission which is reasonably likely to diminish the trust that the public places in government.
- 6.4 The Gauteng Provincial Government further requires its bidders/suppliers to always adhere to ethical conduct even outside their contractual obligation with the Gauteng Provincial Government.

7. VALUES OF THE GAUTENG PROVINCIAL GOVERNMENT

7.1 The value system of the Gauteng City Region is shown below:

GAUTENG CITY REGION VALUES SYSTEM	
CORE VALUES	ETHICAL VALUES
Patriotism Purposefulness Team focused Integrity Accountability Passionate Activism	Integrity Accountability Dignity Transparency Respect Honesty

7.2 The Gauteng Provincial Government commits to ensure that the values system is embedded into the day-to-day operations of its institutions.

8. COMMITMENTS OF THE GAUTENG PROVINCIAL GOVERNMENT

The Gauteng Provincial Government commits itself to the following:

- 8.1 The GPG commits that its officials will at all times conduct themselves in accordance with Treasury Regulations 16A.8¹, copy of which is attached marked Annexure A, and that:
 - 8.1.1 The GPG is committed to doing business with integrity and proper regard for ethical business practices.
 - 8.1.2 The GPG hereby undertakes that no official of the GPG, connected directly or indirectly with the contract will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour, or any material or immaterial benefit or any other advantage from the bidder, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
 - 8.1.3 The GPG further confirms that its officials have not favoured any prospective bidder in any form that could afford an undue advantage to that bidder during the tendering stage and will further treat all bidders alike.

¹ Government Notice No. R. 225 of 2005 published under Government Gazette No. 27388 of 15 March 2005, as amended

8.1.4 The GPG will during the tender process treat all Bidder(s) with equity.

8.1.5 All officials of the GPG shall report any attempted or completed violation of clauses to the following details:

	Gauteng Ethics Hotline	National Anti-Corruption Hotline
Toll-free number	080 1111 633	0800 701 701
SMS call-back	49017	N/A
E-mail	gpethics@behonest.co.za	nach@psc.gov.za
Fax	086 726 1681	0800 204 965
Website	www.thehotline.co.za	www.publicservicecorruptionhotline.org.za
Post	Chief Directorate: Integrity Management Private Bag X61 Marshalltown 2001	Public Service Commission Private X121 Pretoria 0001
Walk-in	Office of the Premier 55 Marshall Street Marshalltown Johannesburg 2001	Gauteng Provincial Office Public Service Commission Schreiner Chambers 6 th Floor 94 Pritchard Street Johannesburg

8.1.6 Following the report on the violation of the above clauses by the official(s), through any source, the GPG shall investigate allegations of such violations against the official or other role players and when justified:

- a) Take steps against such official and other role players (necessary disciplinary proceedings, and/or any other action as deemed fit, bar such officials from further dealings related to the contract process). In such a case, while an enquiry is being conducted by the Gauteng Provincial Government the proceedings under the contract would not be stalled.
- b) Inform the relevant Treasury of steps taken in 8.1.5(a) against such officials; and
- c) Report any conduct by such official and other role players that may constitute an offence to the South African Police Service.

9. COMMITMENTS OF THE BIDDERS

The bidder commits himself/herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of his/her bid or during any pre- contract or post contract stage to secure the contract or in furtherance to secure it and commits himself/herself to the following:

