

## INVITATION TO BID

### REQUEST FOR BID DESCRIPTION:

### **APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE INTEGRATED MARKETING SOLUTIONS ON BEHALF OF ARMSCOR FOR A PERIOD OF FIVE (5) YEARS AS AND WHEN REQUIRED**

### TABLE OF CONTENTS

KD 17	11 Pages
Annexure / Appendix:	Annexure A-1 Page Annexure B-5 Pages Annexure C-1 Page Annexure D-1 Page
Questionnaire:	2 Pages
BBBEE Compliance:	4 Pages
Declaration of Interest:	2 Pages
Annexure 1 to KD 24	1 Page
Annexure 2 to KD 24	2 Page
Annexure 1 to KD 25	2 Pages
KD 27	5 Pages

### **NOTE:**

**Kindly register on the National Treasury's Central Supplier Database (CSD) via [www.csd.gov.za](http://www.csd.gov.za)**

***Bids must ONLY be submitted in hard copy; electronic bid submissions are NOT acceptable.***

**ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD  
(ARMSCOR)**

Company registration: 1968/008611/06    Vat registration: 4500101169

**REQUEST FOR BID: ECOM/2025/01**

**1. INSTRUCTIONS ON SUBMISSION OF BIDS**

- 1.1 Bid Closing at **11:00 am on 09 May 2025 (SOUTH AFRICAN TIME)**
- 1.2 Bids must be submitted in a sealed envelope marked with this bid reference number.
- 1.3 The sealed envelope must be deposited in the bid box at Armscor Head Office, Visitors Entrance (Block) 8 before the bid closing date and time addressed to:

The Manager:                      Supply Chain Management Department  
Armscor SOC Ltd

Postal address:                      Armscor SOC Ltd  
Private Bag X337  
Pretoria  
0001

Delivery address:                      Armscor Head Office  
370 Nossob Street  
Erasmuskloof Ext 4  
Pretoria

- 1.4 Bids dispatched by the courier service Company must be marked with bid reference number on the delivery note / packaging and the courier must ensure that the bid document is deposited in the bid box before the closing date and time. **Armscor will not be held responsible for any delays where bid documents are handed to the Armscor Reception.**
- 1.5 Bid proposals received after the closing time and date will not be considered.

**2. ENQUIRIES**

- 2.1 All queries regarding this bid must be addressed in writing to SCM Department on [aopts@armscor.co.za](mailto:aopts@armscor.co.za). Questions/enquiries relating to this RFB should be received five (5) working days prior to the closing date. Queries received after this period will not be entertained.

**3. BID VALIDITY PERIOD**

Bid proposals to remain valid for acceptance for a period of **ONE HUNDRED AND TWENTY** days counted from the closing date.

**NOTE:** Bids for the supply of the goods and/or services described in the attached documents are invited in accordance with the provisions of the General Conditions of Contract (A-STD-0020) Issue 5 dated 22 June 2022, as well as any special condition contained in these documents. Copies of the General Conditions of Contract and the Rules of Procedure are available on Armscor's website at [www.armscor.co.za](http://www.armscor.co.za).

**BID AWARD RESULTS:**

**Result on bid awarding information is not sent to unsuccessful bidders.  
Particulars of successful bidders are also NOT published on the Armscor Acquisition Bulletin.**

## RETURNABLE DOCUMENTS CHECKLIST

Bidders are required to develop a returnable schedule annexure in accordance with the following table of contents

	List of documents required.	Submitted [Yes or No]	
		Yes	No
1.	Central Supplier database (CSD) registration report or Unique Registration Reference Number	<input type="checkbox"/>	<input type="checkbox"/>
2.	Valid Tax Clearance Certificate (s) and or proof of application endorsed by SARS and / or SARS issued verification pin code.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Copies of bidders CIPC Company registration documents listing all members with percentage, see bidding structure for required documents.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Copy of the Joint Venture / Consortium Agreement duly signed by all parties	<input type="checkbox"/>	<input type="checkbox"/>
5.	Copy of the Sub-Contracting Agreement duly signed by all parties	<input type="checkbox"/>	<input type="checkbox"/>
6.	Valid proof of BBBEE status for the bidder and its sub-contractor(s)	<input type="checkbox"/>	<input type="checkbox"/>
7.	Designated sectors: Local production and content. <b>(Where applicable)</b>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Originally certified copy of Identity Document for the Company representative	<input type="checkbox"/>	<input type="checkbox"/>
9.	Copy of latest audited financial statements	<input type="checkbox"/>	<input type="checkbox"/>
10.	Bid conditions acceptance form on KD17	<input type="checkbox"/>	<input type="checkbox"/>

**BIDDING STRUCTURE**

Indicate the type of bidding structure by marking with an 'X' in an appropriate box.	
Individual Bidder	
Joint Venture	
Consortium	
Using Sub-contractors	
Other	

**Only fill the relevant category:**

<b>If individual bidder, indicate the following:</b>	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
<b>NB: Submit with the bid the following documents:</b>	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

<b>If Joint Venture or Consortium, indicate the following: (To be completed for each JV/Consortium member)</b>	
Name of Joint Venture / Consortium	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
<b>NB: Submit with the bid the following documents:</b>	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

<b>If Joint Venture or Consortium, indicate the following:</b>	
Name of Prime Contractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
<b>NB: Submit with the bid the following documents:</b>	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	



<b>If using subcontractors, indicate the following:</b>	
Name of Prime -Contractor	
Percentage Value to be subcontracted	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
<b>Subcontractor Details:</b>	
Name of Subcontractor	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
<b>NB: Submit with the bid the following documents for both Prime and Sub-Contractors:</b>	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

<b>Other:</b>	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
<b>NB: Submit with the bid the following documents:</b>	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

**Declaration:**

I, as the duly authorized representative of the bidder hereby authorize Armscor to request, investigate and process company information including tax compliance via the SARS website.

