



provincial treasury

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Provincial Treasury
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

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PROVINCIAL SUPPLY CHAIN MANAGEMENT

SCM Client Support and Strategic Procurement

REF : NWP 178/22

INVITATION TO BID

DESCRIPTION: NWP 178/22: TRANSVERSAL CONTRACT: APPOINTMENT OF SERVICE PROVIDER/S FOR PRINT MEDIA ADVERTISING TO THE NORTH WEST PROVINCIAL GOVERNMENT FOR A PERIOD OF THREE (3) YEARS

DATE ISSUED: 29 SEPTEMBER 2022
CLOSING DATE: 21 OCTOBER 2022 AT 11H00

TENDER BOX

SUPPLY CHAIN MANAGEMENT OFFICE
2ND FLOOR, GARONA BUILDING
DR JAMES MOROKA DRIVE
MMABATHO
2735

Name of bidder		Bidder VAT registered?
Total bid price including VAT: (brought forward from SBD 3.3 A and B for Cluster 1)		<input type="checkbox"/> Yes:
Total bid price including VAT: (brought forward from SBD 3.3 A and B for Cluster 2)		<input type="checkbox"/> No:

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1. INTRODUCTION

It has been verified that prices for goods and services are not regulated throughout different Provincial Departments and Public Entities.

The above has led the Provincial Supply Chain Management to consider establishing a Transversal Contract in order to ensure Departments and Public Entities derive value for money and that prices are controlled.

2. BRIEFING SESSION

There shall be no briefing session for this bid.

3. DURATION OF THE CONTRACT

The successful bidders will be appointed for a period of three years

4. TIMELINE OF THE BID PROCESS

The validity period is 90 days after closing of the bid. The project timeframes of this bid are set out below:

Activity	Date due
Advertisement of the bid in the:	
- National Treasury E-Tender Portal	29 September 2022
- Government Tender Bulletin; and	30 September 2022
- Distribution of bid documents on the Provincial Treasury website	29 September 2022
- Newspapers	30 September 2022
Bid closing date	21 October 2022

***Dates subject to change.**

All times in this bid are based on South African Standard Time. Any time or date in this bid is subject to change at the Provincial Treasury's sole discretion. The establishment of time or date in this bid does not create an obligation on the part of the Provincial Treasury to take any action, or create any right in any way for any bidder to demand that any action be taken on the date established. The bidders accepts that, if the Department extends the deadline (the closing

date) for bid submissions for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

5. CENTRAL SUPPLIER DATABASE [CSD]

- 5.1 Bidders must be registered as a service provider/s on the Central Supplier Database [CSD]. If you are not registered proceed to complete the registration of your company prior to submitting your bid. Refer to <https://secure.csd.gov.za/> to register your company. Ensure that all documentation on the database are updated and valid.
- 5.2 Bidders must ensure that their tax information on Central Supplier Database [CSD] is in good standing and submit a valid SARS tax compliance status pin.
- 5.3 Bidders should further note that the Central Supplier Database (CSD) will be utilized to confirm compliance to tax and other related matters. It is therefore the bidder's responsibility to ensure compliance in all respects.

6. INSTRUCTION TO BIDDERS

- 6.1 Bids must be properly packaged, clearly marked as **NWP 178/22** and deposited in the tender box on or before the closing date and time at Provincial Treasury; situated at: -

**SUPPLY CHAIN MANAGEMENT OFFICE
2ND FLOOR, GARONA BUILDING
DR JAMES MOROKA DRIVE
MMABATHO
2735**

- 6.2 Bid documents will only be considered if received by Provincial Treasury; Provincial Supply Chain Management office on or before the closing date and time **21 October 2022 at 11H00**.
- 6.3 Bid documents are obtainable by downloading from e-Tender Publication Portal for free, however if for whatever reasons bidders are unable to upload documents they can be collected at Provincial Supply Chain Management office (United Building, 1st Street Industrial Site Mahikeng) at a payable fee of R200.00 (two hundred rand only) per document.
- 6.4 Late bids will not be accepted.

