



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

Private Bag X9137, PIETERMARITZBURG, 3200

NED BUILDING, 228 PIETERMARITZ STREET Pietermaritzburg, 3200

Email Address Thandazile.thusi@kzndoe.gov.za / Nozizwe.Makaula@kzndoe.gov.za

Demand and Acquisition

Invitation to Tender – ZNB 0103E/2022/2023

REQUEST FOR PROPOSALS FOR A COMPLETE AND NEW FULLY FUNCTIONAL PRINTING SOLUTION FOR KWAZULU-NATAL DEPARTMENT OF EDUCATION FOR A PERIOD OF THREE YEARS (36 MONTHS) WITH AN OPTION TO EXTEND FOR TWO YEARS (24 MONTHS)

The Department reserves the right to **cancel the bid**.

Pre-Qualification Criteria for Preferential Procurement

Bidders who meet the following undermentioned requirements will be considered:

- Bidders who are B-BBEE Level 1 (as per the provisions of section 4(1) (a) of the PPPFA Regulations, 2017)

An original or certified copy of a valid sworn affidavit or BBBEE certificate must be submitted with the bid.

Bidders who fail to meet the abovementioned requirement will be disqualified from further evaluation

Access to Bid Documents

Bid documents can be downloaded from the **eTender publication portal**

Briefing Session

There will be no briefing session.

Queries relating to this bid must be emailed to **Nozizwe Makaula** or **Thandazile Thusi**

E-mail: Nozizwe.Makaula@kzndoe.gov.za ; Thandazile.thusi@kzndoe.gov.za by 22 November 2022.

Closing of Bid:

The closing date and time for receipt of Tenders is on **02 December 2022 at 11h00**. Telegraphic, telephonic, telex, facsimile, e-mail and late Tender Proposals will not be accepted. Bids must be deposited in the bid box specified below. Bids deposited in any other bid box and address will not be accepted.

Bid Box

228 Pietermaritz Street (Ex-NED Building)

Turnstile Entrance

Pietermaritzburg

3201

KWAZULU-NATAL PROVINCIAL GOVERNMENT BIDDING FORMS

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Definitions

1. **“Acceptance bid”** means any bid which, in all respects, complies with the specifications and conditions of bid as set out in the bid document under bid number **ZNB 0103E/2022/2023**.
2. **“Bid”** means a written offer in a prescribed or stipulated form in response to the invitation by the Department for the provision of goods, works or services under bid number **ZNB 0103E/2022/2023**.
3. **“Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration.
4. **“Consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.
5. **“Contract”** means the agreement that results from the acceptance of the bid by the Department.
6. **“Control”** means the possession by a person, of a permanent authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.
7. **“Co-operatives”** means an autonomous association of persons united voluntarily to meet their common economic and social needs and aspirations, through a jointly owned and democratically controlled enterprise organized and operated on co-operative principles.
8. **“Department”** means the Department of Education within the KwaZulu-Natal Provincial Administration and listed in the first column of schedule 2 of the public Service Act, 1994 (Proclamation No. 103 of 1994).
9. **“Disability”** means, in respect of a person, permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
10. **“Equity Ownership”** means the percentage ownership and control, exercised by individuals within an enterprise.
11. **“Historically Disadvantaged Individual (HDI)”** means a South African citizen,
 - I) Who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act no. 200 of 1993) (“the interim Constitution”); and/or
 - II) who is a female; and/or
 - III) who has a disability:

Provided that a person, who obtained South African citizenship on or after the coming to effect of the interim Constitution, is deemed not to be a HDI.
12. **“Management”** means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.
13. **“Owned”** means having all the customary elements of ownership, including the right of decision-making and sharing all the risks and profits commensurate with the degree of ownership interests as demonstrated by an examination of the substance, rather than the form of ownership arrangements.
14. **“Person”** includes reference to a juristic person.
15. **“Province”** means the procuring Department, incorporating the KwaZulu-Natal Provincial Legislature.
16. **“Rand value”** means the total estimated value of a contract in rand denomination that is calculated at the time of bid invitations and includes all applicable taxes and excise duties.
17. **“Small Medium and Micro Enterprises (SMME’s)”** bears the same meaning assigned to this expression in the National Small Business Act, 1996 (No 102 of 1996).

18. **“Specific Contract Participation Goals”** means the goals as stipulated in the Preferential Procurement Regulations of 2001.
19. **“Sub-contracting”** means the primary contractor's assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
20. **“Youth”** mean all persons between the ages 18 to 35.

CHECK LIST FOR BIDDER			
STANDARD BID DOCUMENTATION:			
PART A	INVITATION TO BID (SBD 1)	YES	NO
PART B	TERMS AND CONDITIONS FOR BIDDING (SBD 1)	YES	NO
SECTION A	SPECIAL INSTRUCTIONS REGARDING COMPLETION OF BID	YES	NO
SECTION B	REGISTRATION ON CENTRAL SUPPLIERS DATABASE	YES	NO
SECTION C	DECLARATION THAT INFORMATION ON CENTRAL SUPPLIERS	YES	NO
SECTION D	OFFICIAL BRIEFING SESSION FORM	YES	NO
SECTION E	PRICING SCHEDULE (SBD 3)	YES	NO
SECTION F	BIDDER'S DISCLOSURE (SBD 4)	YES	NO
SECTION G	PREFERENCE POINTS CLAIM FORM (SBD 6.1) AND SWORN AFFIDAVIT	YES	NO
SECTION H	CONTRACT FORM (SBD 7) - To be completed by successful bidder/s	N/A	
SECTION I	GENERAL CONDITIONS OF CONTRACT	YES	NO
SECTION J	SPECIAL CONDITIONS OF CONTRACT	YES	NO
SECTION K	TERMS OF REFERENCE	YES	NO
SECTION L	AUTHORITY TO SIGN THE BID	YES	NO
SECTION M	CERTIFICATE OF COMPLIANCE WITH BID DOCUMENTATION	YES	NO
SECTION N	PAST / CURRENT EXPERIENCE	YES	NO
SCHEDULE 1	CENTRAL SUPPLIER DATABASE (CSD) REPORT (FULL CSD REPORT NOT OLDER THAN A MONTH MUST BE SUBMITTED)	YES	NO
SCHEDULE 2	AN ORIGINAL OR CERTIFIED COPY OF A RESOLUTION AS PER SECTION L	YES	NO
SCHEDULE 3	COMPANY PROFILE	YES	NO
SCHEDULE 4	DETAILED CV'S AND RELEVANT QUALIFICATIONS FOR BOTH TECHNICIAN AND MACHINE OPERATOR	YES	NO
SCHEDULE 5	DETAILED PROPOSAL IN LINE WITH THE SPECIFICATION	YES	NO
SCHEDULE 6	REFERENCE LETTERS WITH CONTACTABLE REFERENCES	YES	NO
SCHEDULE 7	TITLE DEED/UTILITY BILL/ LEASE AGREEMENT SIGNED BY BOTH PARTIES FOR ALTERNATIVE OR BACK-UP SITE	YES	NO
SCHEDULE 8	LETTER OF INTENT FROM THE MANUFACTURER / SUPPLIER OF THE REQUIRED MACHINES	YES	NO
SCHEDULE 9	PRINT SECURE ACCREDITATION OR EQUIVALENT CERTIFICATE	YES	NO
SCHEDULE 10	BROCHURE OF MACHINE/S OFFERED WITH DETAILED SPECIFICATION	YES	NO
SCHEDULE 11	A LETTER FROM A REGISTERED FINANCIAL INSTITUTION SHOWING THE ABILITY TO BE ABLE TO SECURE SUFFICIENT CREDIT FACILITY OR PROOF OF AN ACTIVE ACCOUNT AND CREDIT LIMIT WHICH IS NOT LESS THAN R 25 MILLION	YES	NO