.....  
Name

.....  
ID number

**BID CONDITIONS ACCEPTANCE FORM**

**Bidders shall complete and sign this bid conditions acceptance form**

I/We hereby offer to supply all or some of the supplies and/or services described in the Pricing Schedule and /or attached documents on the terms and conditions and in accordance with the conditions set out in A-STD-0020 Issue 4 dated 22 June 2022 (and I/we acknowledge that I/we am/are acquainted therewith) at the price and on the terms of delivery/execution inserted by me/us.

I/We agree -

1. that this bid shall remain binding on me/us and open for acceptance for the period stipulated above;
2. that if my/our bids is accepted, the acceptance will be communicated to me/us by letter or order through the post, and such acceptance shall constitute a contract between me/us and Armscor, subject to the terms and conditions set out in Armscor's General Conditions of Contract (A-STD-0020), Issue 4 dated 22 June 2022, the contents of which I/we acknowledge ourselves to be acquainted with.

I/We choose as domicilium citandi et executandi in the Republic

.....

.....

(no post box or private bag)

IN BLOCK LETTERS ON BEHALF OF -

Complete registered:

Name of bidder.....

**AUTHORISED SIGNATURE**

..... Date: .....

Name in block letters: .....

Capacity: .....



## SUPPLIER REGISTRATION

- 1.1 Bidders must register on the National Treasury Central Supplier Database (CSD) in terms of National Treasury Instruction Note 3 of 2016/17.
- 1.2 Bidders must electronically register for Security on Armscor website to be considered for orders which are administered by Armscor SOC Ltd on Behalf of clients.

For more information on security registration contact: -

**The Security Registration**

**Private Bag X337**

**PRETORIA**

**0001**

**E-mail: - register@armscor.co.za**

## ALL BIDDERS SHALL COMPLY WITH THE FOLLOWING:

1. Bidders should check the numbers of the pages correspond with the table of contents as no liability arising from claims owing to the omission or duplication of pages will be recognised by Armscor. The appendices mentioned in these pages form part of the bids.
2. **All bidders shall -**
  - 2.1. insert their name at the top of each price schedule form used (a rubber stamp may be used);
  - 2.2. insert the information in the spaces provided in the price schedules by writing or typing on the dotted lines only (additional information should be contained in a separate annexure);
  - 2.3. if they wish to make more than one bid against an item, as an alternative, apply for additional copies of the bid documents or photocopy one or more pages, and not retype or redraft any of the forms used;
  - 2.4. indicate the prices quoted in the units shown and quote them per item;
  - 2.5. indicate in respect of each item whether the goods/services quoted comply strictly with the specified requirements, and furnish particulars of deviations if this is not so;
  - 2.6. complete all appendices.
3. **Value-added tax, customs duties, *ad valorem* customs duties and surcharges:**
  - 3.1. Value added tax levied by the Receiver of Revenue must not be included in the prices quoted but be shown as a separate line item.
  - 3.2. Where supplies are quoted which are subject to levying of any customs duty, *ad valorem* customs or excise duty or surcharge by the Department of Customs and Excise, such charges must not be included by the bidder in the prices quoted. The applicable customs duty, *ad valorem* customs or excise duty or surcharge must, however, be indicated separately where provided for on Armscor's Questionnaire
4. **Security:**
  - 4.1. Classified bids are to be handled in the manner set out in Armscor's Security Instruction, document number A-WI-014, copies of which are obtainable on request from the Contractor Security Section, P O Box 411, Pretoria, 0001.
  - 4.2. Attention is drawn particularly to the procedure set out in chapter 4 of the manual, which is to be complied with when forwarding classified documents.

5. **Advance payments:**

Bidders shall furnish the price without advance payment.

6. **Performance Guarantee:**

Armcor reserves the right to request the successful bidder to submit a performance guarantee for the proposed contract. Bidders must submit prices without provision for the performance guarantee as well as prices including the cost of such a guarantee.

7. **Commissions:**

If any commission is payable by yourself to any person(s) or body as a result of any order which may arise from this Request for Proposal, you must submit full details of the applicable person(s) or body and the amount payable, with this bid.

8. **Tax Compliance Requirements**

**It is a condition of bid that the successful bidder MUST be tax compliant, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder's tax obligations. FOREIGN COMPANIES ARE REQUIRED TO COMPLETE QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS OF ANNEXURE 1 TO KD 25**

8.1 In order to meet this requirement the bidder is required to access SARS e-filing and complete the SARS ONLINE "SARS tax compliance status" under tax status. Tax compliance requirements are also applicable to individuals who wish to submit bids.

8.2 SARS will then furnish the bidder with a Tax compliance PIN code that will be valid for a period of 1 (one) year from the date of approval.

8.3 The Tax compliance PIN letter shall be submitted with the bid, with an authorisation letter for Armcor to use the PIN code for verification of tax compliance status of the supplier.

8.4 In bids where Consortia /Joint Ventures / are involved, each party must submit a separate tax compliance PIN with authorisation letter.

8.5 In the event of subcontracting, tax compliance PIN letter and authorisation letter for the subcontractor must also be submitted with the bid.

8.6 Tax compliance is done via e-filing on the SARS website [www.sars.gov.za](http://www.sars.gov.za).

**NOTE: Armscor Suppliers /Bidders and Subcontractors must remain tax compliant for the duration of their contracts.**

9. **Awarding of Bids**

The awarding of bids will be in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022 and Armscor Preference Point System of the Preferential Procurement Regulations, 2022.

The applicable points are:

**Price: (Pp) 90 Points**

**Specific Goals: 10 Points**

**Total: 100 Points**

The following formula will be used to calculate the points in respect of a bid up to a rand value that exceeds R50 000 000, 00 (all applicable taxes included).