- 9.1 The bidder is committed to doing business with integrity and proper regard for ethical business practices.
- 9.2 The bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducements to any official of the Gauteng Provincial Government, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 9.3 The bidder further undertakes that he/she has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducements to an official of the Gauteng Provincial Government or otherwise in procuring the contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Gauteng Provincial Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Gauteng Provincial Government.
- 9.4 The bidder will not collude with other parties interested in the contract to preclude the competitive bid price, impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 9.5 The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- 9.6 The Bidder(s)/Contractor(s) will, when presenting his / her bid, disclose any and all payments he /she has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- 9.7 In case of sub-contracting, the Principal Contractor shall take the responsibility of adoption of Integrity Pact by the Sub-Contractor.
- 9.8 The bidder shall report any attempted or completed violation of clauses 9.1 to 9.7 including any alleged unethical conduct to the Gauteng Ethics Hotline (details are provided at clause 8.1.4).
- 9.9 The bidder (or anyone acting on its behalf) warrants that:
 - 9.9.1 It has not been convicted by a court of law for fraud and/or corruption with respect to the procurement/tendering processes; and/or
 - 9.9.2 It has not been convicted by a court of law for theft or extortion; and/or
 - 9.9.3 It is not listed on the National Treasury's database of Restricted Suppliers or Register of Tender Defaulters.

10. SANCTIONS FOR VIOLATION

- 10.1 The breach of any aforesaid provisions or providing false information by employers, including manipulation of information by evaluators, shall face administrative charges and penal actions as per the existing relevant rules and laws.
- 10.2 The breach of the Pact or providing false information by the Bidder, or any one employed by him, or acting on his behalf (whether without the knowledge of the Bidder), or acting on his/her behalf, shall be dealt with as per the provisions of the Prevention and Combating of Corrupt Activities Act (12 of 2004).
- 10.3 The Gauteng Provincial Government shall also take all or any one of the following actions, wherever required:
- To immediately call off the pre-contract negotiations without giving any compensation to the bidder. However, the proceedings with the other bidder(s) would continue.
 - To immediately cancel the contract, if already awarded/signed, without giving any compensation to the bidder.
 - To recover all sums already paid by the Gauteng Provincial Government.
 - To cancel all or any other contracts with the bidders and GPG shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value.
 - To submit the details of the bidder to the National Treasury to register on the database for tender defaulters.

11. CONFLICT OF INTEREST

- 11.1 A conflict of interest involves a conflict between the public duty and private interest (for favor or vengeance) of a public official, in which the public official has private interest which could improperly influence the performance of their official duties and responsibilities. Conflicts of interest would arise in a situation when any concerned members of both parties are related either directly or indirectly, or has any association or had any confrontation. Thus, conflict of interest of any tender committee must be declared in a prescribed form.
- 11.2 The bidder shall not lend or borrow any money from or enter any monetary dealings or transactions, directly or indirectly, with any member of the tender committee or officials of the Gauteng Provincial Government, and if he/she does so, the Gauteng Provincial Government shall be entitled forthwith to rescind the contract and all other contracts with the bidder.

12. LEGAL ACTIONS

- 12.1 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

13. VALIDITY

- 13.1 The validity of this Integrity Pact shall cover the tender process and extend until the completion of the contract to the satisfaction of both the Gauteng Provincial Government and the bidder (service provider).
- 13.2 Should one or several provisions of the Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

GPG INTEGRITY PACT FOR BUSINESSES

BIDDER/SUPPLIER/SERVICE PROVIDER	
Signature of the CEO	
Full name of the CEO	
Tender number	
Date	

56 Eloff Street

Mnotho House

Marshalltown,

Johannesburg

Tel: 011 085- 2001

Web: www.gep.co.za

Gauteng Enterprise Propeller

Terms of Reference:

**Appointment of a Service Provider to produce the GEP Annual Reports for the
2025/2026, 2026/2027, 2027/2028 Financial Years**

Tender Number: GEP RFP-01-2026

Closing Date and Time: 12 June 2026 at 11H00

Closing Venue: E-Submission (E-tenders Portal)

Compulsory Briefing Session: 29 MAY 2026 at 11:00

Virtual - Microsoft Teams

Join: <https://teams.microsoft.com/meet/376363672803438?p=Zpt1wO97ODLU3wztD1>

INTRODUCTION

The Gauteng Enterprise Propeller (GEP) is a schedule 3C provincial public entity defined in section 1 of the Public Finance Management Act 1 of 1999 (“PFMA”) established in terms of the Gauteng Enterprise Propeller Act (No. 5 of 2005), under the guide of the Gauteng Department of Economic Development (GDED). GEP was established to ensure the development of “Sustainable SMMEs and co-operatives propelled into the mainstream economy of Gauteng.” To achieve this the GEP has set the following vision for the new five-year term that lies ahead:

