



Good Day Supplier.

Please find attached **SBD Forms** that need to be filled in and please see below specifications and quote accordingly. **All quotations must be submitted on e-Tender Portal with completed SBD 4.**

DETAILED DESCRIPTION OF SERVICES REQUIRED	QUANTITY
Service Provider for Printing of The Presidency Annual Report 2024/25 and End of Term Report.	
<p>1. Annual Report</p> <ul style="list-style-type: none"> • Size 297mm x 210mm (A4, Portrait) • Cover Printed in 4 process colours both sides 300gsm Magno Matt; White • Inner Printed in 4 process colours both sides 100gsm Magno Matt; White • Pages: Cover: 4 Inner: 150 Total: 154 • Binding Purr binding • Finishing Matt laminate: UV varnish (front cover only) 	100 Copies
<p>2. End of Term Report</p> <ul style="list-style-type: none"> • Size 297mm x 210mm (A4, Portrait) 	100 Copies

<ul style="list-style-type: none"> • Cover Printed in 4 process colours both sides 300gsm Magno Matt; White • Inner Printed in 4 process colours both sides 100gsm Magno Matt; White • Pages: Cover: 4 Inner: 150 Total: 154 • Binding Purr binding • Finishing Matt laminate: UV varnish (front cover only) 	
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THE INVITATION TO QUOTE EVALUATION CRITERIA

❖ **The evaluation process to be used is according to the Preferential Procurement Regulations, 2022 and The Presidency SCM Policy where three phase evaluation will be followed to evaluate the quotations received.**

o **Phase 1:** (Adherence to the specifications / Functionality): Evaluation in terms of all items required as per specification is quoted by the bidder.

- **Only bidders who quoted all items required as per specification will be considered for phase 2.**

Bidders are required to indicate in their quotation full details of the goods and/or service on specification/functionality as per invitation even in the event where the brand is provided. Use the information on the table above. Failure that the bidder will be disqualified.

o Phase 2: **Mandatory and Disqualification Administration Requirement's**

(a) Mandatory Requirements

- The Supplier must have printed the Annual Report or Annual Performance Plan for more than 2 Government or /and Private Institution (supplier must attach reference letter from the client)
- The supplier must provide 3 or more reference letters and must be in the client's letterhead and indicate the service rendered, the period of service (start and end date).
- The letter must be signed and have the contactable details, i.e telephone and cell phone number.

(b) Disqualification Administration Requirement's

☑ Only bidders who submitted quote according to the below will be considered for phase 3

- 🚩 **Quotation validity period must be 90 days.**
- 🚩 Quotes must be submitted as per the prescribed closing dates.
- 🚩 Supplier must be registered on CSD (Central Supplier Database)
- 🚩 Bid/quotations submitted **after** closing date will not be considered

o Phase 3: **Evaluation of price and Specific goals will be in terms of 80/20 preference point systems.**

DESCRIPTION	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL PONT'S FOR PRICE AND SPECIFIC GOALS	100

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Means of verification
Women ownership		10	CSD report
Youth ownership		7	CSD report
People with Disabilities		3	CSD report

NB: Formula for calculating number of points: Ownership percentage X number of points allocated /100

General requirements

- 🚩 SBD4 forms must be fully completed and signed. If directors/trustees/shareholders/members of the company submitting quote have other related companies as registered on CSD, should disclose on 2.3
- 🚩 Tax matters must be compliant on CSD before final award if **not you will notified to correct within 7 workings days failure that you will be disqualified**
- 🚩 Banking details must be verified if **not you will notified to correct within 7 workings days failure that you will be disqualified**

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**

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.

2.3.1 If so, furnish particulars:
.....

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 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.

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Signature

.....
Date

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Position

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Name of bidder