(Armscor may also apply this formula to price quotations with a value of less than R30 000, if and when appropriate):

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

**90/10**

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

Where

Ps =	Points scored for price of bid under consideration
Pt =	Price of bid under consideration
Pmin=	Price of lowest acceptable bid

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KD17

BID NUMBER

: ECOM/2025/01

CLOSING AT 11:00 ON

: 09 May 2025

VALIDITY PERIOD: 120 DAYS

NAME OF BIDDER

:

ITEM NO	DESCRIPTION	QTY	UNIT PRICE IN FOREIGN CURRENCY	UNIT PRICE IN S.A. CURRENCY	SUBTOTAL
Bidders are to populate Annexure C- Pricing Schedule in accordance to Annexure A- Scope of Work for price comparison purposes.					
	<b>Transformation Requirements</b> <ul style="list-style-type: none"><li>• Black Equity Ownership – 35% - Applicable</li><li>• Specific Goals applicable – Table E</li><li>• Objective Criteria – Not applicable</li></ul>				
TOTAL (excluding VAT)					
VAT					
TOTAL (including VAT)					

1. Delivery address: 370 Nossob Street  
Erasmus Kloof  
Pretoria  
0001

.....

2. \* Period required for commencement of delivery, after receipt of order:.....
3. \* Rate of delivery: .....
4. \* Period required for completion of order, after receipt thereof: Yearly for 5 years ending every twelfth month .....

- \* Must be completed by Bidder if not completed by Armscor

Customer Focus : Care and Respect for Others : Excellence : Integrity : Leading by Example : Results Driven : Teamwork

REQUEST FOR BID NO.: .....

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PAGE 11 & LAST

Revision: Friday, 24 January 2025

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**ANNEXURE A**

**SCOPE OF WORK**

Customer Focus : Care and Respect for Others : Excellence : Integrity : Leading by Example : Results Driven : Teamwork

REQUEST FOR BID NO.: .....

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Revision: Friday, 24 January 2025



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- 1) This requirement is for Goods and Services. Therefore, where the work services to be provided by the bidder results in the delivery of physical goods to Armscor, then the cost of the goods to be delivered to Armscor shall be included in the Work Authorization (WA).
- 2) The successful bidder will be tasked based on WA for each activity detailed below and in Annexure D, as and when required.
- 3) A yearly ceiling price will be contracted to the value that is determined by Armscor (SOC) Ltd and is apportioned as detailed Annexure D.

ITEM NO.	INTERGRATED MARKETING COMMUNICATION SERVICES	DESCRIPTION
1.	<b>Corporate Identity / Branding</b>	Incl. strategy, style guide, implementation, continuous improvement, etc.
2.	<b>Content Generation, Copywriting / Proofreading</b>	All internal and external print and digital dimensions: i.e. vary from corporate plan, annual report, booklets, leaflets, electronic magazines, advertisements/advertorials, print magazines, educational books, newsletters, staff mailers, exhibitions/events, etc. - and other printed material that will be made available to stakeholders
3.	<b>Design and Layout</b>	All internal and external print and digital dimensions: i.e. vary from corporate plan, annual report, booklets, leaflets, electronic magazines, advertisements/advertorials, print magazines, educational books, newsletters, staff mailers, exhibitions/events, etc. - and other printed material that will be made available to stakeholders.
4.	<b>Print, package and delivery</b>	All internal and external print and digital dimensions: i.e. vary from corporate plan, annual report, booklets, leaflets, electronic magazines, print magazines, educational books, newsletters, exhibitions/events, etc. - and other printed material that will be made available to stakeholders.
5.	<b>Digital Marketing Services</b>	Incl. SEO, social platforms, etc.
6.	<b>Professional Photography Services</b>	At location and in studio
7.	<b>Promotional items and corporate gifting</b>	Ad-hoc
8.	<b>New and Innovative Services</b>	

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**ANNEXURE B**

**BID EVALUATION PROCESS**

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## 1 BIDDERS BRIEFING

A non-compulsory bidders briefing will be held on 29 April 2025 at 10:00  
Armsco H.Q  
370 Nossob Street  
Erasmuskloof  
Pretoria  
0001

## 2 BID EVALUATION PROCESS

Each received bid will be evaluated in the 2-stages tabled below.

<b>STAGE 1</b>	Functionality Criteria - 62% minimum qualifying score
<b>STAGE 2</b>	Preference Point System: 90 (Price) / 10 (Specific goals)

### 2.1 STAGE 1: Functionality Criteria

- 2.1.1 Each Bidder will be evaluated and allocated points based on the evidence provided against each functionality criteria.
- 2.1.2 There are five (5) functionality criteria with a total of 100 points.
- 2.1.3 Any Bidder who scores less than the minimum qualifying score of 62% will be disqualified from further evaluation.
- 2.1.4 The Functionality Criteria are tabled below:

	Description	Compliance Evidence	Weight (%)	Points Allocation
1.	The bidder shall have proven track record of a minimum of 5 years in integrated marketing solutions within State-Owned Enterprises/ Companies and/or Government Departments.	<p>The bidder shall submit verifiable contactable reference letter(s) or completion letter(s) proving track record of a minimum of 5 years on the clients' letterhead, signed by a duly authorised person from their client/s where integrated marketing services were conducted.</p> <p><b>NOTE:</b> The reference letter(s)/completion letter(s) shall include the following information:</p> <ul style="list-style-type: none"><li>a) Name of the Client</li><li>b) Name of the Bidder</li><li>c) Project Description – indicating the integrated marketing services</li></ul>	28	<ul style="list-style-type: none"><li>• 0-4 years of experience = 0 points.</li><li>• 5 years of experience = 5 points.</li><li>• 6-10 years of experience = 10 points.</li><li>• 11 and more years of experience = 15 points.</li></ul>