“A responsive and impactful propeller for sustainable SMMEs in the Gauteng Province”

In achieving its vision, the Gauteng Enterprise Propeller defines its mission as:

- To build an innovative institution that is professional, ethical, and promote entrepreneurship, fosters strategic partnerships and provides financial and non-financial support solutions to ensure growth and sustainability of Gauteng SMMEs and Cooperative Enterprises.

This vision and mission are set to propel the agency to achieve the following strategic outcomes:

- Improved Balance Sheet to support small enterprises,
- Increased contribution of small enterprises in the Gauteng economy,
- Sustainable enterprises that create and maintain jobs,
- Well-governed and high-performing organization.

PURPOSE

Gauteng Enterprise Propeller as a schedule 3C entity and as per PFMA accounting principles is required to report on resource management, performance, and accountability. The annual report serves as a critical tool in the accountability loop. It allows GEP to demonstrate its performance and compare actual results with planned outcomes. By explaining significant variances, the report ensures transparency and accountability to stakeholders, including taxpayers and citizens. Annual reports include information about achievements against targets set in strategic plans and annual performance plans. The Annual Report also highlights governance arrangements, financial statements, and human resource status. This

performance reporting helps assess the effectiveness of GEP programs and services.

The report must capture the Gauteng Enterprise Propeller's brand, accomplishments and success stories from the year reinforcing the entity's message for SMMEs support and driving the GGT 2030 initiative in providing both financial and non-financial support for SMMEs based in the Gauteng Province.

INVITATION FOR PROPOSALS

The GEP is seeking the services of a Supplier to produce the Annual Reports for three (3) Financial Years.

Proposals are hereby invited from bidders to provide the following services:

PROPOSAL SPECIFICATION

The Request for Proposal (RFP) specifications are detailed below, and the evaluation process will be based on the criteria set out in section 6 (evaluation process and criteria). All proposals are to be submitted in a format specified in this document (as applicable).

4.1 SCOPE OF WORK

The scope includes, but is not limited to:

Writing, Editing, Proof Reading, and Revision

- The appointed service provider must appoint a **qualified professional writer, who will produce quality content**, with a minimum of a (3) years' experience **in copy writing**.
- The writer will be solely responsible for drafting, writing, rewriting, the entire raw content (supplied by GEP) into a flowing story-telling format in English (UK), +/- 170 pages of copy, +/- 20 pages of tables, two cover pages.
- The writer must identify phrases to be used as quotes.
- Font to be used is Ariel 12.
- The drafting of the AR must follow the format as prescribed by National Treasury guidelines for Public entities.

- The writer must prepare draft questions for the Chief Executive Officer and the Board Chairperson.
- The writer must conduct in-person interviews with the Chief Executive Officer and the Board Chairperson.
- The writer must draft the Board Chairperson's Foreword and the Chief Executive Officer's Overview.
- The writer will be responsible for **editing the report on a weekly basis**. This includes but is not limited to all content, graphs, tables, graphics, and calculations.
- The writer will also be responsible **for proofreading** the entire report/reports once the design and layout has been completed. This includes but is not limited to all content, graphs, tables, graphics, and calculations.
- **The service provider must appoint a second qualified editor to conduct a quality check** and complete a second and final proofreading of the document/documents prior to sign-off for print. This includes but is not limited to all content, graphs, tables, graphics, and calculations.
- Ensure changes and Auditor General's corrections are implemented.
- Integrate the Auditor General (AG) chapter in accordance with all AG specifications (The chapter is provided by the AG).
- The appointed service provider **will not** limit the number of re-writes/edits until final sign off is obtained.