6.5 PLEASE NOTE:

- It is the bidder's responsibility to ensure that all the required documents are attached.
- A bid document checklist has been attached on page 9 and 10. Bidders are required to complete the checklist and to submit it with their bids. All the information listed on the bid document checklist should be included in the bid.
- **Note: Bidders who struggle to complete the bid documents can contact the Sub Directorate: Strategic Procurement in the Provincial Supply Chain Management Office]**

6.6 The North West Provincial Government reserves the right to award the bid in whole or in part and does not bind itself to accept the lowest or any bid.

7. PARTICIPATING DEPARTMENTS AND PUBLIC ENTITIES

7.1 This bid is arranged by the Provincial Treasury for the following Departments and Public Entities in the North West Province: -

NO	PROVINCIAL DEPARTMENTS
1.	Office of the Premier
2.	Provincial Treasury
3.	Department of Economic Development, Environment, Conservation and Tourism
4.	Department of Arts, Culture, Sports and Recreation
5.	Department of Public Works and Roads
6.	Department of Social Development
7.	Department of Health
8.	Department of Human Settlements
9.	Department of Community Safety and Transport Management
10.	Department of Cooperative Governance and Traditional Affairs
11.	Department of Agriculture and Rural Development
12.	Department of Education
13.	North West Provincial Legislature
No.	PROVINCIAL PUBLIC ENTITIES
14.	North West Housing Corporation
15.	North West Parks Board
16.	North West Development Corporation

17.	North West Gambling Board
18.	North West Tourism Board
19.	Mmabana Arts Culture and Sports Foundation

The North West Provincial Treasury seeks to appoint service provider/s to render services for Print Media Advertising to the North West Provincial Government for a period of three (3) years

8. ALLOCATION OF CLUSTERS

The successful service providers will be allocated as follows:

One (01) service provider per cluster

8.1. Cluster 1

Department of Health

Provincial Treasury

Department of Human Settlements

Department of Social development

Office of the Premier

North West Housing Corporation

North West Development Corporation

North West Parks Board

Mmabana Arts, Culture and Sports Foundation

Department of Economic Development, Environment, Conservation and Tourism

8.2. Cluster 2

Department of Public Works and Roads

Department of Community Safety and Transport Management

Department of Cooperative Governance and Traditional Affairs

Department of Arts, Culture and Sports Recreation

Department of Agriculture and Rural Development

Department of Education

North West Provincial Legislature

North West Gambling Board

North West Tourism Board

9. CONTACT DETAILS

For more detailed information regarding the bid procedure and specifications please contact the following:

Contact Person: Mr Goitseone Tong at 018 388 4223 or gtong@nwpg.gov.za and/ or Ms Ntombencinci Ntolosi at 018 388 4241 or ntolosi@nwpg.gov.za

Preferably enquiries should be reduced to writing and sent to the above email addresses.

10. DOCUMENTS IN THE BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

BID SUBMISSION CHECKLIST

SECTION 1

- ❖ Special Conditions of Contract (SCC)

SECTION 2

- ❖ Invitation to Bid (SBD 1)
- ❖ Price Schedule (SBD 3.3A and SBD 3.3B)
- ❖ Bidder's Disclosure (SBD 4)
- ❖ Preference points claim form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1)
- ❖
- ❖ Proof of the following documentation will be required:
 - Original certified Identification copy/ies

- Valid SARS Tax Compliance Status Pin
- CSD Registration number
- B-BBEE Status level certificate issued by an authorized body or person; or a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or any other requirement prescribed in terms of the B-BBEE Act;

SECTION 3

❖ General Conditions of Contract (GCC)

11. BID DOCUMENT CHECKLIST

- All the relevant forms attached to this bid documents must be completed and signed in ink where applicable by a duly authorised official.
- Use of correction fluid and pencil in the bid document are not allowed.
- Where cancellation has been made, such a cancellation should be endorsed with a signature.