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		d) Project Period e) The Client contact details.		
2.	The Bidder shall allocate a qualified Project Manager/Account Manager/Relationship Manager with a minimum NQF 7 or equivalent in Marketing/Sales/Communication.	The Bidder shall submit the Project Manager/Account Manager/Relationship Manager's copy of a minimum NQF 7 or equivalent in Marketing/Sales/Communication.	17	<ul style="list-style-type: none"> <li>• no qualification submitted or lower than NQF7 or equivalent = 0 points.</li> <li>• NQF7 or equivalent = 10 points.</li> <li>• higher than NQF7 qualification or equivalent = 15 points</li> </ul>
3.	The Bidder shall be licensed or have ownership of design, visual and content creation tools.	The Bidder shall submit documentary proof of licence or ownership of the design, visual and content creation tools. Note: The documentary proof shall be hardcopies evidence (no links).	9	<ul style="list-style-type: none"> <li>• no valid licences or ownership for design, visual and content creation = 0 points</li> <li>• valid licences or ownership for design, visual and content creation = 10 points</li> </ul>
4.	The Bidder shall have a Portfolio of Evidence (POE) for the Integrated Marketing Communication (IMC) services detailed in Annexure A.	The Bidder shall submit a Portfolio of Evidence for the IMC services detailed in Annexure A.	27	<ul style="list-style-type: none"> <li>• no POE = 0 points.</li> <li>• POE with 1- 2 items of IMC = 5 points.</li> <li>• POE with 3- 5 items of IMC = 10 points.</li> <li>• POE with 6 – 7 items of IMC = 15 points.</li> <li>• POE with 8 and more items of IMC = 20 points.</li> </ul>
5.	The allocated Project Manager/Account Manager/Relationship Manager shall have a minimum of 7 years' experience in providing IMC services.	The Bidder shall submit CV of the allocated Project Manager/Account Manager/Relationship Manager demonstrating the minimum of 7 years' experience in providing IMC services.  The CV shall specify the following as a minimum:	19	<ul style="list-style-type: none"> <li>• less than 7 years of experience = 0 points</li> <li>• 7 years of experience = 10 points</li> <li>• 8 and more years of experience = 15 points</li> </ul>

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		1) Number of years' experience 2) Role 3) Company name and contact details		
<b>Total Score</b>			<b>100</b>	

**Note: The bidder shall achieve a Minimum Qualifying Score (MQS) of 62%, failure to achieve the MQS will result in the disqualification of the bid from further evaluation.**

**2.2 STAGE 2: Preference Point System 90/10 (Specific Goals)**

2.2.1 The applicable Specific Goal is **Advancement of BEE Compliant Suppliers**.

2.2.2 The Specific Goal Points will be awarded as per the table below:

No	Advancement of BEE compliant suppliers	90/10 preference points system
1.	100% black equity ownership	10
2.	51% - 99% black equity ownership	8
3.	35% - 50% black equity ownership	4
4.	0% - 34% black equity ownership	0
5.	Specialised Entities	10

2.2.3 Evidence required:

2.2.3.1 The Bidder shall submit with the Bid documents the BEE certificate (B-BBEE certificate issued by a SANAS accredited verification agency), CIPC B-BBEE certificate and or completed BBBEE Sworn affidavit as a proof of compliance to claim preference points.

2.2.3.2 If the Bidder is an unincorporated Joint Venture (JV) or Consortium, the Bidder shall submit with the Bid, a consolidated proof of B-BBEE status.

2.2.3.3 Should the Bidder fail to submit the evidence above, then the Bidder shall score no points for PPS.

2.2.4 The points scored for Specific Goals will be added to the points for Price and the total shall be rounded to the nearest two decimal points.

2.2.5 The bidder that scores the highest points in terms of the 90 (Price) / 10 (Specific Goals) preference point system shall be considered for award.



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### 2.3 Special Requirements

- 2.3.1 Special Requirements will be negotiated with the preferred Bidder and the bidder will not be disqualified.
- 2.3.2 Special requirements applicable to this RFB are detailed hereunder:

No.	Description	Evidence required
1.	The Bidder shall at least have a 35% Black Equity Ownership.	The Bidder shall either submit a valid BEE Certificate (B-BBEE certificate issued by SANAS accredited verification agency), CIPC BBEE certificate or a completed B-BBEE Sworn Affidavit as proof of compliance. Note for Joint Ventures: If the Bidder is a Joint Venture (JV) or Consortium, the Bidder shall submit with the bid, a consolidated proof of B-BBEE status.

### 2.4 Special Contract conditions

#### 2.4.1 Security Clearance

- 2.4.1.1 In terms of Armscor Security Instruction (A-WI-014) and Armscor General Condition of Contract (A-STD-0020), it is Armscor policy to contract only with suppliers that are registered on the Armscor security database, that are rendering services which is relevant to the Defence environment. Suppliers wishing to be considered should thus be registered on Armscor's electronic security registration database. The process by which suppliers are put on the list of Armscor contractors is known as the security registration process. In terms of this registration process, contractors will be assessed in respect to their security competence and a security classification grading will be allocated to the them. In short, the said supplier and all employees who will be working in the project or whose functions in the organisation will expose them to Defence related information, will be subjected to the Security Clearance process.
- 2.4.1.2 Due to the security sensitive nature of Armscor, all the Bidder's employees and its owners must have a security clearance of Confidential.
- 2.4.1.3 The cost associated with the first application of the Security Clearance are for Armscor's account. Any subsequent security clearance required will be for the Bidder's cost. The costs for 2024/25 financial year are R 3 812, 00 excluding Vat for Confidential per application.
- 2.4.1.4 Armscor accepts no liability with respect to any negative outcome of a security clearance.
- 2.4.1.5 No foreign nationals even with work permit or any person with a dual citizenship will be allowed to be part of the project at whatever level including the owner of the company/shareholders.

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2.4.1.6 Bidder's employees to be deployed at Armscor HQ must be South African Citizens.

2.4.1.7 All the Bidder's employees and owners will have to sign the Non-Disclosure Agreement form prior to the commencement of the project.

2.4.1.8 Within 7 days from the award date, the preferred Bidder will be required to submit the documentation and/or comply with the condition listed hereunder.

### 2.4.2 **Licence validity**

The bidder shall have licence or ownership of the design, visual and content creation tools for the duration of the 5 years. If the bidder does not have the license, a notice period of 14 days will be given to the bidder to remedy, failing which, Armscor will not contract with a supplier that has no license.