Overseer of the Project. (Project Manager)

- The appointed service provider must appoint a qualified Project Manager, to manage and oversee the entire project.
- The Project Manager must have a minimum of (3) years' experience in corporate communications or journalism and copy writing.
- The appointed service provider must acquire media analysis for GEP for the financial year in question, and rewrite/design in the format advised by the client.
- The project manager, appointed by the service provider, will facilitate meetings with the GEP, and report to GEP once a week for the duration of the project lifecycle.
- The appointed service provider must perform the complete secretariate function for the lifecycle of the project. This includes the scheduling of all steering committee meetings, minutes of meetings, and tracking of project deliverables.
- Project Manager to ensure second editing and quality assurance is conducted prior to print.

Design and Layout Graphic Design

The appointed service provider must appoint an experienced **qualified graphic designer** with a minimum of a (3) year's experience, who will be responsible for:

- Concept design, creation, and layout of front and back covers with rationale (aligned to the GEP Mandate, Vision, Mission, and corporate identity).
- Make provision for three options to be presented for selection.
- Designing of graphs, graphics, and Financial Statements
- Provide the GEP with a variety of unlimited stock images gallery aligned to theme and business operations.
- The steering committee will choose which pictures best fit the theme for the financial year.
- A4 Gloss printed Cover design of Annual Report
- Layout of Annual Report
- Production Management.

Photography

- The appointed service provider must appoint an experienced qualified photographer with a minimum of a (3) year's experience in photography.
- The photographer will be responsible for taking pictures of Board members, Exco members and various projects that need to be included in the Annual Report at various locations.
- Photography will be at various locations in Gauteng.
- Selection of best photos will be done by the GEP Marketing and Communications.
- Final signed off approvals will be done by GEP for Marketing and Communications.
- Production Management.

(NB: Service provider to hand over stock images to GEP once the project has completed)

Production (Printing Requirements)

- **300** units per financial year printed Annual Reports (full colour throughout) Perfect Binding (with print on spine).
- Cover: A4 size (210mm x 297mm), full colour, Magno Satin 350gsm paper stock and Matt.
- Content pages: Content Pages: A4 size (210mm x 297mm), full colour, +-170 pages, Magno Satin 10gsm page stock and Matt Lamination Finish.
- Printer proofs (estimated three times, four copies each time and final proof for sign-off).

- Spot printing of the front and back covers or any creative element suggested by the service provider.
- Final content of the AR to be provided in a high resolution and reduced PDF format.
- Final AR to be first batch 150 Quantity.
- Second Batch delivery of 150 Quantity.
- Interactive AR to be provided for the GEP Website.
- Printing of final approved error free document.
- Produce a summarized PowerPoint presentation of the AR in line with the final document design.

DELIVERY

- Two batches Printed hard copies of GEP Annual Report for the three (3) Financial Years.
- First batch to be delivered a week before due date and schedule will be provided in due course. Second batch to be delivered on the schedule date
- On USB (soft copy in PDF-2.5MB minimum, open files, all post-production images taken, i.e. inclusive of pictures not used in the report).
- Delivery points are as follow: 56 Eloff St, Marshalltown, Johannesburg, 2107.

PROJECT DELIVERABLES

- A detailed comprehensive project plan required, on how the Annual Report production will be scheduled to ensure clear timelines are set and adhered to, i.e. delivery of the final copies of the annual report.
- The service Provider must design 3 options and provide a rationale for the design look and feel concepts of the annual report, that is aligned to the GEP corporate identity and brand.
- The timeline should outline all the processes involved in the production of the Annual report from design, layout, writing and content development, editing, proof reading to printing and delivery. The timelines must be clear from the date of appointment to the close out date.
- The timeline should further detail timelines for the Annual financial statements design and inclusion and timelines for the Photoshoot of the GEP Board, Exco Members and SMMEs in various locations around Gauteng
- Produce the approved Design and layout of the report.
- Production of infographics on key areas.