Bidders are required to complete the following checklist and to submit it with their bids:

Please note that all the information listed below should be included in the bid.

		COMPLIANT? (TICK <input checked="" type="checkbox"/> IN APPROPRIATE BOX)	
NO	REQUIREMENT	YES	NO
1	SECTION 1		
1.1	Standard Bidding Documents:		
SBD 1	Invitation		
SBD 3.3A SBD 3.3B	Pricing Schedule – Non-Firm Prices Cluster 1 and Cluster 2		
SBD 4	Bidder's Disclosure		
SBD 6.1	Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2017		
2	SECTION 2		
2.1	Special Conditions of Contract (SCC)		
3.	SECTION 3		
3.1	General Conditions of Contract (GCC)		
4.	ADMINISTRATIVE REQUIREMENTS		

4.1	Original certified Identification copy/ies		
4.2	SARS Tax Compliance Status Pin		
4.3	CSD Registration number (Summary Report)		
4.4	B-BBEE Status level certificate issued by an authorized body or person; or a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or any other requirement prescribed in terms of the B-BBEE Act;		

12. SCOPE OF WORK

12.1. Problem Statement

The North West Provincial Treasury; intends to improve efficiencies and leverage economies of scale, to ensure uniformity in procurement of services by the different Departments and Public Entities, through the arrangement of a transversal contract for print media advertising to the North West Provincial Departments and Public Entities for a period of three (3) years.

12.2. Objective

The aim of this bid is to appoint service provider/s for print media advertising to the North West Provincial Government.

12.3. Main Deliverables

The appointed service provider/s shall arrange, when required, for artwork, setting of type, final copy for printing etc. The workmanship must be of highest standard. The main deliverables will be as per the items listed under the pricing schedule and includes:

- Personnel recruitment advertising
- Bid advertising

- Notices and
- All print media advertising

SECTION A

13 SPECIAL REQUIREMENTS AND CONDITIONS OF BID

Bidders, Provincial Departments and Public Entities should adhere to the following special conditions:

13.1. PRE-QUALIFICATION CRITERIA

For the purpose of this bid, the Preferential Procurement Regulation 2017 Paragraph 4(1) pre-qualification criteria will be applied as follows: -

1. an EME or QSE which are 51% owned by either of the following: Blacks; Black Youth; Black Women; Black people with disabilities; Black people living in rural or underdeveloped areas or townships; co-operatives owned by Black people; Black people who are military veterans.
2. a tenderer having a minimum B-BBEE status level of contributor of level 1 to 4;

Bidders that do not meet the pre-qualification criteria stipulated above will be disqualified from further evaluation.

13.2. ADDITIONAL OBJECTIVE CRITERIA

According to Preferential Procurement Policy Framework Act (PPPFA) section 2(1) an organ of state must determine its preferential procurement policy and implement it within the following framework:

- (a) A Preference point system must be followed;
- (b) (i) for contracts with a Rand value above a prescribed amount a maximum of 10 points may be allocated for the specific goals as contemplated in paragraph (d) provided that the lowest acceptable tender scores 90 points for price;
(ii) for contracts with a Rand value equal to or below a prescribed amount a maximum of 20 points may be allocated for specific goals as contemplated in paragraph (d) provided that the lowest acceptable tender scores 80 points for price;
- (c) any other acceptable tenders which are higher in price must score fewer points ,on a pro rata basis, calculated on their tender prices in relation to the lowest acceptable tender, in accordance with a prescribed formula;
- (d) the specific goals may include –

- (i) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;
- (ii) Programme as published in Government Gazette No. 16085 dated 23 November 1994;
- (e) any specific goal for which a point may be awarded, must be clearly specified in the invitation to submit a tender;
- (f) **The contract must be awarded to the tenderer who scores the highest points, unless objective criteria in addition to those contemplated in paragraph (d) and (e) justify the award to another tenderer; and**
- (g) Any contract awarded on account of false information furnished by the tenderer in order to secure preference in terms of this Act, may be cancelled at the sole discretion of the organ of state without prejudice to any other remedies the organ of state may have.