### 2.4.3 **Annual Prices Escalation**

Armscor will escalate the offered prices of year 1 by CPI for all the items (CPI headline), should the CPI be less than 6%, then 6% escalation will be applied annually for the remaining 4 years.

### 2.4.4 **Ceiling Price**

Ceiling price means the price used where the exact scope of work is not determined and which is further subject to either a fixed hourly rate or actual costs of the contractor and a reasonable handling fee. Such a price will be adjusted once the extent of the work has been determined.

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**ANNEXURE C**

**PRICE SCHEDULE**

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# ANNEXURE C

## INTERGRATED MARKETING COMMUNICATION SERVICES: PRICING SCHEDULE

No	Service	Unit of Measure	Year 1 Rate (2025/26)
1	<b>Corporate Identity / Branding</b> (inc. strategy, style guide, implementation, continuous improvement, etc.)	Average rate per hour	
2	<b>Content Generation, Copywriting / Proofreading:</b> [all internal and external print and digital dimensions: i.e. vary from corporate plan, annual report, booklets, leaflets, electronic magazines, advertisements/advertorials, print magazines, educational books, newsletters, staff mailers, exhibitions/events, etc. - and other printed material that will be made available to stakeholders]	Average rate per hour	
3	<b>Design and Layout</b> [all internal and external print and digital dimensions: i.e. vary from corporate plan, annual report, booklets, leaflets, electronic magazines, advertisements/advertorials, print magazines, educational books, newsletters, staff mailers, exhibitions/events, etc. - and other printed material that will be made available to stakeholders]	Average rate per hour	
4	<b>Print, package and delivery</b> [all internal and external print and digital dimensions: i.e. vary from corporate plan, annual report, booklets, leaflets, electronic magazines, print magazines, educational books, newsletters, exhibitions/events, etc. - and other printed material that will be made available to stakeholders]	Average rate per hour	
5	<b>Digital Marketing Services</b> (incl. SEO, social platforms, etc.)	Average rate per hour	
6	Professional Photography Services (at location and in studio)	Average rate per hour	
8	New and Innovative Services	Average rate per hour	
Total			

RESTRICTED

**ANNEXURE D**

**WORK ALLOCATION SPLIT PER SERVICE**

RESTRICTED



# ANNEXURE D

## INTERGRATED MARKETING COMMUNICATION SERVICES: PRICING SCHEDULE

A yearly celling amount will be contracted to a value that is determined by Armscor (SOC) Ltd and is to be apportioned as detailed below.

No	Service	Year 1 (2025/26)	Year 2 (2026/27)	Year 3 (2027/28)	Year 4 (2028/29)	Year 5 (2029/30)
1	Corporate Identity / Branding (inc. strategy, style guide, implementation, continuous improvement, etc.)	5%	10%	5%	10%	5%
2	Content Generation, Copywriting / Proofreading: [all internal and external print and digital dimensions: i.e. vary from corporate plan, annual report, booklets, leaflets, electronic magazines, advertisements/advertorials, print magazines, educational books, newsletters, staff mailers, exhibitions/events, etc. - and other printed material that will be made available to stakeholders]	15%	10%	15%	10%	15%
3	Design and Layout [all internal and external print and digital dimensions: i.e. vary from corporate plan, annual report, booklets, leaflets, electronic magazines, advertisements/advertorials, print magazines, educational books, newsletters, staff mailers, exhibitions/events, etc. - and other printed material that will be made available to stakeholders]	20%	20%	20%	20%	20%
4	Print, package and delivery [all internal and external print and digital dimensions: i.e. vary from corporate plan, annual report, booklets, leaflets, electronic magazines, print magazines, educational books, newsletters, exhibitions/events, etc. - and other printed material that will be made available to stakeholders]	10%	15%	10%	15%	10%
5	Digital Marketing Services (incl. SEO, social platforms, etc.)	30%	25%	30%	25%	30%
6	Professional Photography Services (at location and in studio)	5%	5%	5%	5%	5%
7	Promotional items and corporate gifting (ad-hoc)	10%	10%	10%	10%	10%
8	New and Innovative Services	5%	5%	5%	5%	5%
	<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**ARMAMENTS CORPORATION OF SOUTH AFRICA SOC LTD  
(ARMSCOR)**

**QUESTIONNAIRE**

**REPLIES**

1 What is the request for bid number? .....

2 If applicable: Price basis of bid  
(if not delivered into store) .....

3 Indicate which of the following applies:

3.1 The prices are fixed.

☐

3.2 The prices are not fixed.

☐

4 The delivery period shall be fixed

**WHERE SUPPLIES OFFERED ARE TO BE IMPORTED, THE QUESTIONS BELOW MUST BE ANSWERED.**

5 Foreign content:

5.1 What amount in foreign currency must be remitted overseas? .....

5.2 What is the rate of exchange used in converting the amount into ZAR1, 00=.....

SA Rand and the date on which this is based? Date .....

6 Statutory costs:

6.1 Are the goods quoted on subject to customs duty,  
ad valorem customs or surcharge? .....

6.2 If so, what is the amount payable in respect of

a) Customs duty? .....

b) Ad valorem customs duty? .....