- Undertake to write, edit and proofread till the final version is approved by GEP.
 - Provide a printer's proof for submission of the final AR and audited financials to the AG.
 - Printers proof for final approval.
 - Printing of the AR as stipulated in the scope of work.
 - Delivery to GEP on or ahead of the deadline indicated.
 - Handover of all imagery used in the report to GEP.
 - Close-out report and meeting.
-
- NB: Service provider must be willing to work on weekends/and or public holidays in order to meet the stipulated deadline.
 - The project team should be the same throughout the process; any deviation from this should be in writing and approved by the GEP.
 - For each project phase, consistency in team composition is required. The same team members should be maintained throughout each respective phase to ensure continuity and quality of delivery. Any team member replacement should be done with permission from GEP and replacement should be of equal skill or higher. GEP will state required documentation for review of replacement member.

REPORTING REQUIREMENTS

- The successful service provider will provide a written project status report to the GEP Project Manager on a weekly basis.
- The service provider will after initial meeting/briefing finalise the detailed project plan, according to the GEP timelines.
- The service provider will be responsible for the secretariat function of the weekly steering committee meetings – scheduling, minutes, project status report/action items during the project phase.
- Meetings will be held via Microsoft Teams/or in person on a weekly basis to track progress with the Service Provider.

DURATION

Annual Report Schedule: This will be contracted for a 3 year period, with dates updated on a yearly basis.

No	Date	Item
1.	June	Initial planning meeting: Design and design concepts (using draft copy)
2.	June	Design and design concepts approved
3.	July	First Draft, second draft etc
4.	July	Reviews
5.	August	Final draft
6.	August	Sign-off
7.	August	Print ready files to printer
8.	August	Delivery of e-version and printed files

The project must be completed before **20 August 2026** depending on the Auditor General of South Africa's processes. The dates will be communicated to the service provider upon appointment.

ADDITIONAL EXPECTED OUTCOMES

The Service Provider should:

- Aspire to the highest standards of quality.
- Be time conscious.
- Ensure that any materials that require licensing and acknowledgement is used only after such has been secured.

EVALUATION CRITERIA

The evaluation of the bids will be conducted in two stages as per Preferential Procurement Regulations, 2022 issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act number 5 of 2000 (PPPFA) as follows:

The procedure for the evaluation of responsive tenders will be as follows:

- Stage 1 – Administrative Compliance
- Stage 2 – Mandatory requirements
- Stage 3 – Technical Functionality Evaluation
- Stage 4 – Price & Preferential Procurement Goals (for bidders who met the minimum required functionality points of 70)

Stage 1 - Administrative Compliance

Fully completed and signed Standard Bidding Documents (SBDs)

- SBD 1
- SBD 3.1
- SBD 4
- In the case of Joint Venture/Consortium, a joint venture/consortium agreement bearing the signature of all the parties to the joint venture/consortium, indicating the percentage revenue split between the parties should be attached and notarised by an attorney;
- If the bidder intends to sub-contract, a sub-contracting agreement should be attached and signed by all parties to the sub-contracting agreement. The % (percentage) to be sub-contracted must be clearly indicated in the contract;
- Fully complete, sign and submit the Integrity Pact for Businesses Fighting Corruption, Promoting Integrity
- Bidder/s who fail to attend the Compulsory Briefing Session will be disqualified. An attendance register will be used as proof of attendance.

Only bidders who meet the above requirements will be evaluated at stage 2.

Stage 2 – Mandatory Returnable Documents

Key Personnel Experience and Qualifications

The bidder to provide a **Writer** with the minimum of:

- Bachelor's degree (NQF Level 7) qualification in literature or English/or English/writing as a major or equivalent. **(Attach certificate)**
- Three years' experience in in copy writing, editing, journalism, or report writing. **(Attach CV)**.