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	ZNB 0103E/2022/2023	CLOSING DATE:	02 December 2022	CLOSING TIME:	1100am
DESCRIPTION	REQUEST FOR PROPOSALS FOR A COMPLETE AND NEW FULLY FUNCTIONAL PRINTING SOLUTION FOR THE KWAZULU NATAL DEPARTMENT OF EDUCATION FOR A PERIOD OF THREE YEARS (36 MONTHS) WITH AN OPTION TO EXTEND FOR 2 YEARS (24 MONTHS)				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
228 PIETERMARITZ STREET, VISITORS ENTRANCE (TURNSTILE ENTRANCE) BID BOX, 1 ST FLOOR FOYER NEXT TO SECURITY CUBICLE PIETERMARITZBURG BETWEEN 08H00 TO 16H00					
ENQUIRIES MAY BE DIRECTED TO					
CONTACT PERSON	Ms Nozizwe Makaula		CONTACT PERSON	Miss Thandazile Thusi	
E-MAIL ADDRESS	Nozizwe.Makaula@kzndoe.gov.za		E-MAIL ADDRESS	Thandazile.thusi@kzndoe.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
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
[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

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

SECTION A
SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects and must be accurately completed. Bidders must ensure that all questions are answered. If questions are not applicable, bidders must ensure that "N/A" is indicated in the relevant space. It is not permissible to leave blank spaces or unanswered questions. Where the bidder is required to respond with "Yes" or "No", the bidder is required to tick the appropriate answer. If an error is made, both Yes and No must be cancelled and initialed and the appropriate response must then be written next to the cancellation. Bidders will only be considered only if the bid document is fully and accurately completed and accompanied by all relevant supporting documents. Original signatures and company stamp must appear on all relevant sections of the document. **Failure to comply will result in the bidder being disqualified.**
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Where samples are required, bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. The Department will not be opening bids in public during the closing of the bid. Received bids and prices will be published on the Departmental website within 10 days from date of closing.
15. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
16. Bidder must initial each and every page of the bid document. **Failure to comply will result in the bidder being disqualified.**

SECTION B

REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.
2. Prospective suppliers should self-register on the CSD website www.csd.gov.za
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;
 - 3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.**
5. **IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.**

SECTION C

DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative)

WHO REPRESENTS (state name of bidder)

CSD Registration Number

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE:

PRICING SCHEDULE

ONLY FIRM PRICES WILL BE ACCEPTED FOR THE FIRST YEAR OF THE CONTRACT. PRICES FOR YEAR 2 AND YEAR 3 WILL BE NEGOTIATED WITH A SUCCESSFUL SERVICE PROVIDER/S BASED ON CONSUMER PRICE INDEX (CPI) OR OTHER PREVAILING MARKET CONDITIONS SUCH AS EXCHANGE RATE FLUCTUATION

Name of bidder:	Bid number: ZNB 0103E/2022/2023
Closing Time: 11h00am	Closing date: 02 December 2022

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

ITEM NO.	DESCRIPTION	Unit Price (Click charge) inclusive of all costs
1.	Click Charge for A4 Colour Paper	R
2.	Click Charge for A4 Black and White Paper	R
3.	Click Charge for A3 Colour Paper	R
4.	Click Charge for A3 Black and White Paper	R
VAT AT 15%		R
GRAND -TOTAL INCLUSIVE VAT		R

Price must include the following:

- All consumables required for printing, stitching and trimming and all A3/ A4 paper and roll feed paper requirements.
- All plastic packaging material with all the security requirements (subject to approval by the Examinations Directorate).
- All software required for the solution including licensing fees, upgrades, updates and maintenance.
- Trolleys, strapping machines and shredding machines and any other equipment that may be necessary.

Lead time after date of award (Indicate number of days required): _____
 Failure to indicate lead time will lead to disqualification

 SURNAME AND INITIALS OF REPRESENTATIVE

 DATE

 SIGNATURE

SECTION F

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship 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:

.....
.....

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

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector 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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SECTION G

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The 90/10 preference point system will be applicable to this tender
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“price”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

4.3 POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 7.1 B-BBEE Status Level of Contributor: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

8. SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. **DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

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

WITNESSES

- 1.
- 2.

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

DATE:

ADDRESS

.....

.....

IMPORTANT NOTICE TO BIDDERS

SWORN AFFIDAVIT / B-BBEE CERTIFICATE

1. Bidders whose turnover is below R 10 million per annum are to complete the attached sworn affidavit for **B-BBEE Exempted Micro Enterprise (EME's)**. An EME is only required to obtain a sworn affidavit or Certificate issued by Companies and Intellectual Property Commission (CIPC) on an annual basis.
2. Bidders whose turnover is between R 10 million and R 50 million per annum are to complete the attached sworn affidavit for **B-BBEE Qualifying Small Enterprise**.
3. Bidders must therefore complete one of the attached sworn affidavits and not both.
4. In terms of the BBEE Commission, Exempted Micro Enterprises (EMEs) and black owned Qualifying Small Enterprises (QSEs) only have to use a sworn affidavit to indicate their B-BBEE compliance status.
5. The only legal and acceptable verification document for a Level 1 or 2 EME or QSE is a sworn affidavit.
6. The Sworn Affidavit must be fully completed. Where a clause is not applicable, "N/A" must be indicated and the clause must not be left blank.
7. The date on which the deponent / bidder signs the sworn affidavit must be the same as the date of the Commissioner of Oaths.
8. Only bidders who are not Level 1 and 2 EMEs or QSEs may attach B-BBEE certificates. A B-BBEE certificate must be issued by a SANAs accredited body and must bear the SANAs logo.

FAILURE TO COMPLY WITH THE ABOVE WILL LEAD TO DISQUALIFICATION

EME'S AND QSE'S MUST COMPLETE THE FOLLOWING APPLICABLE AFFIDAVIT FORM TO CLAIM PREFERENCE POINTS

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

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 authorized to act on its behalf:

Enterprise Name	
Trading Name (If Applicable):	
Registration Number	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	<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 naturalization-</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>
Definition of "Black Designated Groups"	<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 is _____% 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 is _____% 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 is _____% Black Designated Group 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,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - 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 R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

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.

Deponent Signature: _____

Date: ____/____/____

Stamp

Signature of Commissioner of Oaths

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

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:

Enterprise Name	
Trading Name (If Applicable):	
Registration Number	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	<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>(c) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(d) who became citizens of the Republic of South Africa by naturalization- III. before 27 April 1994; or IV. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</p>
Definition of “Black Designated Groups”	<p>“Black Designated Groups means:</p> <p>(f) 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>(g) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(h) 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>(i) Black people living in rural and under developed areas;</p> <p>(j) 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 is _____% 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 is _____% 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 is _____% Black Designated Group 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,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - 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 R10,000,000.00 (Ten Million Rand) and R50,000,000.00 (Fifty Million Rand),
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

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.