## PRICE BREAKDOWN

7. The following particulars must be furnished, failure of which may invalidate the bids.

		AMOUNT	% OF TOTAL PRICE
7.1	FOB/FCA cost of item		
7.2	Sea/Air freight		
7.3	Insurance charges		
7.4	Clearance charges		
7.5	Customs duties		
7.6	Ad valorem customs duties		
7.7	Delivery costs from port/airport to your premises		
7.8	Local content (excluding (10.10)		
7.9	Delivery costs from your premises into store		
7.10	Balance (detail to be submitted)		
	<b>TOTAL</b>		

**BROAD-BASED BLACK ECONOMIC EMPOWERMENT****ACRONYMS AND ABBREVIATIONS**

B-BBEE	Broad-Based Black Economic Empowerment
CIPC	Companies and Intellectual Property Commission
EME	Exempted Micro Enterprise
QSE	Qualifying Small Enterprise
SANAS	South African National Accreditation Systems
The dtic	The Department of Trade, Industry and Competition

**1. PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000**

**1.1** The B-BBEE preference points will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022.

**1.2** The 90/10 preference point system is applicable to all bids with a Rand value above R50 000 000,00 (all applicable taxes included)

**1.3** Preference points for this bid shall be awarded for:

Price **90**

Specific Goals **10**

Total points for Price and Specific Goals must not exceed **100**

**1.4** Bidders who do not submit valid proof of Specific Goals claim will score zero (0).

**2. ALLOCATION OF PREFERENCE POINTS FOR SPECIFIC GOALS****2.1 Specific Goals**

**2.1.1** The preference points that will be awarded in terms of the specific goals with regards to procurement processes shall be as follows (one table will be applicable for each bid):

**TABLE A : Advancement of SMMEs**

No	(i) Black owned entities or (ii) Black owned Military Veterans entities or (iii) Black women owned entities or (iv) Black youth owned entities or (v) Entities owned by Black people living with disabilities or (vi) Entities owned by Black people living in rural areas or (vii) Entities owned by Unemployed black people	90/10 preference points system	80/20 preference points system
1.	EMEs or QSEs entities which are 100% black owned	10	20
2.	EMEs or QSEs entities which are 51% - 99% black owned	8	16
3.	EMEs or QSEs entities which are 35% - 50% black owned	4	8
4.	EMEs or QSEs entities which are 0% - 34% black owned	0	0



**TABLE B : Advancement of Local Content & Production**

	Advancement of entities with local manufacturing capabilities for designated sectors	90/10 preference points system	80/20 preference points system
1.	Full compliance to the applicable minimum threshold for local content & production	2	4
2.	Non-compliance to the applicable minimum threshold for local content & production	0	0
	Advancement of South African Companies	90/10 preference points system	80/20 preference points system
1.	Level 1 and 100% black owned	8	16
2.	Level 2 and at least 51% black owned	6	12
3.	Level 3 and at least 35% black owned	1	2
4.	<b>Below Level 3</b>	<b>0</b>	<b>0</b>

**TABLE C : Income Generation**

	Income Generation, Disposal or Leasing of Assets Advancement of South African Companies	90/10 preference points system	80/20 preference points system
1.	Level 1	10	20
2.	Level 2	8	16
3.	Level 3	6	12
4.	Below level 3	0	0

**TABLE D : Locality**

No	Entities Located in Specific Province, Region or Municipality	90/10 preference points system	80/20 preference points system
1.	Entities located within the specific locality	2	4
2.	Entities located outside the specific locality	0	0
Advancement of South African Companies		90/10 preference points system	80/20 preference points system
1.	Level 1 and 100% black owned	8	16
2.	Level 2 and at least 51% black owned	6	12
3.	Level 3 and at least 35% black owned	1	2
4.	Below Level 3	0	0

**TABLE E : Advancement of BEE Compliant Suppliers**

No	Advancement of BEE compliant suppliers	90/10 preference points system	80/20 preference points system
1.	100% black equity ownership	10	20
2.	51% - 99% black equity ownership	8	16
3.	35% - 50% black equity ownership	4	8
4.	0% - 34% black equity ownership	0	0
5.	Specialised Entities	10	20

### 3. PRINCIPLES

#### 3.1 Valid proof of B-BBEE status is either of the following:

##### 3.1.1 A B-BBEE Sworn Affidavit fully completed and

- 3.1.1.1 Deposed and signed in the presence of the Commissioner of Oaths (Certified true copy not acceptable)
- 3.1.1.2 Does not contradict itself (% black ownership matches compliance level)
- 3.1.1.3 Commissioner of Oaths credentials and signature are reflected.

##### 3.1.2 A B-BBEE Certificate issued by either the CIPC or a SANAS Accredited Verification Agency.

##### 3.1.3 An entity submitting an unincorporated Joint Venture / Consortium must attach a Consolidated B-BBEE Certificate in the name of the Joint Venture / Consortium issued by a SANAS accredited Verification Agency.

##### 3.1.4 B-BBEE status must be based on the latest financial year-end information, otherwise it is invalid and unacceptable.

#### 3.2 Local content and production

3.2.1 The complete list of sectors and sub-sectors which are designated for local production with minimum local content threshold can be found on the website of the Department of Trade, Industry & Competition via the link below.

<http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>

3.2.2 The bidder shall submit with the Bid documents a completed Annexure C, D & E and an Exemption letter from the dtic.

#### 3.3. Locality

3.3.1 The bidder must submit the municipality bill/local councillor letter (must be not be older than 3 months).

3.3.2 In an event where the bidder is the lessee, the municipality bill and the lease agreement must be submitted.

3.3.3 In an event where the bidder owns the property, the municipality bill must be in the name of the owner of the property.

#### 3.3 Sub-Contracting

3.3.1 It is a requirement of Armscor that subcontracting must be considered by a bidder. Therefore, where a contract from R10 000 000 (million) and above is awarded, Armscor shall endeavour to advance designated groups where applicable.

3.3.2 A bidder awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the bidder concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contracted activities or work.

3.3.3 A bidder awarded a contract must obtain the approval of Armscor prior to any changes in the subcontracting arrangement.

#### 3.4 Ownership

3.4.1 In accordance with the provisions of the Defence Sector Code, it is a requirement of Armscor that all suppliers that do business with Armscor should achieve at least 35% black equity ownership and will be included as a bid condition where applicable.

#### 3.5 Verification of bidders' information

The Armscor Transformation Division reserves the right to require a bidder and/or its sub-contractor(s) to substantiate any claim at any stage in the bidding process to verify and confirm the specific goals claim of the bidder and/or its sub-contractor(s).