In this regard your attention is specifically directed to the following: -

- 13.2.1 Bidders can bid for all Clusters but will be awarded one cluster. Although the intention of this bid is to award one cluster to one bidder, both clusters may be awarded to one bidder. In the event there is no any other responsive bidder in either of the clusters, provided that he /she bided for both clusters and scored the highest points.
- 13.2.2. Clusters will be allocated in the order of appearance in this bid document. [e.g. if you are the highest scoring bidder in all two clusters, you will be allocated the first cluster];
- 13.2.3. In an instance the highest scoring bidder has already been awarded a cluster, the next responsive bidder will then be considered;

13.3 PRICE NEGOTIATIONS

The department reserves the right to negotiate price with the responsive bidders prior to award. If after negotiations the department does not reach agreement with all responsive bidders in line with the regulation, may cancel the bid.

13.4. CONTRACT PERIOD

The contract will be for a period of three (3) years.

13.5. SPECIAL CONDITIONS

- 13.5.1. It will be expected of the appointed service provider/s to be able to maintain strong ethical standards in its work and its liaison with the Provincial Departments and Public Entities.
- 13.5.2. The appointed service provider/s shall at the request of the participating Provincial Department and Public Entities for the duration of the contract, arrange for the placing of recruitment, bid and notices advertisements in the media agreed upon with the Provincial Department and Public Entities. The appointed service providers' services shall at all times be available to the Provincial Department and Public Entities concerned, which in all probability would mean that a member of the appointed service providers' staff will have to be available on a continuous basis.
- 13.5.3. The service provider/s will not be allowed to amend or alter any content of the advert without authorization from the client Departments and Public Entities.
- 13.5.4. The service provider/s will be required to provide the Provincial Departments and Public Entities with the timelines from different publications by means of a tabulated schedule.
- 13.5.5. The service provider/s will be expected to submit alternative dates on late submissions or otherwise such an advertisement may be cancelled with the approval of the provincial Departments and Public Entities.
- 13.5.6. All advertisements shall be subjected to acceptance by the media. Should the agency fail to place an advertisement on the stipulated date or if it is placed incorrectly, the payment shall not be made for an incorrectly placed advertisement, incorrect wording and unauthorized copy.
- 13.5.7. Advertisements may be cancelled or altered by the Provincial Departments and Public Entities within the booking deadline applicable to a specific medium. Advertisements must be approved by the provincial departments and public entities before publication.

- 13.5.8. All the material required by the appointed service provider/s in connection with artwork which has been paid for by the provincial departments and public entities shall remain the property of the provincial departments and public entities.
- 13.5.9. The rates paid by the appointed service provider/s for any form of advertising shall not exceed those normally payable by the Provincial Departments and Public Entities to the media house and the appointed service provider/s shall endeavor wherever possible, to secure the most advantageous rates for the benefit of the Provincial Departments and Public Entities.
- 13.5.10. The appointed service provider/s shall do everything in their power to ensure the success of advertising.
- 13.5.11. In the event of the appointed service provider/s being unable to meet their obligations under this contract through circumstances which the Provincial Departments and Public Entities accepts to be beyond the control of the appointed service provider/s, the Provincial Departments and Public Entities shall still have the right to approach any other advertising agency to do the work.
- 13.5.12. In cases of failure to deliver the service required, he/she shall surrender all production materials as may be in his/her possession.
- 13.5.13. The appointed service provider/s, by failing to provide such facility and to surrender production material shall be liable for any loss incurred thereby.
- 13.5.14. All bid advertisements should be published in the Local and National Newspapers with an option for Sunday Newspapers in consultation with the Provincial Departments and Public Entities.
- 13.5.15. All notices should be published in the Local and/or National Newspapers as per client Departments and Public Entities request.
- 13.5.16. The appointed service provider/s shall be responsible to submit correctly completed original invoices accompanied by advertising tear sheets.
- 13.5.17. The Provincial Departments and Public Entities will not be held liable for late payments due to erroneous invoices submitted by the appointed service provider/s.