Deponent Signature: _____

Date: ____/____/____

Stamp

Signature of Commissioner of Oaths

SECTION I

GENERAL CONDITIONS OF CONTRACT

1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

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

7. Performance security

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

10. Inspections, tests and analyses

- 10.1 All pre-bidding testing will be for the account of the bidder.
- 10.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 10.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

- 10.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 10.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 10.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 10.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 10.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

11. Packing

- 11.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 11.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

12. Delivery and documents

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

13. Insurance

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

14. Transportation

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

15. Incidental Services

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

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

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

16 Spare parts

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

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

17 Warranty

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

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

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

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

17.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

18 Payment

18.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

18.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

18.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

18.4 Payment will be made in Rand unless otherwise stipulated in SCC.

19 Prices

19.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

20 Contract amendments

20.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

21 Assignment

21.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

22 Subcontracts

22.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

23 Delays in the supplier's performance

23.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

23.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

23.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

23.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

24 Penalties

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

25 Termination for default

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

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

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

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

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

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

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

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

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

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

26 Anti-dumping and countervailing duties and rights

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

27 Force Majeure

- 27.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 27.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

28 Termination for insolvency

- 28.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

29 Settlement of Disputes

- 29.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 29.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 29.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 29.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 29.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

30 Limitation of liability

30.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

31 Governing language

31.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

32 Applicable law

32.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

33 Notices

33.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

33.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

34 Taxes and duties

34.1A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

34.2A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

34.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

35 National Industrial Participation (NIP) Programme

35.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

36 Prohibition of Restrictive practices

36.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

- 36.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

SECTION J

SPECIAL CONDITIONS OF CONTRACT

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017; the General Conditions of Contract (GCC) and the following applicable other Special Conditions of Contract.

1. BID APPEALS TRIBUNAL

PLEASE NOTE:

As per Treasury Practice Note Number: SCM-07 of 2006 , any appeals regarding the award of this bid should be lodged within 5 working days from the date of the publication of bid results in the Departmental Website and/or Government Tender Bulletin which is published every week on Friday and may be down loaded from the website www.tenderbulletin.gov.za.

The address provided for the lodging of appeals is:

The Chairperson
Bid Appeals Tribunal
Private Bag X9082
Pietermaritzburg
3200

Email: BATsecretariat@kzntreasury.gov.za

2. CONTRACT PERIOD

- 2.1 The contract period for this bid is 3 years (36 months) with an option to extend for further 2 years (24 months).
- 2.2 The KwaZulu-Natal Department of Education reserves the right to terminate the contract should the awarded entity fail to fulfil its contractual obligation in terms of this contract.

3. FALSE DECLARATION

- 3.1 All information requested in this document and provided by the bidder is accepted in good faith as being true and accurate.
- 3.2 Any false declaration or intentional omission of relevant facts shall lead to disqualification.

4. VALIDITY OF BIDS

- 4.1 Bids must hold good for a period of **180 days** from the date of closing of the bid. However, circumstances may arise whereby the Department of Education may request the bidders to extend the validity period. Should this occur, the Department of Education will request bidders to extend the validity period under the same terms and conditions as originally tendered for by bidders.

5. AWARD

- 5.1 The Department intends to award to one service provider. The award will be based on a click charge rate.
- 5.2 Printing volumes specified in the bid are based on estimates. Actual volumes will be based on demand and will be confirmed as and when an order is issued.
- 5.3 The Department of Education is not bound to accept the lowest or any portion of the bid and reserves the right not to award.

6. ACCEPTANCE OF BIDS

- 6.1 The Department of Education is not bound to accept the lowest or any portion of the bid and reserves the right not to award
- 6.2 The financial standing of bidders and their ability to supply goods or render services may be examined before their bids are considered for acceptance.

7. PRICING

- 7.1 Prices must be in South African Currency and be inclusive of VAT.
- 7.2 Prices must be firm for first year of the contract.
- 7.3 Prices for year 2 and year 3 will be negotiated with the successful service provider/s based on CPI or other prevailing market conditions.
- 7.4 The service provider must ensure that a comprehensive insurance cover is in place for the printing solution in the event of a fire, electrical damage, extreme weather conditions and/or any other related protection.
- 7.5 Pricing must include all consumables required for printing, stitching and trimming and all A3/ A4 paper and roll feed paper requirements both white and colour.
- 7.6 Pricing must include all plastic packaging material with all the security requirements (subject to approval by the Examinations Directorate).
- 7.7 Pricing must include costs of all software required for the solution including licensing fees, upgrades, updates and maintenance.
- 7.8 Pricing must include trolleys, strapping machines and shredding machines and any other equipment that may be necessary.
- 7.9 The cost of the entire solution must be translated in to a unit charge per A3 page and A4 page (click charge).

8. PURCHASE ORDERS

- 8.1 The service shall be rendered upon receipt of a written official purchase order from the Department of Education.

9. WARRANTIES

- 9.1 The awarded entity warrants that it is able to deliver to the satisfaction of the department.
- 9.2 The involvement of the awarded entity in any other business or venture shall not compete or conflict with the obligations of the entity to provide the services to the Department in terms of this bid.

10. PAYMENT AND INVOICING

- 10.1 Payment will only be processed upon receipt, verification of invoices and confirmation by the appropriately authorized officials of actual services rendered.
- 10.2 Payment will be made based on a detailed billing statement.
- 10.3 Billing must be done on a monthly basis and in terms of actual prints generated for the month and must be inclusive of VAT. The invoice must be accompanied by the machine recording report which details the number of prints that have been generated.

- 10.4 Invoices must be accompanied by the machine recording report which details the number of prints that have been generated and clearly indicate the order number and invoice number and contain all relevant information. This shall assist in minimizing delays in processing of invoices.

11. REMOVAL OF EQUIPMENT AND MATERIALS FROM THE SITE

- 11.1 Any disposable material in the printing room must only be removed by a departmental official.
- 11.2 Any part or component related to software, printing equipment and packaging equipment must not be removed from the site without approval from an authorized departmental official.

12. ONSITE TECHNICIANS & MACHINE OPERATORS

- 12.1 The successful bidder will be required to provide details of the technician/s and machine operators who will be posted on site. The details should include their CV/s and experience. The Department reserves the right to subject the bidder and his/her staff through a vetting process as may be required by the National Intelligence Agency for security purposes.
- 12.2 The technician/s and machine operators must be available on site for the duration of 8 hours during normal operation time and on standby as required. The Technician/Machine Operators on site must be able to attend to all maintenance, upgrades, technical support and machine operators will be required for logistical support for packing and storage of printed material.

13. COMMISSIONING OF MACHINES

- 13.1 The bidder must indicate in SBD 3.1 – Pricing Schedule, the lead time required to install and commission the printing and packaging machines after the award. Failure to comply will lead to disqualification.

14. BACK-UP PLAN / ALTERNATE PRINTING SITE

- 14.1 The service provider must have a nearby back-up / alternate site with uninterrupted power supply within a radius of not more than 50km from Malgate Building -72 Stalwart Street in Durban to be utilized in case of a breakdown in Examination premises or during peak examination periods for any other printing that is not examination related.
- 14.2 The back-up site must have the following:
- Access control system to allow entrance and exit
 - CCTV surveillance cameras with a control room
 - Packing machine for examination materials
- 14.3 Physical address for the Alternate Printing Site within a radius of not more than 50km.

- 14.4 Failure to provide physical address for the alternate printing site and/or where the site is not within the 50km radius, the bidder will be disqualified.
- 14.5 For the purposes of monitoring the off-site printing, unrestricted access to the plant must be made available to authorised Department of Education officials.

15. ON SITE TRAINING

The service provider must arrange for training sessions on an on-going basis.

16. PRINT SECURE ACCREDITATION

16.1 Due to the stringent security measures of the printing to be undertaken, the bidder must submit a valid written Print Secure Accreditation Certificate or an equivalent certificate where the bidder is currently running high security printing services.

16.2 Print Secure accreditation is intended to provide government and other relevant stakeholders with the assurance of dealing with bona fide security printers and suppliers who have been accredited to internationally aligned standards, thereby eliminating the need for individual risk assessment and accreditation.

17. FLOOR PLAN

17.1 The layout of the site is attached to the bid document as Annexure A. Bidders must refer to the floor plan to ensure compatibility of the proposed printing solution. The onus is on the service provider to ensure that they are familiar with the services quoted for.

17.2 The bidder must supply the Department with a Schematic diagram showing how the machines will be laid out. Failure to provide schematic diagram will lead to disqualification.

17.3 Where incompatible machinery/equipment is delivered upon award, the contract will be terminated.

18. PROVISION OF TROLLEYS, STRAPPING MACHINES AND SHREDDING MACHINES

18.1 Trolleys, Strapping Machines and Shredding Machines will be handed over to the Department at the end of the contract. All trolleys, strapping machines and shredding machines shall remain the property of the Department.

19. AMENDMENT OF BID CONDITIONS, ORDER STIPULATIONS OF BID, ETC.

19.1 No agreement to amend or vary the bid conditions or order or stipulations of bid shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by contracting parties subject to approval by the departmental **Bid Adjudication Committee** and the Head of the Department.

20. CANCELLATION

20.1 The Department reserves the right to cancel the bid. Such cancellation shall be published in the same media as the invitation to bid.

21. TAX CLEARANCE CERTIFICATE OR TAX COMPLIANCE STATUS PIN

21.1 The Department will verify the Tax Compliance status of a bidder through the Central Suppliers database (CSD).

21.2 Bidders must ensure that their Tax matters are compliant on CSD.

21.3 Each party to a Joint Venture/Consortium must ensure that their Tax matters are compliant.

22. CENTRAL SUPPLIERS DATABASE (CSD)

- 22.1 A bidder submitting an offer must be registered on the Central Suppliers Database (CSD). A full CSD report must be attached to the bid document.
- 22.2 A bidder who has submitted an offer and is not registered on the Central Suppliers Database will not be considered.
- 22.3 Each party to a Joint Venture/Consortium must be registered on the Central Suppliers Database and must attached a full CSD report at the time of submitting the Bid.
- 22.4 A full CSD Report (not older than One (1) month) must be attached to the bid document.
- 22.5 All information supplied in the bid document must collate with information on CSD. It is the responsibility of the supplier to ensure that information on CSD is up to date at all times.
- 22.6 Failure to comply with any of the above will result in the bidder being disqualified.

23. STATUTORY CHECKS

- 23.1 Central Suppliers Database
 - 23.2 Tax Compliance Status
 - 23.3 Business Registration
 - 23.4 Tender Defaulting and Restriction Status
 - 23.5 Persal Verification (Government employee)
- Any violation or non-compliance with any of the above will lead to disqualification

24. COMPLETENESS OF THE BID DOCUMENT

- 24.1 The Bid will only be considered if it is correctly completed in all respects and accompanied by all relevant and other necessary and applicable information/documents, i.e. signatures and company stamp should be appended where required and documents called for should be submitted. (This section must be read together with Clause 4 of Section A: Special Instructions and Notices to Bidders Regarding the Completion of Bidding Forms.

25. SUBMISSION OF BIDS

- 25.1 Bids are to be submitted to the offices of the Department of Education, 228 Pietermaritz Street, visitors entrance (Turnstile gate), next to Security cubicle, Pietermaritzburg between 08h00 to 16h00.
- 25.2 Late bids will not be accepted.
- 25.3 Documents submitted by Bidders will not be returned.

26. EXPENSES INCURRED IN PREPARATION OF BIDS

- 26.1 The department will not be responsible for any expenses or losses which the bidder may incur in the preparation of this bid.

27. COMPUTERIZED BID DOCUMENTS

- 27.1 Submission of reproduced computer printouts or faxed bid documents will not be accepted

28. LATE BIDS

- 28.1 Bids are late if they are received at the address indicated in the bid document after the closing time
- 28.2 The bid box will be sealed off at 11:00 am and bidders are therefore advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid
- 28.3 Late bids shall not be considered

29. NOTIFICATION OF AWARD OF BID

- 29.1 The publication of an award will be advertised in the same media as the invitation to bid.
- 29.2 Notification of award of a bid shall be in writing to the successful bidder/s.
- 29.3 The letter of acceptance of the bidder's offer or an official order note constitutes a legal and binding contract.

30. CONTRACT/ SERVICE LEVEL AGREEMENT

- 30.1 The successful bidder will be required to sign SBD 7.1 - contract form of the bid document with the KwaZulu-Natal Department of Education.
- 30.2 The bid document constitutes a legal document and the binding contract.
- 30.3 Where necessary the Department may request a Service Level Agreement to be signed.

31. QUERIES FROM THE BIDDERS

- 31.1 Any correspondence with regards to this bid which the bidder wishes to raise must be emailed to the following officials by **22 November 2022**.
Ms Nozizwe Makaula at Nozizwe.Makaula@kzndoe.gov.za
Ms Thandazile Thusi at thandazile.thusi@kzndoe.go.za

32. JOINT VENTURES/CONSORTIUM

- 32.1 In terms of the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act 5 of 2000, a trust, consortium or joint venture must submit a consolidated BBBEE Status Level Verification Certificate for every separate bid.
- 32.2 Any Bid by a Joint Venture (JV)/ Consortium must be accompanied by a copy of a duly signed Joint Venture Agreement. Such agreement must specify the portion of the bid to be undertaken by each participating entity.
- 32.3 Parties to the JV/Consortium must all sign the JV Agreement and the minutes of the meeting must be submitted with the bid at the closing date.
- 32.4 Should the parties enter into a JV, the JV Agreement should reflect a lead partner and the following Nominations:-
 - 31.4.1 Bank account to be used for the purpose of this Bid or Contract.
 - 31.4.2 authorized representative and signatory.
 - 31.4.3 Authorized letterhead, address, etc.

33. COMMUNICATION, MEDIA RELEASES, ETC

- 33.1 Bidders shall not in any way communicate with the press, or any representative of the written or electronic media, on a question affecting this bid during the period between the closing date for the receipt of bids and the dispatch of the written notification of the Department of Education, which on receipt of such report may, at their discretion, disqualify the bidder concerned. All rights of publication on articles in the media, together with any advertising relating to, or in any way concerned with this project shall vest in the Department of Education. The successful Bidder shall not, without the written consent of the Department of Education, cause any statement or advertisement to be printed screened or aired by the media.

34. COMMUNICATION WITH MEMBERS OF THE BID COMMITTEE

- 34.1 A bidder shall not in any way communicate with a member of a Bid Committee or with any officer, agent, or representative of the Department of Education on a question affecting any contract for the supply of goods or for any work, undertaking or service which is the subject of a bid during the period between the closing date for receipt of bids and the dispatch of the written notification of the decision on the award of the Contract provided that a bidder shall not hereby be precluded:
- 34.1.1 at the request of the Department of Education or his authorized representative, from furnishing him with additional information or with a sample or specimen for testing purposes or otherwise or from giving a demonstration so as to enable the recommendation on the award of the Contract to be formulated;
- 34.1.2 at the request obtained from the Department of Education or his authorized representative, information as to the date upon which the award of the Contract is likely to be made or, after the decision upon the award has been made by the Bid Committee to which the Department of Education had delegated its powers, information as to the nature of the decision or such information as was publicly disclosed at the opening of bids or from submitting to the Department of Education in writing any communication relating to this bid or the award of the Contract or for leave to withdraw his bid;
- 34.1.3 contravention of paragraph 34.1.1, as previously described, or any attempt to contravene such paragraph shall be reported to the Department of Education which may on receipt of such report either disqualify the bid of the bidder concerned or submit a report thereon to the Bid Committee of the Department of Education which may disqualify the bid.

35. UNDERTAKING

- 35.1 In the event of there being any change in the nature of the Contractor including, but not limited to, *inter alia*, It's:-
- 35.1.1 Directors, shareholdings, membership and/or management;
- 35.1.2 Constitution, memorandum and/or articles;
- 35.1.3 Service providers, partners, joint venture entities and/or subcontracting parties;
- 35.1.4 HDI, BEE and/or SMME status;
- 35.1.5 Locality of principle place of business, branch offices and/or warehouses;
- 35.1.6 Any changes ancillary to the above;
- 35.2 The Contractor undertakes, were possible, to inform the Department as least thirty (30) days before the above changes are effected of the details of the proposed changes.
- 35.3 Alternatively, the Contractor undertakes that there shall be no material changes in the nature of the Contractor for the duration of this contract, including, but not limited to, *inter alia*, the following:-
- 35.3.1 Directors, shareholdings, membership and/or management; trustees;
- 35.3.2 Constitution, memorandum and/or articles; trustee;
- 35.3.3 Service providers, partners, joint venture entities and/or subcontracting parties;
- 35.3.4 HDI, BEE and/or SMME status;
- 35.3.5 Locality of principle place of business, branch offices and/or warehouses;
- 35.3.6 Any changes ancillary to the above;

- 35.4 However, in the event of any of the above changes being anticipated, the Contractor undertakes to immediately inform the Department alternatively at least thirty (30) days prior to the proposed changes.
- 35.5 The Contractor furthermore undertakes to immediately inform the Department should the Contractor, any of its directors, members, partners, service providers, subcontractors or managers:-
- 35.5.1 Has been listed on the national Treasury's Database as entities prohibited from doing business with the public sector;
 - 35.5.2 Has been listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004);
 - 35.5.3 Has been charged or convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption;
 - 35.5.4 Has died or ceased to exist;
 - 35.5.5 Has a civil judgment taken against it/them by a court of law or any other competent authority;
 - 35.5.6 or their estates being placed under judicial management or being provisionally or finally sequestrated or liquidated.
 - 35.5.7 In the event of the Contractor failing to act as aforesaid, the Department will be at liberty to, in its discretion, exercise any one or a combination of the following remedies:-
 - 35.5.8 Immediately cancel the contract;
 - 35.5.8 Revisit the contract and issue directives with regard to the remaining term of the contract;
 - 35.5.9 Engage the services of other parties and service providers;
 - 35.5.10 Engage the service of the next favourable bidder;
 - 35.5.11 Exercise the remedies available to it in terms of the provisions of paragraph 11 of the General Conditions of Contract;
 - 35.5.12 Recover from the Contractor all costs, losses or damages incurred or sustained by the Department as a result of the award of the contract;
 - 35.5.13 Cancel the contract and claim any damages which the Province may suffer by having to make less favourable arrangements after such cancellation;
 - 35.5.14 Cash in any securities, utilise deposits and/or withhold any payment due to the Contractor in lieu of damages.

36. CESSION OF BID

- 36.1 Any cession of a bid will only be accepted after the relevant approval has been obtained from the Department of Education in conjunction with the KZN Provincial Treasury.

37. SWORN AFFIDAVIT / BBBEE CERTIFICATE

- 37.1 Bidders whose turnover is below R 10 million per annum are to complete the attached sworn affidavit for B-BBEE Exempted Micro Enterprise (EME's). An EME is only required to obtain a sworn affidavit or Certificate issued by Companies and Intellectual Property Commission (CIPC) on an annual basis.
- 37.2 Bidders whose turnover is between R 10 million and R 50 million per annum are to complete the attached sworn affidavit for B-BBEE Qualifying Small Enterprise.
- 37.3 Bidders must therefore complete one of the attached sworn affidavits and not both.
- 37.4 In terms of the BBBEE Commission, Exempted Micro Enterprises (EMEs) and black owned Qualifying Small Enterprises (QSEs) only have to use a sworn affidavit to indicate their B-BBEE compliance status.
- 37.5 The only legal and acceptable verification document for a Level 1 or 2 EME or QSE is a sworn affidavit.
- 37.6 The Sworn Affidavit must be fully completed. Where a clause is not applicable, "N/A" must be indicated and the clause must not be left blank.

- 37.7 The date on which the deponent / bidder signs the sworn affidavit must be the same as the date of the Commissioner of Oaths.
- 37.8 Only bidders who are not Level 1 and 2 EMEs or QSEs may attach B-BBEE certificates. A B-BBEE certificate must be issued by a SANAs accredited body and must bear the SANAs logo.
FAILURE TO COMPLY WITH THE ABOVE WILL LEAD TO DISQUALIFICATION

38. **EXCHANGE RATE**

- 38.1 During the duration of the contract, where there are items whose prices are affected by rate of exchange fluctuations, the successful bidder may approach the Department and provide supporting documentation. The Department will consider the request and make a determination based on budget availability

39. **EVALUATION CRITERION**

The evaluation criteria will consist of the following steps:

Step 1 - Prequalification criteria

Check and verify compliance with the Prequalification Criteria viz. BBBEE Level 1 (as per the provisions of section 4(1) (a) of the PPPFA Regulations, 2017).

An original or certified copy of a valid sworn affidavit or BBBEE certificate must be submitted with the bid. Failure to comply with the above will lead to disqualification.

Step 2 - Administrative Compliance

Check and verify compliance with the submission and completion of compulsory bid documents. Failure to comply with any of the sections contained in the bid document that constitute step two will lead to disqualification. The following documentation must be completed, each page initialed, stamped (where applicable) and submitted on the closing date.

Compulsory Bid Forms	
Part A	Invitation to Bid
Part B	Terms and Conditions for bidding
Section A	Special instructions regarding completion of bid
Section B	Registration on central suppliers' database
Section C	Declaration that Information on Central Suppliers Database is correct and up to date
Section E	Price Schedule (SBD 3.1)
Section F	Bidder's Disclosure (SBD 4)
Section G	Preference Points Claim Form (SBD 6.1) and Sworn Affidavit Forms
Section I	General Conditions of Contract
Section J	Special conditions of contract
Section K	Terms of reference/ Specification
Section L	Authority to sign a bid
Section M	Certificate of compliance with bid documentation
Section N	Past / Current Experience

Step 3 – Submission of Schedules (Supporting Documents)

Check and verify the submission of original or certified copies of supporting documents. Copies must be eligible and certification should not be older than 3 months. Copies of certified copies will not be accepted. Failure to submit any of the required supporting documents or submission of non-compliant supporting documents will lead to disqualification.

SCHEDULES / SUPPORTING DOCUMENTS	
Schedule 1	Central Supplier Database (CSD) report (full CSD report not older than a month must be submitted)
Schedule 2	An original or certified copy of a Resolution as per Section L
Schedule 3	Company profile
Schedule 4	Detailed CV's and relevant qualifications for both Technician and Machine Operator
Schedule 5	Detailed Proposal in line with the specification
Schedule 6	Reference Letters with contactable references
Schedule 7	Title Deed/Utility bill/ Lease Agreement signed by both parties for alternative or back-up site
Schedule 8	Letter of intent from the manufacturer / supplier of the required machines
Schedule 9	Print Secure Accreditation or equivalent certificate
Schedule 10	Brochure of machine/s offered with detailed specification
Schedule 11	A letter from a registered financial institution showing the ability to be able to secure sufficient credit facility or proof of an active account and credit limit which is not less than R 25 Million

Step 4: Back-up Site Verification

The Department will visit the back-up site of the shortlisted service providers for presentation to the Bid Evaluation Committee and to verify the requirements as stated in Clause 14.2 of the Special Terms and Conditions.

Step 5: Functionality

Bidders who comply with Step 1, Step 2, Step 3 and Step 4 will be scored on the functionality criteria tabled below.

Step 6: Preferential Point Evaluation

This bid will be evaluated using the 90/10 preference point system.

Bidders must comply with SBD 6.1 Declaration form to claim preference points.

FUNCTIONALITY

CRITERION	POINTS (120 Points)	SCORING	MEANS OF VERIFICATION
1. Company Experience in work of similar nature	20	<p>20 Points for written and contactable references on work of similar nature (3 or more reference letters and purchase orders of current/ past contracts)</p> <p>10 Points for references on work of similar nature (1 to 2 written and contactable reference letters and purchase orders of current / past contracts)</p> <p>0 Points for non- submission</p> <p>Bidders who score less than 10 points on this criterion will be eliminated</p>	Detailed Company Profile and Reference Letters with contactable references and Purchase orders from current and / past clients.
2. Experience of Technicians and Machine Operators	20	<p>20 Points for experience of 5 years and above (10 points for a Technician and 10 points for a Machine Operator)</p> <p>10 Points for experience of between 3 and 5 years (5 points for a Technician and 5 points for a Machine Operator)</p> <p>0 Points for experience of less than 3 years or for non-submission of experience</p> <p>Bidders who score less than 15 points on this criterion will be eliminated</p>	CVs for each technician and machine operator that demonstrate extensive experience in similar projects with clear work description, employer, period of employment and contactable references.
3. Qualifications of Technicians and Machine Operators	20	<p>10 Points for submission of a CV with relevant experience for a Technician</p> <p>10 Points for submission of a CV with relevant experience for a Machine Operator</p> <p>0 Points for non-submission or irrelevant experience</p> <p>Bidders who do not score the full 20 points on this criterion will be eliminated</p>	CV's with relevant experience
4. Machines / Equipment	20	<p>10 Points for a signed lease or purchase agreement from a reputable institution of the required machinery. 10 Points for a detailed brochure outlining the specification of the equipment to be supplied.</p> <p>Bidders who do not score the full 20 points for this criterion will be eliminated</p>	Detailed brochure and signed lease or purchase agreement signed by both parties (all written in English language)

CRITERION	POINTS (120 Points)	SCORING	MEANS OF VERIFICATION
5. Execution Capacity	30	<p>30 Points for submission of a detailed proposal covering the following:</p> <ul style="list-style-type: none"> • Full compliance with the specification (20 Points) • Full compliance with the conditions of the bid (5 Points) • Back-up site within the radius of 50km from Malgate Building (5 Points) <p>0 Points for non-submission of detailed proposal and without back-up site</p> <p>Bidders who do not score the full 30 points on this criterion will be eliminated</p>	Detailed Proposal
6. Financial capacity	10	<p>10 Points for submission of proof of the ability to secure sufficient financial resources from a registered financial institution which is not less than R 25 million to successfully execute this project</p> <p>Bidders who do not score the full 10 points on this criterion will be eliminated</p>	A letter from a registered financial institution
TOTAL			120 POINTS

Bidders who score less than 105 points for Functionality will be eliminated

SECTION K

Terms of Reference/ Specifications

1. BACKGROUND

- 1.1 The department's printing infrastructure currently in place makes provision for digital printing of examination material on roll feed and cut sheet machines and automated packaging systems.
- 1.2 Information for printing is downloaded electronically to the printing machines, bar-coded, printed, stapled, trimmed, counted, packed and sealed. The automated packaging machine reads the barcode, counts the number of booklets packages and seal the packages with all security measures in place.
- 1.3 Over and above Examination material the Department has other documents that needs to be printed in order to meet other Departmental goals, objectives and reporting requirements
- 1.4 The department therefore invites bids to provide a **fully functional solution** for:
 - Electronic digital printing on high volume speed machines, able to receive data from a wide area network (WAN) as well as a local area network (LAN),
 - Barcoding of documents and scanning of packaging. During this scanning process each package must indicate the contents programmatically
 - Online printing, stapling and trimming facilities,
 - Automated mechanism to convey material from the printing machines to the automated packaging machines,
 - A fully automated packaging machine with facilities to read barcodes, count booklets, sealing of packages (securely) online weighing and online strapping.
 - Online labelling of question paper packages, must be compatible for scanning purposes and must be inclusive of software.
- 1.5 All processes must comply with stringent security measures, not to compromise the examinations material and the integrity of the examination. The successful bidder will be required to provide details of technicians and machine operators who will be deployed on site as may be required by National Intelligence for security purposes and all staff will undergo a vetting process.
- 1.6 The solution must be fully automated with minimal human intervention
- 1.7 The printing requirements are broken down into two (2) sections
 - **Section A** which requires the lease of roll feed digital, high volume printing machines, digital cut sheet machine, stitching machines and a high volume packaging machine.
 - **Section B** which requires lithographic printing for the question papers and answer booklets.

2. SCOPE

- 2.1 The Kwa-Zulu Natal Department of Education invites Service Provider to provide a complete new fully functional printing solution for printing and packing in respect of the following:
 - 2.1.1 QUESTION PAPERS AND ANSWER BOOKLETS
 - 2.1.2 MARKING MEMORANDUMS
 - 2.1.3 GUIDELINES
 - 2.1.4 MARKSHEETS
 - 2.1.5 RESULT CARDS AND SCHEDULES
 - 2.1.6 TIME TABLES
 - 2.1.7 CIRCULARS AND REPORTS.
 - 2.1.8 EXEMPLARS
 - 2.1.9 ADMISSION LETTERS AND LABELS
 - 2.1.10 ATTENDANCE REGISTERS
 - 2.1.11 CURRICULUM EXAMINATION RELATED MATERIAL SUCH AS CATCH-UP PROGRAMMES
 - 2.1.12 OTHER MANAGEMENT AND SUPPLY CHAIN MANAGEMENT RELATED DOCUMENTS
- 2.2 The scope has been separated into two sections. Section A deals with the leasing of the machinery as specified and Section B deals with the printing service.

- 2.3 A report must be generated at each stage of the printing and packing and labelling processes. The report must be generated electronically and must be printed on a daily basis.

2.4 SECTION A DETAILED SPECIFICATIONS FOR NEW PRINTING MACHINES

1. SECTION A – SPECIFICATION FOR NEW PRINTING MACHINES	
No.	Description
1.1	An estimate of 150 000 000 A3 and A4 prints will be required to be generated over a period of 12 months.
1.2	Digital machine with three (3) roll feeders
1.3	Have an output of 800 – 1 000 (or more) A3 and A4 prints per minute.
1.4	Online booklet maker with folding and trimming facilities (at least 50 A3 pages)
1.5	Online counting mechanism to count every print on the machine and online counting mechanism to count every completed booklet.
1.6	Cater for digital printing.
1.7	Stapling device to cater for A3 saddle stitch and A4 side stitch/gluing
1.8	Print back to back.
1.9	Have facilities for electronic down load of data for printing.
1.10	Be able to handle maximum of 120 gram paper.
1.11	Must provide for cover page printing.
1.12	One (1) Digital cut sheet printing machine – 5 000 000 prints (150 – 180 A4 prints and 50 -70 A3 prints per minute) with multiple trays for A3 and A4 printing paper to print only in black on white.
1.13	All printing machines must cater for bar coding
1.14	Printing machines must be compatible with software for digital downloading, bar-coding of question papers and packaging system
1.15	The printing machines must be compatible to the latest windows software.
1.16	The printing machines must be compatible to the latest windows server software. The software used to retrieve print jobs is WINET supplied by the department and is licensed to the department.
1.17	The online barcode, generated at the printing machine to be linked to the candidates centre number, examination number and subject and paper (The system to indicate precisely which question papers was sent to which school).
2.SPECIFICATIONS – TWO NEW STITCHING MACHINES	
2.1	Provision for double booklet stitching
2.2	Gluing system must have page suppression
2.3	Maximum book format size – 230 x 320mm
2.4	Operator Interface – Graphical touch screen for operator & operation feedback
2.5	Option of fed cover, sheet perforating, hole punching & loop stitching
2.6	Must be compatible for connection with high speed digital printers
2.7	Bar coding tracking of all sheets & auto rejections
2.8	Three knife trimming with optional centre-knife
2.9	Management of complete range of book format sizes
2.10	Must be durable for 24/7 operation

3.SPECIFICATIONS – NEW AUTOMATIC PACKAGING MACHINE	
3.1	Automatic counting and packaging machine
3.2	Provide for automatic feeders (two or more feeders)
3.3	Mechanism to be in place to count a maximum of 50 booklets. Count must be in multiples of 5.
3.4	Online bar code reader to read barcode of question papers in the counting process and to read the bar code of the package containing the questions papers after the package has been sealed and correctly weighed
3.5	Online weighing mechanism
3.6	Mechanism to be in place to discard all plastic packages that have incorrect number of question papers.
3.7	Online counting of sealed packages. Mechanism to allow for choice of count.
3.8	Online automatic strapping machine.
3.9	An automatic conveyer system is required to move question papers from the printing machines to the packaging machines through the printing and packing rooms.
3.10	Must be able to accommodate the plastic packaging requirements indicated under the specifications for plastic packages for automated packaging machine.
3.11	Mechanism must be fitted to packaging machine to punch a fine hole in the packages to release air in packages of question papers. The hole must be on the right hand corner of the package and it must not interfere with the seal of the package as well as the question papers.
3.12	Online printing of labels for each question paper package
3.13	Density of plastic material - 60 Microns
3.14	All sides of the package must be sealed except the top which has a flap. The seal must be tamper proof. The inside of the flap must have strong self-adhesive glue. A strip of cellophane paper must cover the self-adhesive glue and must be easily removable to seal the package-(as per sample).
3.15	Must cater for A 4 size paper – maximum 250 pages in a package (approximately 30 000 units per year) and A3 size paper – maximum 250 pages in package (approximately 5 000 units per year).
3.16	KZN must be clearly printed on all sides of the completed package and the seal of the package must not interfere with the KZN print.
3.17	Packages must meet all security requirements of the Examination Section (sample will be provided at briefing).
3.18	The front of the plastic package must cater for pre-printed information and the design will be as set out by the Department of Education
3.19	The back of the plastic package must be in black purple or green or yellow depending on the colour of the package being used.
4.SPECIFICATIONS – NEW SCANNING MACHINE	
4.1	High quality scanner for printing from hard copy
4.2	High quality image capture
4.3	Scanner must be compatible and linked to the interface equipment for down loading of data for printing.
4.4	600 DPI
4.5	Automatic document handler (capacity of 100 pages)
4.6	Scanning machine must have memory capacity to store 100 pages of information
4.7	Scanning speed – minimum of 100 pages per minute
5.SPECIFICATIONS FOR ONE NEW COLOUR COPIER	
5.1	Colour Capability – Colour Copier
5.2	Speed – 55 pages per minute
5.3	Resolution: 1 200 x 1 200 dpi
5.4	Paper capacity – 500 sheet drawer
5.5	Photocopying, scanning & printing
5.6	A3 and A4 paper compatible
5.7	1-50 page stapling

6. SPECIFICATIONS FOR GUILLOTINE MACHINE	
6.1	High speed fully digitized paper industrial cutting machine
6.2	Must be specialized in cutting printing paper of various kinds
6.3	Equipped with computer controlling system with self-diagnoses during malfunction & self-protection
6.4	Storage program capacity of 100 programs with each program storing 200 items cutting size
6.5	Clamp press paper stack through spring re-positioning hydraulic system
6.6	Worm gear drive mechanism, hydraulic clutch & mechanical brake
7.SPECIFICATIONS FOR PLASTIC PACKAGES FOR AUTOMATED PACKAGING MACHINES	
7.1	Density of secured plastic material - 60 Microns
7.2	Plastic material must be in line with the requirement of the packaging machine.
7.3	6 colours: black. purple, green, blue, red and yellow to be provided
7.4	Plastic material must be durable
7.5	Plastic material when sealed must be secure and not compromise the contents.
7.6	KZN must be clearly printed on all sides of the completed package and the seal of the package must not interfere with the KZN print.
7.7	The front of the plastic package must cater for pre-printed information and the design will be as set out by the Department of Education.
7.8	The back of the plastic package must be in black purple or green or blue or red or yellow depending on the colour of the package that is being used.
8.SPECIFICATIONS FOR PLASTIC PACKAGES FOR MANUAL PACKING / INSERTION	
8.1	Density of plastic material - 60 Microns
8.2	All sides of the package must be sealed except the top which has a flap. The seal must be tamper proof. The inside of the flap must have strong self-adhesive glue. A strip of cellophane paper must cover the self-adhesive glue and must be easily removable to seal the package-(as per sample).
8.3	Must cater for A 4 size paper – maximum 250 pages in a package (approximately 30 000 units per year) and A3 size paper – maximum 250 pages in package (approximately 5 000 units per year).
8.4	KZN must be clearly printed on all sides of the completed package and the seal of the package must not interfere with the KZN print.
8.5	Packages must meet all security requirements of the Examination Section (sample will be provided at briefing).
8.6	The front of the plastic package must cater for pre-printed information and the design will be as set out by the Department of Education
8.7	The back of the plastic package must be in black purple or green or yellow depending on the colour of the package being used.
9.SPECIFICATIONS FOR PAPER REQUIREMENTS	
9.1	80-120 gsm bond paper (100% of total print – black on white paper)
9.2	Suitable for high volume laser digital printing
10.SPECIFICATIONS FOR DOCUMENT COMPOSITION SYSTEM	
10.1	Software for digital downloading, bar-coding of question papers.-
10.2	Software must be designed to generate bar-coded label from the Integrated Examination Computer System (IECS) and SITA mainframe system in respect of the respective Examination and mechanism to affix label to packages. The following information to be on the barcode of the label for the question paper package. The barcode must be linked to the candidate's centre number, examination number, subject and papers. The system to indicate precisely which question paper was sent to which school Subject, paper No of question papers.....Part of Date of exam and time of exam (per paper) Centre no and centre name

10.3	The printing solution must have adequate capacity and must make provision for downloading of data from the Integrated Examination Computer System (IECS) and SITA mainframe system in respect of the National Senior Certificate, Senior Certificate Examination via a wide area network, scanning machine and standalone computer and thereafter transferred to the printing machines. This facility must be managed by a secure password.
11.PROVISION OF TROLLEYS, STRAPPING MACHINES AND SHREDDING MACHINES	
11.1	<p>The service provider must provide 10 flatbed trolleys, 10 semi-automated strapping machines with continuous supply of strapping rolls, two (2) high volume industrial shredding machines and twenty (20) hand held scanners which must be fully functional all the time as part of the bid.</p> <p>Trolleys , Strapping Machines and Shredding Machines will be handed over to the Department at the end of the contract. All trolleys , strapping machines and shredding machines shall remain the property of the Department.</p>

2.5 SECTION B

2.5.1 PRINTING OF QUESTION PAPERS AND ANSWER BOOKS (Estimates)

1	An estimate of 150 000 000 A3 and A4 prints will be required to be generated over a period of 12 months.
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The printing of the answer books must be done by lithographic printing. Specifications are as follows.

2.5.2 SPECIFICATION FOR ANSWER BOOKLET:	
1	PAPER GRAMAGE: 60 GSM BOND PAPER only for inside sheets and 80 GSM BOND PAPER only for front and back cover sheets
2	ANSWER BOOKLET COVER: White 80 GSM paper - bond paper
3	SIZE OF ANSWER BOOKLET: A4 size (Printed on A3, folded in to A4 size and stitched)
4	STAPLING – 2 staples (saddle stitched)
5	PRINTING: COVER - printed in black ink on coloured paper as per sample, only logo to be printed in colour. Instruction page to be printed back of front cover page.
6	INSIDE LEAVES – Each book to have 10 leaves (20 pages) (colour of paper - white) – 60 gsm bond paper – as per sample Ruled lines - printed in black ink as per sample. Border lines to be dark. (Page 23) must be printed as the last page 23 of the booklet. Answer books must be printed in terms of subject paper and date of examination. Details to be provided by Provincial Examinations
7	PACKING: Answer books must be packaged in lots of 5 or 10 or 15 as required in clear plastic packages which must be sealed and inserted in quantities of 300, into boxes

SURNAME AND INITIALS OF REPRESENTATIVE

DATE

SIGNATURE

COMPANY OFFICIAL STAMP

SECTION L

AUTHORITY TO SIGN A BID

BIDDERS MUST COMPLETE THE RELEVANT APPLICABLE SECTION: A, B, C, D, E, F & G HEREUNDER

A. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20..... at

.....Mr/Ms....., whose signature appears below, has been

authorized to sign all documents in connection with this bid on behalf of

(Name of Close Corporation)

.....

SIGNED ON BEHALF OF CLOSE CORPORATION: (PRINT NAME)

IN HIS/HER CAPACITY AS **DATE:**

SIGNATURE OF SIGNATORY:

WITNESSES:

1.....

2.....

B. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on20....., Mr / Mrs.....

..... (whose signature appears

below) has been duly authorized to sign all documents in connection with this bid on behalf of

(Name of Company)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

(PRINT NAME)

SIGNATURE OF SIGNATORY: DATE:

WITNESSES:

1.

2.....

B. SOLE PROPRIETOR (ONE – PERSON BUSINESS)

I, the undersigned..... hereby confirm that I am the

sole owner of the business trading as

.....

.....
SIGNATURE

.....
DATE

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....
.....
.....
.....

We, the undersigned partners in the business trading as

hereby authoriseto sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

..... SIGNATURE SIGNATURE SIGNATURE
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..... DATE DATE DATE
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E CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20..... at

Mr/Ms....., whose signature appears below, has been authorised to sign all documents

in connection with this bid on behalf of (Name of co-operative)

.....
SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

.....
IN HIS/HER CAPACITY AS:

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:

NAME IN BLOCK LETTERS:

WITNESSES:

1.

2.....

F JOINT VENTURE

If a Bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of the enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners on.....20.....,

Mr/Mrs....., Mr/Mrs.....

Mr/Mrs..... and Mr/Mrs..... (whose signatures appears below)
has been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Joint Venture)

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:
(PRINT NAME)

SIGNATURE:

DATE:

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

(PRINT NAME)

SIGNATURE:

DATE:

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

(PRINT NAME)

SIGNATURE:

DATE:

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:

(PRINT NAME)

SIGNATURE:

DATE:

G. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of concerned enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the consortium on.....20.....,

Mr/Mrs..... and Mr/Mrs..... (whose signatures appears below) has been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium)

IN HIS/HER CAPACITY AS:

SIGNATURE:

DATE:

SECTION M

Certificate of Compliance with Bid Documentation

It is certified that I/We

(Name of bidding entity)

- 1) have read through and fully understood all the requirements of the Bid Documents and any other associated documents.
- 2) am/are willing to submit the Bid based on all the Conditions of Contract, as described, and shall comply with all the terms and conditions of this Contract, as well as provide all annexures and schedules stipulated.
- 3) have witnessed the demographics of the Province and studied requirements and acknowledged all restrictions, etc thereto.
- 4) acknowledge, understand and confirm full acceptance of the specification incorporated in this Bid document, and that failure to comply with the submission of a completed bid document as well as failure to submit all relevant Annexures and Schedules will result in the immediate disqualification of the bid submitted.

NAME AND SURNAME IN BLOCK LETTERS: _____
(Duly authorized)

DESIGNATION: _____

SIGNATURE: _____

DATE: _____

SECTION N

PAST / CURRENT EXPERIENCE

A schedule reflecting work secured by the Bidding entity and/ or their individual Directors, members, trustees and partners.

No.	Name of Client	Description of Services / Goods	Contract Value	Start Date	End Date	Contact Person	Telephone No of Contact Person

.....
Surname and Initials of Representative

.....
Signature

OFFICIAL COMPANY STAMP