The bidder to provide a **Graphic Designer** with the minimum of:

- National Certificate (NQF Level 4) in graphic design **(Attach certificate)**
- Three years' experience in graphic design **(Attach CV)**

The Bidder to provide an **Editor** with the minimum of:

- Bachelor's degree (NQF Level 7) in corporate communications or journalism or copy writing **(Attach certificate)**
- Three years' experience as an editor. **(Attach CV)**

Bidder to provide a **Photographer** with the minimum of:

- National Certificate (NQF Level 4) in Photography. **(Attach certificate)**
- Three years' experience in Photography. **(Attach CV)**

Bidder to provide a **Project Manager** with the minimum of:

- Bachelor's degree (NQF Level 7) in corporate communications or journalism or copy writing. **(Attach certificate)**
- Three years' experience as a project manager. **(Attach CV)**

Note Failure to comply with mandatory compliance requirements stated above will result in the bidder's submission being disqualified from further evaluation.

Other returnable documents

- Certified copy of original Identity Documents of shareholders/owners/Directors of the company as per CIPC Company Registration Documents. (not older than 6 months)
- CIPC Company Registration Documents
- In order to verify the tax status of bidders, bidders are required to submit their "Tax Compliance Status Pin". (Joint ventures/consortium must submit a valid Tax Compliance Status Pin" for all parties to a Joint Venture/Consortium).
- Only suppliers (including all parties to Joint Ventures/Consortiums and sub-contractors) who are registered on the Central Supplier Database (CSD), www.csd.gov.za will be considered for appointment. (Proof to be attached).
- A Joint Venture/Consortium, must submit a valid consolidated B-BBEE certificate, accredited by a SANAS verification Agency. Failure to submit a valid consolidated B-BBEE certificate will result in all preference points being forfeited.

- Bidder to submit a duly completed and signed SBD 6.1, Preference Points Claim Form in terms of the Preferential Procurement Regulations, including evidence in support of points claimed for Specific Goals, failing which preference points will be forfeited.

Stage 3 - Technical Functionality Evaluation

It is required of the bidder to obtain minimum threshold score of 70 points to be considered for further evaluation. Failure by the bidder to obtain minimum of 70 points mentioned above shall render the bidder being non-responsive. Therefore, the bidder will be disqualified and will not be considered for further evaluation.

TECHNICAL EVALUATION CRITERIA		Maximum Points	Points Scored
Functionality and Capabilities	Evidence / supporting information required	100	
<p>1. Creative Expression - AR Design with Rationale</p> <p>The Service Provider must provide creative expression of the Annual Report (AR) cover - three (3) samples of AR designed previously.</p> <ul style="list-style-type: none"> • 1 Sample = 5 points • 2 Samples = 10 points • 3 Samples = 15 points 	<p>Design must be in line with the GEP mandate and corporate identity (Corporate Identity Manual will be shared with the bidders). If the Portfolio of Evidence (POE) is not submitted the bidder will score zero points</p>	15	
<p>2. Project Plan and Timelines</p> <p>Provide a project execution plan and clear timelines from the appointed date to the project close out.</p> <p>Project plan detailing every activity from inception to project close out covering all project deliverables = 20 points.</p> <p>Project plan with timelines covering between six to thirteen deliverables = 10 points. Project plan with timelines covering less than six deliverables = 0 points.</p>	<p>The Service Provider must detail every activity aligned to the scope of work from inception to the completion of the project, including weekly milestones on project deliverables</p> <p>Detailed timelines from obtaining the Purchase Order (PO) to project close out; guided by the Project Deliverables.</p>	20	