13.5.18. The North West Provincial Treasury reserves the right to award the contract in whole or in part and does not bind itself to accept the lowest bid or any bid.

13.5.19. The North West Provincial Treasury reserves the right to appoint one or more service provider/s.

13.5.20. Price adjustment will be based on the annual price adjustment of newspapers / publications and documentary proof must be furnished to this effect. The Provincial Treasury reserves the right to adjust the price or not.

13.5.21. The appointed service provider/s will be required to sign a Service Level Agreement (SLA).

13.6. BILLING AND INVOICING

Should the bidder be awarded the contract, he/she must submit an invoice with the following billing structure:

Publication n and date	Order no	Basic/Unit charge of publication	Dimensio (size)	Publication cost	Rebat e	Price excludin g vat	Vat	Total price

14. ADMINISTRATIVE REQUIREMENTS

- Duly completed and signed SBD forms
- SARS Tax Compliance Status Pin
- CSD Registration Number
- B-BBEE Status level certificate issued by an authorized body or person; or a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or any other requirement prescribed in terms of the B-BBEE Act;

15. EVALUATION CRITERIA

15.1 Stage 1

Functionality

Assessment of functionality with a minimum overall threshold of 60% must be attained by the bidder before the bid can be taken to the next stage of the evaluation.

NO	CRITERION	WEIGHT	TOTAL SCORE
1.	<p>Experience</p> <p>Demonstrate experience in print media advertising industry by providing reference letters on the signed referee's letterhead. These references should indicate number of advertisements the service provider has produced and/or carried out for the said referee.</p> <ul style="list-style-type: none"> • 7 advertisements and more = 50 • 6 advertisements = 40 • 4-5 advertisements = 30 • 2-3 advertisements = 20 • 0-1 advertisements = 10 	50	
2.	<p>Bank Rating</p> <p>Bidders must provide a bank rating certificate from their banks</p> <ul style="list-style-type: none"> • Rating A = 50 • Rating B = 40 • Rating C = 30 • Rating D & E = 20 • Rating F & G = 10 	50	
	TOTAL	100	

15.2 Stage 2

Calculation of Price and Preference Point

The bid will be evaluated using 80/20 or 90/10 point system:

The bid price (maximum 80 or 90 points)

B-BBEE status level of contributor (maximum 20 or 10 points)

The following formula will be used to calculate the points for price:

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

A maximum of 10 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

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

Bidders are required to complete the preference claim form (SBD 6.1) in order to claim the B-BBEE status level points

15.3. Evaluation of trust, consortium, joint venture or partnership

- 15.3.1** A trust / consortium / joint venture / partnership must submit a signed agreement that clearly stipulates the % of ownership.
- 15.3.2** A trust / consortium / joint venture / partnership must allow associations on their respective CSD.
- 15.3.3** The agreement must clearly state participation of the several constituent person and/or companies and/or firms and the period of duration of the agreement.
- 15.3.4** A trust / consortium / joint venture / partnership must submit a certificate signed by or on behalf of each participating person and/or companies and/or firms authorizing the person who signed the bid to do so.
- 15.3.5** A trust / consortium / joint venture / partnership must submit a consolidated B-BBEE Status Level Verification Certificate. Zero (0) points will be awarded if separate B-BBEE certificates are submitted.
- 15.3.6** In bids where Consortia/Joint Ventures/Sub-appointed service providers are involved, each party must submit a separate Tax Clearance Certificate'.
- 15.3.7** Where a trust / consortium / joint venture / partnership are involved, each party must be registered on the CSD and their tax compliance status will be verified through the CSD or through SARS.
- 15.3.8** That a trust / consortium / joint venture / partnership will be evaluated as a single entity for the purpose of functionality criteria.

16 PRICING

- 16.1** The following newspapers will be used as the basis for pricing as per pricing schedule (SBD 3.3). Bidders are required to attach the quotation for the basic/ unit charge. However the Provincial Departments and Public Entities are not restricted to utilize the listed publications only and the advertising agency will be required to advertise in other newspapers as requested by the Provincial Departments and Public Entities.

PUBLICATIONS – FOR EVALUATION PURPOSES
Lentswe

Mafikeng Mail
Mmega Dikgang
Sowetan
City Press
Sunday Times
Taung Daily News

16.2 To price the bid, the bidder must complete the attached pricing schedules (See attached):

Cluster 1

- SBD form 3.3 (A) – Personnel recruitment advertising
- SBD form 3.3 (B) – Bid advertising

Cluster 2

- SBD form 3.3 (A) – Personnel recruitment advertising
- SBD form 3.3 (B) – Bid advertising

17 QUARTERLY REPORTING

17.1 Contracted supplier/s, Provincial Departments and Public Entities including designated regional officials will be required to attend quarterly meetings to report on overall performance.

17.2 Contracted supplier/s, Provincial Departments and Public Entities should submit quarterly reports to the Provincial Supply Chain Management Office Five (5) working days before the date of the scheduled quarterly meeting.

RECOMMENDATION ✓

RECOMMENDED



MR L DICHABA

THE CHAIRPERSON

TRANSVERSAL BID SPECIFICATION COMMITTEE

2022/09/01
DATE

APPROVED/~~NOT APPROVED~~



MR N. KUNENE
HEAD OF DEPARTMENT

27/09/2022

DATE

SECTION B

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (PROVINCIAL TREASURY)					
BID NUMBER:	NWP 178/22	CLOSING DATE:	21 OCTOBER 2022	CLOSING TIME:	11H00
DESCRIPTION	TRANSVERSAL CONTRACT: APPOINTMENT OF SERVICE PROVIDERS FOR PRINT MEDIA ADVERTISING TO THE NORTH WEST PROVINCIAL GOVERNMENT FOR A PERIOD OF THREE (3) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SUPPLY CHAIN MANAGEMENT OFFICE					
2 ND FLOOR, GARONA BUILDING					
DR JAMES MOROKA DRIVE					
MMABATHO, 2735					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ntombi Ntolosi	CONTACT PERSON	Goitseone Tong		
TELEPHONE NUMBER	(018) 388 4241	TELEPHONE NUMBER	(018) 388 4223		
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS	nntolosi@nwpg.gov.za	E-MAIL ADDRESS	gtong@nwpg.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

NWP 178/22: TRANSVERSAL CONTRACT: APPOINTMENT OF SERVICE PROVIDERS FOR PRINT MEDIA ADVERTISING TO THE NORTH WEST PROVINCIAL GOVERNMENT FOR A PERIOD OF THREE (3) YEARS

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 PART B:3]
---	---	--	---

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?
☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
☐ YES ☐ 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-APPOINTED SERVICE PROVIDERS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....

SBD 3.3 (A)

**PRICING SCHEDULE
(Professional Services)**

Cluster 1

BID ADVERTISING

Name of Bidder.....	Bid number: NWP 178/22
Closing Time: 11:00	Closing date: 21 October 2022

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

Bidders are requested to quote using the 10X5 advertisement size for the purpose of evaluating this bid.

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

Publication Name	Basic/Unit charge of publication	Commission to Agency in percentage	Agency rebate to Government in percentage	Amount of rebate in Rand	Price to Government in Rand	Price including VAT
Lentswe						
Mafikeng Mail						
Mmega Dikgang						
Sowetan						
City Press						
Sunday Times						
Taung Daily News						
Total Basket Bid Price						R

Name of company:

Name of Company Representative:

Signature:

Date:

*NB: correction liquid, use of pencil or scratched out prices will not be accepted.

SBD 3.3 (B)

PRICING SCHEDULE
(Professional Services)

Bidders are requested to quote using the 10X5 advertisement size for the purpose of evaluating this bid.

Cluster 1

PERSONNEL RECRUITMENT ADVERTISING

Name of Bidder..... Bid number: **NWP 178/22**
Closing Time: 11:00 Closing date: 21 October 2022

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

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

Publication Name	Basic/Unit charge of publication	Commission to Agency in percentage	Agency rebate to Government in percentage	Amount of rebate in Rand	Price to Government in Rand	Price including VAT
Lentswe						
Mafikeng Mail						
Mmega Dikgang						
Sowetan						
City Press						
Sunday Times						
Taung Daily News						
Total Basket Bid Price						R

Name of company:

Name of Company Representative:

Signature:

Date:

*NB: Correction liquid, use of pencil or scratched out prices will not be accepted.

SBD 3.3 (A)

**PRICING SCHEDULE
(Professional Services)**

Cluster 2

BID ADVERTISING

Name of Bidder.....	Bid number: NWP 178/22
Closing Time: 11:00	Closing date: 21 October 2022

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

Bidders are requested to quote using the 10X5 advertisement size for the purpose of evaluating this bid.

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

Publication Name	Basic/Unit charge of publication	Commission to Agency in percentage	Agency rebate to Government in percentage	Amount of rebate in Rand	Price to Government in Rand	Price including VAT
Lentswe						
Mafikeng Mail						
Mmega Dikgang						
Sowetan						
City Press						
Sunday Times						
Taung Daily News						
Total Basket Bid Price						R

Name of company:

Name of Company Representative:

Signature:

Date:

*NB: correction liquid, use of pencil or scratched out prices will not be accepted.

SBD 3.3 (B)

PRICING SCHEDULE
(Professional Services)

Bidders are requested to quote using the 10X5 advertisement size for the purpose of evaluating this bid.

Cluster 2

PERSONNEL RECRUITMENT ADVERTISING

Name of Bidder.....	Bid number: NWP 178/22
Closing Time: 11:00	Closing date: 21 October 2022

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

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

Publication Name	Basic/Unit charge of publication	Commission to Agency in percentage	Agency rebate to Government in percentage	Amount of rebate in Rand	Price to Government in Rand	Price including VAT
Lentswe						
Mafikeng Mail						
Mmega Dikgang						
Sowetan						
City Press						
Sunday Times						
Taung Daily News						
Total Basket Bid Price						R

Name of company:

Name of Company Representative:

Signature:

Date:

*NB: Correction liquid, use of pencil or scratched out prices will not be accepted.

BIDDER'S DISCLOSURE

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.

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

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

2.2 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:

.....

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

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.

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

SBD 6.1

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.

GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2
- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20 or 90/10** preference point system shall be applicable; or
 - b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for 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	POINTS
PRICE	80	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20	10
Total points for Price and B-BBEE must not exceed	100	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.

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) **“prices”** 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;

POINTS AWARDED FOR PRICE

1.7 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20 or 90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 1.8 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 (80/20 system)	Number of points (90/10 system)
1	20	10
2	18	9
3	14	6
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

BID DECLARATION

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

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

- 1.10 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.

SUB-CONTRACTING

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

(Tick applicable box)

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

1.11.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted..... %
- ii) The name of the sub-appointed service providers.....
- iii) The B-BBEE status level of the sub-appointed service providers.....
- iv) Whether the sub-appointed service providers is an EME or QSE
(Tick applicable box)

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

- 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		

DECLARATION WITH REGARD TO COMPANY/FIRM

1.12 Name of company/firm:

1.13 VAT registration number:

1.14 Company registration number:

1.15 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

1.16 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

1.17 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

1.19 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 appointed service providers 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 appointed service providers, 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

.....

.....