**B-BBEE DECLARATION****1. Confirmation of the Bidder's Turnover**

Name of the Bidder			
Registration Number			
Financial Year End			
Turnover	R	Starting (Day, Month, Year)	
(As at the latest financial year end)		Ending (Day, Month, Year)	

**2. Confirmation of Subcontractors involved in the execution of the order:**

Bidder	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
Subcontractors	% Black Ownership	B-BBEE Status	% Value to be Contracted
1.			
2.			
3.			

**\*Percentages of the bid value which will be subcontracted including main contractor must add up to 100%.**

**3. Confirmation of Suppliers involved in the execution of the order:**

Supplier's name	% Black Ownership	B-BBEE status	% Value to be Supplied
1.			
2.			
3.			
4.			
5.			

I, the undersigned, am duly authorised to certify on behalf of the abovementioned entity that the information contained herein above is true and correct.

**AUTHORISED SIGNATURE** : ..... Date: .....

Name in block letters : .....

Capacity : .....

## 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.

Full Name	Identity Number	Name of State institution

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 investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

<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.

## **DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – EXEMPTED MICRO ENTERPRISE**

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of “Black People”</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –  (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”
<b>Definition of “Black Designated Groups</b>	“Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”



## ANNEXURE 1 TO KD24

3. I hereby declare under Oath that:

- The Enterprise has \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has \_\_\_\_\_% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black people living with disabilities % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was R5,000,000.00 (Five Million Rands) or less
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition)	
At Least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature	
	Signature
Date	Date



**DEFENCE SECTOR BBBEE SWORN AFFIDAVIT – QUALIFYING SMALL ENTERPRISE**

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of "Black People"</b>	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or</p> <p>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</p>
<b>Definition of "Black Designated Groups"</b>	<p>"Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"</p>

3. I hereby declare under Oath that:

- The Enterprise has \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise has \_\_\_\_\_% Black Designated Group Beneficiaries as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = \_\_\_\_\_%
  - Black people living with disabilities % = \_\_\_\_\_%
  - Black Unemployed % = \_\_\_\_\_%
  - Black People living in Rural areas % = \_\_\_\_\_%
  - Black Military Veterans % = \_\_\_\_\_%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was between R5,000,000.00 (Five Million Rands) to R50,000,000.00 (Fifty Million Rands)
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition)	
At Least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths	Deponent
Credentials and Signature	
	Signature
Date	Date

**ANNEXURE 1 TO KD25**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF ARMSCOR</b>										
BID NUMBER:		CLOSING DATE:			CLOSING TIME:					
DESCRIPTION										
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:</b>										
<b>ARMSCOR BID BOX VISITORS ENTRANCE (BLOCK 8), 370 NOSSOB STREET,</b>										
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>					<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>					
CONTACT PERSON		Mr. A.L Mmbengwa			CONTACT PERSON		Mr. A.L Mmbengwa			
TELEPHONE NUMBER		012 428 3610			TELEPHONE NUMBER		012 428 3610			
FACSIMILE NUMBER		N/A			FACSIMILE NUMBER		N/A			
E-MAIL ADDRESS		scmbids@armscor.co.za			E-MAIL ADDRESS		scmbids@armscor.co.za			
<b>SUPPLIER INFORMATION</b>										
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]  <input type="checkbox"/> Yes <input type="checkbox"/> No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT			[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>										
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		
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>										
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			
<b>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.</b>										

## ANNEXURE 1 TO KD25

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g., company resolution)

DATE:

.....

**ARMAMENTS CORPORATION OF SOUTH AFRICA LIMITED  
(ARMSCOR)**

**INTELLECTUAL PROPERTY REQUIREMENTS**

**1 INTRODUCTION**

**1.1 What is Intellectual Property?**

Intellectual Property (or “IP”) means the result or outcome of human creative effort as typically, but not exclusively, manifested and embodied in or taking the form of data items or documents.

IP typically includes design and mental activities, e.g.:

- Bills of Material (BOM's)
- Instructions,
- Reports,
- Specifications,
- Interface designs,
- Manufacturing processes,
- Material Specifications,
- Processes,
- Product designs,
- Re-engineering (maintenance/obsolescence),
- Software,
- Algorithms,
- Source Codes,
- System/integration designs,
- Test and Evaluation Methods, etc.

IP typically excludes Project Management activities and Hardware created/built according to a design or following a “recipe”.

**1.2 How is IP manifested?**

IP is typically manifested and embodied in Data Items or Documents.

“Data items or Documents” means any recorded information, however recorded, including but not limited to books, manuscripts, reports, studies, algorithms, computer software, invention descriptions, registered patents, drawings, designs, plans, analyses, calculations, standards, data packs, process documents, instructions, specifications, mathematical or simulation models, compositions, photographs, video recordings, audio recordings, reports, holographic recordings, trademarks, graphical images, etc.

**NOTE:**

- The document itself is not IP
- The contents of a document represent IP
- The document becomes the tangible and recordable carrier of IP

**1.3 What is Background IP?**

For definition, refer to A-STD-0020 “Armcor General Conditions of Contract”.

“Background IP” belongs to a contractor because he fully paid for the generation thereof or had bought it at his own cost, which may be used or serve as a basis from which to develop new Foreground IP.

#### 1.4 What is Historic IP?

“Historic IP” is existing IP which was created previously, and which may serve as a basis from which to develop new Foreground IP.

#### 1.5 What is Foreground IP?

For definition, refer to A-STD-0020 “Armcor General Conditions of Contract”.

“Foreground IP” is new intellectual property that is created during the execution of the order.

#### 1.6 When is IP Shared or Jointly Owned or Co-owned?

For the definition, refer to A-STD-0020 “Armcor General Conditions of Contract”.

“Shared” or “Jointly Owned” or “Co-owned” IP is IP which belongs to both the DOD and a contractor, because both contributed to the cost of generation thereof. Ownership is typically (and preferably) proportional to contribution.