<p>3. Contactable References with completion date.</p> <ul style="list-style-type: none"> • 1 letter produced = 3 points • 3 letters produced = 5 points • 5 letters produced = 10 points 	<p>5 Reference letters (for the production of the Annual report) must not be older than 5 years. Letters must clearly state the year in which the production of the Annual Report was conducted as well as duration of the project, description and the completion date, with contact details for the client and the letter to be on the bidder's client's letterhead, dated and signed. One of those reference must come from the AR samples submitted above.</p>	<p style="text-align: center;">10</p>	
<p>4. Key Personnel Experience and Qualifications</p> <p>4.1. Provide a concise CV of the Writer (detailing educational qualifications and years of experience in copy writing, editing, journalism, or report writing) supported by a Portfolio of Evidence</p> <p>Experience and qualifications will be scored as follows:</p> <p>Experience: 5 years' and above experience = 10 points 3 years' to less than 5 years' experience = 5 points Less than 3 years' experience = 0 point</p> <p>Qualifications: Postgraduate degree (NQF level 8) and above in literature or English/or English/writing as a major or equivalent = 10 points Bachelor's degree (NQF level 7) in literature or English/or English/writing as a major or equivalent = 5 points</p>	<p>CV and valid qualifications will be scored on the highest qualification (Qualification from a recognized South African institution, foreign qualifications to be verified by SAQA and verification certificate to be submitted with foreign qualification)</p>	<p style="text-align: center;">20</p>	
<p>4.2. Provide a concise CV of the Graphic Designer (detailing educational qualifications and years of experience in designing graphs and annual reports.</p> <p>Experience and qualifications will be scored as follows:</p> <p>Experience: 5 years' and above experience = 5 points 3 years' to less than 5 years' experience = 3 points Less than 3 years' experience = 0 point</p>	<p>CV and valid qualifications will be scored on the highest qualification (Qualification from a recognized South African institution, foreign qualifications to be verified by SAQA and varication certificate to be submitted with Foreign qualification)</p>	<p style="text-align: center;">10</p>	

<p>Qualifications: National Diploma (NQF level 6) and above in graphic design = 5 points National Certificate (NQF level 4) in graphic design = 3 points</p>			
<p>4.3. Provide a concise C.V of the Editor (detailing educational qualifications and years of experience in corporate communications or journalism or copy writing.</p> <p>Experience and qualifications will be scored as follows:</p> <p>Experience: 5 years' and above experience = 5 points 3 years' to less than 5 years' experience = 3 points Less than 3 years' experience = 0 point</p> <p>Qualifications: Postgraduate degree (NQF level 8) and above in corporate communications or journalism or copy writing = 5 points Bachelor's degree (NQF level 7) in corporate communications or journalism or copy writing = 3 points</p>	<p>CV and valid qualifications will be scored on the highest qualification (Qualification from a recognized South African institution, Foreign qualifications to be verified by SAQA and varication certificate to be submitted with Foreign qualification)</p>	<p>10</p>	
<p>4.4. Provide a concise CV of a Photographer (Detailing educational qualifications and years of experience in photos shooting and annual reports.)</p> <p>Experience and qualifications will be scored as follows:</p> <p>Experience: 5 years' and above experience = 2 points 3 years' to less than 5 years' experience = 1 point Less than 3 years' experience = 0 points</p> <p>Qualifications: National Diploma (NQF level 6) and above in Photography and Portfolio of work = 3 points National Certificate (NQF level 4) in Photography and Portfolio of work = 1 point</p>	<p>CV, Portfolio and valid qualifications will be scored on the highest qualification (Qualification from a recognized South African institution, foreign qualifications to be verified by SAQA and verification certificate to be submitted with Foreign qualification)</p>	<p>5</p>	
<p>4.5. Provide a concise CV of the Project Manager (detailing educational qualifications and years of experience in corporate communications or journalism or copy writing.</p> <p>Experience and qualifications will be scored as follows:</p> <p>Experience:</p>	<p>CV and valid qualifications will be scored on the highest qualification and if the POE together with qualification certificates are not submitted the bidder will score zero points</p>	<p>10</p>	

<p>5 years' and above experience = 5 points 3 years' to less than 5 years' experience = 3 points Less than 3 years' experience = 0 point</p> <p>Qualifications: Postgraduate degree (NQF level 8) and above in corporate communications or journalism or copy writing = 5 points Bachelor's degree (NQF level 7) in corporate communications or journalism or copy writing = 3 points</p>			
TOTAL (MAXIMUM SCORE)		100	
MINIMUM THRESHOLD SCORE REQUIRED		70	

Service providers who score less than 70 points on functionality will not proceed to the next stage which is Price and Preferential Procurement Goals

Stage 4: Price & Preferential Procurement Goals

The contract will be awarded in terms of the Preferential Procurement Policy Framework ACT, 2000 (Act 5 Of 2000) and Preferential Procurement Regulations of 2022. Responsive bids will be adjudicated in terms of the 80/20 preference point system.

GOAL	POINTS
PRICE	80
SPECIFIC GOALS	20

The following formula will be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R2 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:

$$P_s = 80 \left[\frac{P_t - P_{min}}{P_{min}} \right]$$

Where:	
P _s	= Points scored for price of tender under consideration;
P _t	= Price of tender under consideration; and
P _{min}	= Price of lowest acceptable tender.

Specific goals	Allocated Preference Points	Required proof/ documents to be submitted for evaluation purposes
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Youth (requirement is 51 % ownership)	16	certified copy of B-BBEE certificate or valid Sworn Affidavit
People with disabilities (requirement is 51 % ownership)	4	certified copy of B-BBEE certificate or valid Sworn Affidavit

COSTING

	Description	QTY	Unit Price incl. bill back (Incl. VAT)	Total Price (Incl. VAT)
	Creative concept design/layout (Per Page)			
	Annual Report: +-170 pages	1		R
	Professional language editing and proof reading (Per Word)			
	Annual Report	1	R	R
	Printing of publication: <ul style="list-style-type: none"> Cover: A4 size (210mm x 297mm), full colour, Magno Satin 350gsm paper stock and Matt. Content pages: A4 size (210mm x 297mm), full colour, +-170 pages, Magno Satin 10gsm page stock and Matt Lamination Finish. Perfect bound with print on spine 			
	Annual Report 170 pages by 300 hard copies per financial year	300	R	R
	Memory stick			
	Annual Report	2	R	R
	Delivery of hardcopies over 3 financial years			
	150 hard copies and 1 Memory Stick for Annual Report to Head office: 56 Eloff Street	1	R	R
	Total			R
	Price for year 1			R
	Price for year 2			R
	Price for year 3			R
	Total contract (ceiling) price to be used in PPR calculation			R

The pricing is done in such a way that each of these publications are costed separately in terms of the deliverable as stated under the description. The separate costing is consolidated at the bottom to provide the total cost for all the publications over the 3 financial years

The above pricing is a guide and service providers are required to provide a ceiling price for the duration of the contract.

All Bidders' pricing must be quoted in South African Rands (ZAR)

BIDDERS SHOULD NOTE THE FOLLOWING:

1. Potential suppliers must note that GEP reserves the right to cancel a contract and restrict any supplier for a period of at least 12 months from doing business, if the supplier fails to adequately perform in terms of the awarded contract.
2. The bid validity period is 90 days from date of bid closure. However, GEP reserves the right to request all bidders to extend such validity period should the need arise.
3. The successful bidder will be required to enter into a formal contract with GEP. Such contract will be governed in terms of the General Conditions of Contract dated 2015.
4. GEP will not compensate the bidder for any costs incurred in the preparation and submission of a bid offer, including the costs associated to briefing sessions / site visits.
5. Tenderers who are listed in the National Treasury's register of defaulters and restricted suppliers will be disqualified.
6. Bidders are advised to ensure that all tender documents are properly bound upon submission on the closing date. Late bids (bids submitted after the closing date and time) will NOT be accepted.
7. Telegraphic, facsimile, emails or any electronic submission of bids will NOT be accepted.
8. GEP reserves the right to cancel OR not to award this tender to any party.