Historic and Foreground IP may be either

1. Wholly owned by the DOD; or
2. Shared or Jointly Owned or Co-owned between DOD or the contractor

### 2. IP RECORDAL REQUIREMENTS

It is a requirement that prospective suppliers provide all information about applicable Intellectual Property (IP) to the bid. Armcor will record the information on their IP System that will generate a Statement of IP which will be appended to the order. The Statement of IP will serve as a contractual agreement between Armcor and the contractor in so far as IP related matters are concerned.

The recordal requirements are further described herein and broken down to an appropriate level, as follows:

#### 2.1 Background IP Utilised

For each Background IP Item that will be modified or utilised to generate Foreground IP in the execution of the quoted scope of work, provide the following details:

- Short IP description
- Original Supplier
- Cost of Establishment (If available)

#### 2.2 Historic IP Utilised

For each Historical IP item that will be modified or is required as a prerequisite in the execution of the quoted scope of work, provide the following details:

- Armcor IP Number (if available)
- Short IP description
- The next information is to be provided **per order**, on which Historic IP was established:
  - Order Number on which Historic IP was generated
  - Master record index (MRI) reference
  - Original Supplier
  - Cost of Establishment
  - Percentage Ownership (DOD)
  - Associated Milestone / Line item on the order under which the IP was established



### 2.3 Foreground IP to be generated

For each new Foreground IP item that will be generated in the execution of the quoted scope of work, provide the following details:

- IP number of Historic IP, if IP is enhanced (modified/improved/upgraded).
- Short IP description
- Master record index (MRI) reference with version and date
- Original Supplier
- Cost of Establishment
- Percentage Ownership (DOD)
- Associated Milestone / Line item on the order under which the IP will be established.

**Note 1:** The cost of establishment has always been included in item/milestone prices of order, and will continue to be so included, but will in future become visible by being shown separately in the Statement of IP appended to orders in order to properly manage such IP;

**Note 2:** To facilitate the easy and correct recording of IP, bidders and contractors will be required to utilise the specially constructed spread sheet from Armcor's web site.

After completion, the spreadsheet must be printed and attached to the bid, which will thus form an integral part of the bid.

## 3. SAFEGUARDING OF IP

### 3.1 IP Agreement

The IP agreement which will be embodied in the Statement of IP will be concluded with the main contractor in the name of the main contractor and will apply to the creating sub-contractor(s), who will remain the design authority for his particular IP.

### 3.2 Management and Safeguarding of IP

The main contractor will be responsible for the management of IP he generated during the execution of the order, as well as the management of IP generated by his sub-contractors. Upon completion of the project or order, the relevant IP will be formally transferred to the main contractor, who will then be responsible for the continued management of such IP.

The main contractor will be responsible for proper safeguarding and configuration control of IP, including off-site back-ups, as further described in various other Armcor documents, e.g. A-STD-0020 "Armcor General Conditions of Contract, K-STD-61 "Armcor Standard for Technical Contract Conditions", A-WI-014 "Armcor Security Instruction" and other documents that may be applicable.

### 3.3 IP Delivery

Notwithstanding 3.2 above, upon completion of the order, the main contractor will deliver all data items or documents relating to the IP generated during the execution of the order to Armcor ADAC Department.

### 3.4 IP Audits

Armcor is by law required to conduct an IP or intangible asset audit of all existing DOD IP every financial year. The main contractor will cooperate with Armcor's Intellectual Property Management Division and the Auditor General during the audit period and will make available all relevant information required to conduct the audit.

#### 4. COMPLETION OF THE IP INFORMATION BY MEANS OF THE ELECTRONIC FORM

##### 4.1 Background

The electronic form of the KD27 IP Information.xlsx is available as a Microsoft Excel workbook on the Armscor website ([www.armscor.co.za/Downloads/Download.asp](http://www.armscor.co.za/Downloads/Download.asp)) and must be used as template to provide the relevant IP information.

The workbook consists of the following three spreadsheets:

- “Background IP” provides a form to capture all background IP information
- “Historic IP” provides a form to capture all historic IP information.
- “Foreground IP” provides a form to capture all foreground IP information.

##### 4.2 Electronic Form Definitions

The column definitions as provided in the forms are as follows:

IP Name	A short descriptive name to identify the IP item.
IP Number	Armscor Number provided to Historic IP.
IP Description	An abridged description of the IP Item.
Original Supplier	The name of the supplier at which the IP item exists or was established.
Establishment Cost	The amount paid by Armscor to establish the IP Item (including VAT).
MRI Reference	The Master Record Index (MRI) or other document reference that uniquely describe the IP.
DOD Shareholding	The percentage of the IP that belongs to the DOD through Armscor
Associated Milestone/Item	The contractual milestone or item, which when completed, will define the point in time at which the IP will be established.



5. INTELLECTUAL PROPERTY QUESTIONNAIRE

I/We, the undersigned, who warrant that I/we am/are duly authorised to do so on behalf of the firm certify that the following information is correct and complete in terms of Intellectual Property relevant to the offered scope of work. (Please circle the relevant answer)

Will Background IP be applicable during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Background IP' worksheet. Indicate each IP item as a separate line.

Will Historic IP be utilised and/or is it required as a prerequisite to execute the quoted scope of work? Yes No

If yes, state particulars by completing the 'Historic IP' worksheet for each IP item. Indicate each IP item as a separate line;

Will any of these Historic IP items be enhanced during the execution of the quoted scope of work? Yes No

If yes, also complete the 'Foreground IP' worksheet for those IP items

Will new Foreground IP be generated during the execution of the quoted scope of work? Yes No

If yes, state particulars by completing the 'Foreground IP' worksheet for each IP item. Indicate each IP item as a separate line.

**This completed form, along with all additional information, as requested above where relevant, populated on the KD27 Spreadsheet, have to be attached to the bid.**

WITNESSES:

1 \_\_\_\_\_

2 \_\_\_\_\_

SIGNATURES OF BIDDER(S)

DATE:

ADDRESS: