



# BID DOCUMENT

**SUPPLY AND DELIVERY OF TEXTBOOKS, LEARNER WORKBOOKS, TEACHER GUIDES AND READERS FOR GRADE R-12, FROM PUBLISHERS ON DBE APPROVED CATALOGUE FOR SCHOOLS UNDER SECTION 20**

**PERIOD: 3 YEARS:**

**FINANCIAL YEAR 2026/27 STARTING DELIVERY IN 2026 FOR ACADEMIC YEAR 2027**

**FINANCIAL YEAR 2027/28 STARTING DELIVERY IN 2027 FOR ACADEMIC YEAR 2028**

**FINANCIAL YEAR 2028/29 STARTING DELIVERY IN 2028 FOR ACADEMIC YEAR 2029**

**BID NUMBER:** E2/2025/2026

**CLOSING DATE:** 23 JANUARY 2026

**TIME:** 11:00

**VALIDITY PERIOD:** 120 DAYS

**BRIEFING SESSIONS:** No briefing session will be conducted.

## **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:

### **SECTION 1**

#### **STANDARD BID DOCUMENT/FORMS:**

- ❖ SBD 1: Invitation to Bid
- ❖ SBD 3.1: Pricing Schedule
- ❖ SBD 4: Declaration of Interest
- ❖ SBD 5: NIP declaration
- ❖ SBD 6.1: Preference points claim form i.t.o. Preferential Procurement Regulations 2022

### **SECTION 2**

- ❖ Standard Conditions of Bid

### **SECTION 3**

- ❖ Specification/Conditions of appointment
- ❖ Special Conditions of Contract

### **SECTION 4**

- ❖ Dividers for attachments
- ❖ Checklist
- ❖ General Conditions of Contract (GCC)

## **LIST OF RETURNABLE DOCUMENTS**

THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:
Bid Document Name
SBD 1: Invitation to Bid
SBD 3.1: Pricing schedule
SBD 4: Declaration of Interest
SBD 5: NIP declaration
SBD 6.1: Preference Points Claim Form in terms of the PPR 2022

ATTACH THE FOLLOWING DOCUMENTS TO THE BID DOCUMENT:
Documentation to claim points for Specific Goals

<b>Name of Bidder</b>	<b>Signature</b>	<b>Date</b>



# SECTION 1

**SBD 1**

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>E2/2025/2026</b>	CLOSING DATE:	<b>23 JANUARY 2026</b>	CLOSING TIME:	<b>11:00</b>
DESCRIPTION:	SUPPLY AND DELIVERY OF TEXTBOOKS, LEARNER WORKBOOKS, TEACHER GUIDES AND READERS FOR GRADE R-12, FROM PUBLISHERS ON DBE APPROVED CATALOGUE FOR SCHOOLS UNDER SECTION 20				
PERIOD:	<b>3 YEARS:</b> FINANCIAL YEAR 2026/27 STARTING DELIVERY IN 2026 FOR ACADEMIC YEAR 2027 FINANCIAL YEAR 2027/28 STARTING DELIVERY IN 2027 FOR ACADEMIC YEAR 2028 FINANCIAL YEAR 2028/29 STARTING DELIVERY IN 2028 FOR ACADEMIC YEAR 2029				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
BID DOCUMENTS MAY BE COURIER TO OR DEPOSITED IN THE BID BOX SITUATED AT: <b>N8 Gateway Office Park, Plot 22</b> <b>C/O Rudolf Greyling &amp; AW Louw Avenue</b> <b>Estoire, BLOEMFONTEIN, 9301</b> <b>THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS AT ENTRANCE 3</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>K Rampai</b>		CONTACT PERSON	<b>M Jacobs</b>	
TELEPHONE NUMBER	<b>051-4041873</b>		TELEPHONE NUMBER	<b>051-4048867/ 0791851642</b>	
E-MAIL ADDRESS	<a href="mailto:K.Rampai@fseducation.gov.za">K.Rampai@fseducation.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:Maryna.Jacobs@fseducation.gov.za">Maryna.Jacobs@fseducation.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA.....
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW</b>	

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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:**

.....

## SBD 3.1

### PRICING SCHEDULE – FIRM PRICES

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

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

Name of bidder.....	Bid number: <b>E2/2025/2026</b>
Closing Time <b>11H00 on 23 JANUARY 2026</b>	

**OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.**

BID NUMBER	DESCRIPTION
E2/2025/2026	SUPPLY AND DELIVERY OF TEXTBOOKS, LEARNER WORKBOOKS, TEACHER GUIDES AND READERS FOR GRADE R-12, FROM PUBLISHERS ON DBE APPROVED CATALOGUE FOR SCHOOLS UNDER SECTION 20
PERIOD	PERIOD: 3 YEARS: FINANCIAL YEAR 2026/27 STARTING DELIVERY IN 2026 FOR ACADEMIC YEAR 2027 FINANCIAL YEAR 2027/28 STARTING DELIVERY IN 2027 FOR ACADEMIC YEAR 2028 FINANCIAL YEAR 2028/29 STARTING DELIVERY IN 2028 FOR ACADEMIC YEAR 2029
PRICE	DELIVERY COST: PLEASE COMPLETE THE ATTACHED PRICING SCHEDULE FOR % DELIVERY COST  PRICE PER BOOK: THE PROVINCIAL DEPARTMENT WILL ONLY PAY THE PUBLISHED PRICES AS PUBLISHED ON THE APPROVED NATIONAL LTSM CATALOGUE/DBE CATALOGUE:  <a href="https://www.education.gov.za/Curriculum/LearningandTeachingSupportMaterials(LTSM)/LTSMNationalCatalogue.aspx">https://www.education.gov.za/Curriculum/LearningandTeachingSupportMaterials(LTSM)/LTSMNationalCatalogue.aspx</a>
QUANTITIES	AS REQUIRED

Does offer comply with specification?

**\*YES/NO (Make an x on your answer)**

If not to specification, indicate deviation(s)

.....  
 .....

**Is price Firm for contract period**

**\*YES/NO (Make an x on your answer)**

Delivery basis (all delivery costs **must** be included in the bid price)

.....



**BID E2/2025/2026 - CAPS TEXTBOOKS, LEARNER  
 WORKBOOKS, TEACHER GUIDES, AND READERS**

**Publisher name:**

**PRICING SCHEDULE FOR DELIVERY COST TO SCHOOLS  
 PER BOOK PER GRADE PER YEAR**

Delivery percentage is going to be calculated on the approved DBE catalogue prices for each respective year on books of approved Publishers.

<b><u>GRADE</u></b>	<b><u>Year 1</u></b>	<b><u>Year 2</u></b>	<b><u>Year 3</u></b>
	<b>%</b>	<b>%</b>	<b>%</b>
<b>Grade R</b>			
<b>Grade 1</b>			
<b>Grade 2</b>			
<b>Grade 3</b>			
<b>Grade 4</b>			
<b>Grade 5</b>			
<b>Grade 6</b>			
<b>Grade 7</b>			
<b>Grade 8</b>			
<b>Grade 9</b>			
<b>Grade 10</b>			
<b>Grade 11</b>			
<b>Grade 12</b>			

**SIGNATURE OF PUBLISHER**

**DATE**



**SBD 4**

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

**YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

## SBD 4

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:

.....  
.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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.
- 3.6 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.

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

- 3.7 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**

## SBD 5

This document must be signed and submitted together with your bid

### THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

#### INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

#### 1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million.  
or
  - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.  
or
  - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.  
or
  - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

#### 2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful

bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a

contract to the DTI for reporting purposes.

- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

### **3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF**

#### **BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)**

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.
- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works 2 or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:
- Bid / contract number.
  - Description of the goods, works or services.
  - Date on which the contract was accepted.
  - Name, address and contact details of the government institution.
  - Value of the contract.
  - Imported content of the contract, if possible.
- 3.8 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

### **4 PROCESS TO SATISFY THE NIP OBLIGATION**

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
- a. the contractor and the DTI will determine the NIP obligation;
  - b. the contractor and the DTI will sign the NIP obligation agreement;
  - c. the contractor will submit a performance guarantee to the DTI;
  - d. the contractor will submit a business concept for consideration and approval by the DTI;
  - e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
  - f. the contractor will implement the business plans; and
  - g. the contractor will submit bi-annual progress reports on approved plans to the DTI.



- 4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number ..... Closing date:.....

Name of bidder.....

Postal address .....

.....

Signature..... Name (in print).....

Date.....

## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

#### 1.2 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

#### 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

$P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{min}$  = Price of lowest acceptable tender

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

$P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or



any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI: Race: Black owned:	10 points : (1%-25% black owned= 3 points 26%-50% black owned= 5 points 51% and more black owned = 10 points)	
Promoting of South African owned enterprise	10 points	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - (a) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –disqualify the person from the tendering process;



- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

<div style="background-color: yellow; height: 15px; width: 100%;"></div> <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....



# SECTION 2

## **STANDARD BID CONDITIONS**

### **1. PRICES: SBD 3.1/Pricing Schedule**

- 1.1 Percentage (%) for delivery cost **must** be all inclusive and no additional and hidden cost will be paid for VAT, etc.
- 1.2 Pricing schedule for Delivery Cost to schools per book per Grade per year must be completed by approved Publishers based on the grades for which you are approved for as per DBE catalogue.

### **2. COMPLETION AND SUBMITTING OF BID DOCUMENT**

#### **A. STANDARD BID DOCUMENTATION FORMS (SBD) TO BE COMPLETED AND SIGNED**

- 2.1 **SBD 1:**  
The **SBD 1** (Bid Invitation Form) to be completed in full and signed.
- 2.2 **SBD 4:**  
The declaration of interest form (SBD 4) to be completed at all times (if applicable or not) and signed by the bidder. The service providers must declare any relationship with any person employed by the Department as contemplated in the SBD 4.
- 2.3 **SBD 5:**  
The National Industrial Participation Programme (SBD 5) should be completed in cases where it is applicable.
- 2.4 **SBD 6.1:**  
The Preference Point Claim form in terms of the Preferential Procurement Regulations 2022: Should be completed and signed by service provider if points are claimed. Failure to do so will result in zero points.

#### **B. CORRECTION FLUID AND CORRECTIONS TO SBD FORMS AND PRICES**

- 2.5 Correction fluid (e.g. Tippex) must not be used in bid documents in order to correct mistakes. **Uses of correction fluid (tippex) in the bid document and on the prices are not acceptable and will invalidate your bid.**
- 2.6 Where a bidder wishes to correct a mistake, a single line must be drawn through it and the bidder must place his/her signature and date next to the correction, so that the original entry is still visible and legible.
- 2.7 In the case of alterations/corrections a full signature must be attached above, next to or below the said alteration or correction

#### **C. BID FORMS**

- 2.8 The bid forms should not be redrafted.
- 2.9 Only the bid documents issued by the Department of Education Free State must be used.
- 2.10 Bid documents to be completed in full.
- 2.11 Bidders shall check the numbers of the pages and satisfy themselves that none are missing, duplicated or misprinted. No liability shall be accepted in regard to claims arising from the fact that pages are missing, duplicated or misprinted.

#### **D. SUBMITTING OF BID DOCUMENTATION**

- 2.12 Unless specifically provided for in the bid document, no bid transmitted by telegram, telex, facsimile or similar apparatus shall be considered.
- 2.13 The bid must be submitted in a **sealed envelope** before the closing date and time and deposited in the bid-box at:

**Department of Education  
Acquisition Management Sub-Directorate  
N8 Gateway Office Park  
Plot 22  
C/O Rudolf Greyling & AW Louw Avenue  
Estoire  
BLOEMFONTEIN  
9301**

**THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS IN ENTRANCE 3**

The bid number and closing date must be clearly indicated on the sealed envelope.

- 2.14 Bidders must ensure that bids are delivered timeously to the **correct address**.
- 2.15 Companies must ensure that their bid documentation is thoroughly binded. The Department cannot be held responsible for missing pages if your document is not binded.

#### **3. LATE BIDS**

Bids received after the closing date and time, at the address indicated in the bid document, will not be accepted for consideration and where practicable, be returned unopened to the bidder.

#### **4. NO BRIEFING SESSION WILL BE CONDUCTED.**

#### **5. FUNCTIONALITY – NOT APPLICABLE FOR THIS BID**

#### **6. EVALUATION ON PRICE AND PREFERENCE (80/20) preference point system)**

- 6.1 Bids will be evaluated in terms of the new Preferential Procurement Regulation, 2022 Regulation 3.1 (a) and (b).

Preferential Procurement Regulation, 2022 Regulation 3.2 (a) further stipulates the following:

“If it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of— (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system. “

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

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

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

- 6.2 Points will be allocated to a Bidder for specific goals as stipulated in the SBD 6.1 form.
- 6.3 Bidders are required to complete the preference claim form (SBD 6.1), and submit the proof as required for specific goals.
- 6.4 Only Bidders who have completed and signed SBD 6.1 **AND** who submitted the relevant proof for specific goals will be considered for preference points.
- 6.5 Failure on the part of the tenderer to submit proof of documentation required in terms of the tender to claim points for specific goals with the tender will be interpreted to mean that preference points for specific goals are not claimed and will therefore be allocated zero points.
- 6.6 **Criteria for breaking deadlock in scoring:** If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals. If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

## 7. **SPECIFIC GOALS**

Where points are claimed for specific goals the SBD 6.1 form should be completed and signed and the following documentation should be attached as proof that bidder qualify for the points for specific goals:

Specific goal	Total Number of Points allocated per preference point system	Documents that should be attached in order to claim points
<b>HDI: Race: Black owned:</b>	<b>10 points</b>  (1%-25% black owned= 3 points  26%-50% black owned= 5 points  51% and more black owned= 10 points)	Valid and original/original certified copy of accredited BBBEE certificate or valid and original/original certified copy of sworn affidavit
<b>Promoting of South African owned enterprise</b>	<b>10 points</b>	Original certified copy of company registration certificate reflecting active members (Documents issued by CIPC: CK1/CK2/COR or Trust deed/Pty Ltd/Memorandum of incorporation/certificate of incorporation/partnership agreement etc.)

## 8. **JOINT VENTURE**

**No Joint Ventures will be allowed.**

**9. PAYMENT TO SUPPLIERS**

Payments will be handled as prescribed by the PFMA and will normally be effected within 30 days of receipt of all the required documentation, which should be correct in every respect.

**10. LEGISLATION / LAWS**

Bidders must comply with the provisions of Labour Legislation as well as any other relevant legislation or legal requirement.

**11. VALIDITY PERIOD OF BID**

The period for which offers are to remain valid and binding (in order for the Department to finalize it), is indicated in the bid documents **(120 DAYS)** and is calculated from the closing time on the understanding that offers are to remain in force and binding until the close of business on the last day of the period calculated and if this day falls on a Saturday, Sunday or public holiday, the bid is to remain valid and binding until the close of business on the following working day.

**12. QUANTITIES**

Where quantities are specified in the bid documents the Department cannot guarantee that they will be ordered as such, as it depends on Departmental needs and availability of funds. The Department is not liable for any damages the contractor might suffer for not ordering specific quantities. Where quantities are specified, "as required" the quantities will be ordered as and when needed.

**13. SPECIFICATION – BIDDERS RESPONSE**

Where a specification provides for the bidders response to the different points of specification, the form must be properly completed. Where items deviate from the requirement, the deviation must be indicated.

**14. QUALIFICATIONS OF BIDDERS**

- 14.1 The Accounting Officer does not bind himself/herself to accept either the offer scoring the highest point or any bid and reserves the right to accept or cancel the bid which he/she deems to be in the best interest of the Department even if it implies a waiver by the Accounting Officer of certain bid requirements which the Accounting Officer considers to be of minor importance and not complied with by a bidder.
- 14.2 The department **will disqualify** any bid from a bidder whose **name appears on the national list of restricted bidders/suppliers/persons**.
- 14.3 The department may terminate the contract in whole or in part if the supplier and/or representatives of the department, in the judgement of the department, committed or have engaged in corrupt or fraudulent practices during the bidding process or the execution of that contract that benefited that supplier.
- 14.4 The Department reserves the right to allocate a bid to different service providers to ensure the empowering of as many companies as possible.

**15. COMPLIANCE TO CONTRACT**

- 15.1 The Department may monitor compliance to the contract after adjudication of the bid that include, but need not be limited to, site inspections and the request for documentary proof of compliance with the PFMA and relevant legislation.

- 15.2 Where services are rendered, which involves minimum wages for employees in terms of the sectoral wage determination, the Department reserves the right to request copies of payslips of employees during the period of the contract.

**16. JOB CREATION**

- 16.1 The bid aims to meet the needs of the Department, while also contributing to, amongst other, economic development and job creation.

16.1.1 Indicate how many additional permanent staff members will be employed as a result of winning the bid:  
\_\_\_\_\_

16.1.2 Indicate how many temporary staff members will be employed as a result of winning the bid:  
\_\_\_\_\_

16.1.3 Indicate whether the service of Free State Citizens will be utilized:

YES ☐ NO ☐ [TICK APPLICABLE BOX]

**17. CENTRAL SUPPLIER DATABASE (COMPULSORY)**

*Please note that bidders should be registered on the Central Supplier Database.*

**18. LOCAL CONTENT**

Service providers are being encouraged to make use of local production and local content.

**19. MAXIMUM DELIVERY PERIOD**

As indicated in specification.

**20. PENALTIES**

If detected that a preference had been obtained on a fraudulent basis or any specified goals are not attained in the performance of the contract, an organ of state may:

- Recover all costs, losses or damages resulting from the above-mentioned contract.
- Cancel the contract and claim damages.
- Impose a financial penalty, more severe than the theoretical financial preference associated with the claim which was made.
- Restrict the contractor, its shareholders and directors from obtaining business from any organ of state for a period not exceeding 10 years.

**21. SUCCESSFUL BIDDERS**

- The successful bidder/s will be obliged to sign a contract with the Department.
- Companies that are awarded bids must ensure that the income tax number and VAT number (where applicable) are indicated on the Invoice.

**22. AWARDING CONTRACTS TO GOVERNMENT OFFICIALS IS NOT ALLOWED  
A GOVERNMENT EMPLOYEE MAY NOT HAVE A BUSINESS INTEREST IN ANY ENTITY  
CONDUCTING BUSINESS WITH THE PROVINCIAL GOVERNMENT.**



In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have a business interest in any entity conducting business with the Provincial Government.

According to the Public Service Regulations, 2016, an employee may not do business with any organ of state.

The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.

All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

**23. VALID TAX MATTERS**

It is a condition that the Tax matters of the successful bidder/s are in order at time of awarding.

**24. SUPPLIER DUE DILIGENCE**

The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/non announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

**25. DECLARATIONS**

A bidder must declare that:

- Information provided is true and correct.
- The signatory to the bid document is duly authorized.
- Documentary proof regarding any bid issue will, when required, be submitted to the satisfaction of the State.

**26. THE BIDDER MUST COMPLETE THE FOLLOWING:**

This is to certify that the above standard conditions have been read and the bidder undertakes to comply herewith for the full duration of the contract/bid. It is further accepted that any deviation from the bid conditions, requirements and specifications as well as false information provided on any form/document may result in the termination of contract prior to expiry.

I \_\_\_\_\_ in my capacity as \_\_\_\_\_ of

\_\_\_\_\_(Company), hereby certifies that I take note and accept the above-mentioned Standard Conditions, Special Conditions of the Contract and the General Conditions of a Contract. I further declare that the information submitted is correct.

\_\_\_\_\_

**SIGNATURE**

Contact person of company: \_\_\_\_\_

Tel. of company: (\_\_\_\_)\_\_\_\_\_

Fax of company: (\_\_\_\_)\_\_\_\_\_



# **SECTION 3**

  

## **SPECIFICATION/ CONDITIONS OF APPOINTMENT/ SPECIAL CONDITIONS**

## CONDITIONS ON APPOINTMENT

Description
<p><b>SUPPLY AND DELIVERY OF APPROVED CAPS TEXTBOOKS, LEARNER WORKBOOKS, TEACHER GUIDES, AND READERS, FROM PUBLISHERS ON DBE APPROVED CATALOGUE FOR SCHOOLS UNDER SECTION 20.</b></p> <p><b>PERIOD: THREE YEARS:</b></p> <p><b>FINANCIAL YEAR 2026/27 STARTING DELIVERY IN 2026 FOR ACADEMIC YEAR 2027</b>  <b>FINANCIAL YEAR 2027/28 STARTING DELIVERY IN 2027 FOR ACADEMIC YEAR 2028</b>  <b>FINANCIAL YEAR 2028/29 STARTING DELIVERY IN 2028 FOR ACADEMIC YEAR 2029</b></p>

Paragraph	CONDITIONS ON APPOINTMENT
<p><b>BACKGROUND:</b></p> <p>The Curriculum and Assessment Policy Statement (CAPS) was implemented in grades R-12. All provincial education departments must ensure that all learners and teachers have the necessary resources, i.e. core learning and teaching support materials (LTSM) to support the implementation of CAPS.</p>	
<p><b>The successful service provider/s must:</b></p>	
1.	<b>DELIVERABLES</b>
1.1	Supply and deliver <b>Grades R to 12 Textbooks, Learner Workbooks, Teacher guides and Readers</b> that are provided as per Publisher list.
1.2	<p><b>(a) Details of delivery</b></p> <p>Deliver the Text books, Teacher guides and Readers to the schools (farm schools included) according to distribution lists that will be availed with an official order. Such deliveries must be made in full.</p> <p><b>Grade R-4 &amp; 10, TOP UP Grades 5-6, 7-9, 11 &amp; 12</b>  Financial Year 2026/27 starting Delivery In 2026 For Academic Year 2027</p> <p><b>Grade R-6 &amp; 11, TOP UP Grades 7-9, 10 &amp; 12</b>  Financial Year 2027/28 starting Delivery In 2027 For Academic Year 2028</p> <p><b>Grade R-4, 7-9 &amp; 12, TOP UP Grades 5-6, 10 &amp; 11</b>  Financial Year 2028/29 starting Delivery In 2028 For Academic Year 2029</p> <p><b>No partial deliveries (per school) will be accepted.</b></p>
1.3	<p>Supply the FSDoE with delivery notes which must indicate the following information:</p> <p>i) Name and physical address of the school.</p>

	<p>ii) Name in print, ID number, Persal number and signature of either the Principal or the person who received the delivery.</p> <p>iii) The quantity of textbooks, learner workbooks, teacher guides and readers per school.</p> <p>iv) The school stamp and delivery date.</p> <p>v) The school principal or the person who received delivery must confirm on the proof of delivery that all items are received in accordance with the specifications and in good order.</p> <p>vi) The original signed proof of delivery and invoice per school must be submitted with the invoice for payment for attention:  <b>Mrs MC Moticoe (Room 505) / Ms M Mokhele (Room 504) / Ms. M Jacobs (Room 508)</b>  <b>Chief Directorate: Curriculum Management: LTSM Section,</b>  <b>5<sup>th</sup> Floor,</b>  <b>147 St Andrews street,</b>  <b>Sinodale Building,</b>  <b>Bloemfontein</b></p> <p><b>Please note: a copy of the proof of delivery must be retained at the school for audit purposes. All textbooks must be delivered 3 weeks of issuing of original system generated order.</b></p>
1.4	<p>Maintain reasonable stock levels of textbooks, Teacher guides, readers eBooks and supply and deliver to FSDoE on order until the contract closes out.</p> <p>Should sufficient stock of any title not be available throughout the contract period, the publisher is required to indicate:</p> <p>a) Whether reprint will be undertaken, and if so</p> <p>b) What the expected release date will be.</p>
1.5	<p><b>(b) Delivery point</b></p> <p>The books are required to be delivered directly to schools as indicated on the distribution list as per indicated on the link as per point 1.6 (farm schools included). The delivery requirements will be indicated in the respective orders. <b>All textbooks must be delivered 3 weeks of issuing of original system generated order.</b>  (Example of packing list per school)</p> <p>***Note: Delivery must take place during school terms and school hours (08h00 – 15h00), unless arrangements have been made with school principals to deliver after normal school hours.</p>
1.6	<p>For each school, arrange in advance with the principal a <u>suitable date and time when delivery can take place</u>. Address List of Schools:</p> <p>Then the only other way is School Finder:</p> <p><a href="http://www.fsdoe.fs.gov.za//SchoolFinder/Schoolfinder.aspx">http://www.fsdoe.fs.gov.za//SchoolFinder/Schoolfinder.aspx</a></p>
1.7	<p>After an official order form (Supplier's Copy) has been received from the FSDoE, indicate the order number on the invoice.</p>
<b>2.</b>	<p><b>THE FSDoE WILL:</b></p>
2.1	<p>Order textbooks, Teacher guides and Readers as and when requisitioned by schools. The publisher should however note that with indicative quantities already being available, the first order would be a BULK order with a distribution list.</p>

2.2	Provide, with the official order, a distribution list containing all the delivery points and contact detail of the LTSM Coordinators of each District.
2.3	Verify deliveries made as claimed through invoices.
2.4	For any queries kindly contact: Mrs MC Moticoe (Room 505) / Tel. nr: 051-404 8864 / MC.Moticoe@fseducation.gov.za Ms M Mokhele (Room 504) / Tel. nr: 051-404 8863 / MJ.Mokhele@fseducation.gov.za Ms. M Jacobs (Room 508) / Tel. nr: 051-404 8867 / Maryna.Jacobs@fseducation.gov.za
<b>3.</b>	<b>PAYMENT CONDITIONS</b>
3.1	The publisher must submit a valid and original tax invoice accompanied by signed delivery notes to the: <b>Chief Directorate: Curriculum Management: LTSM Section,</b> <b>5<sup>th</sup> Floor,</b> <b>147 St Andrews street,</b> <b>Sinodale Building,</b> <b>Bloemfontein</b> for <b>attention:</b> <b>Mrs MC Moticoe (Room 505) / Ms M Mokhele (Room 504) / Ms. M Jacobs (Room 508)</b> for payment.
3.2	The FSDoE will pay after certification that all goods required were delivered in full to all the schools, were received in good order, correct quantities and according to specification. <u>Delivery notes must be certified by the school, bear the school stamp and must be signed by the school principal or the person who received the books.</u>
3.3	The payment will be made within 30 days after receipt of the valid tax invoice accompanied by signed and stamped delivery notes from the schools and certification by the project manager that the service was rendered satisfactorily.
3.4	Publishers are to note that the General Conditions of Contract are applicable and therefore note that the penalties intended through clause 22 of the General Conditions of Contract, which forms part of the contract, will be imposed in the execution of this contract.  Publisher must note these conditions upfront to prevent their business and its directors/members/shareholders/ from possibly being restricted to do business with the public sector. Any mistake on the invoice will result in non-payment, unless the invoice is accompanied by a credit note to settle the difference. Please note the POD's to match the order.

### **DECLARATION**

I, .....(representative of Publisher),

From ..... (Publisher's name),

hereby declare that our Publishing House except the Conditions on Appointment.

.....  
**SIGNATURE**

.....  
**DATE**

## **SPECIAL CONDITIONS**

<b>1</b>	<b>GENERAL</b>
1.1	Fully compliance with Conditions on Appointment.
1.2	The Department has the right to negotiate for better delivery percentages, from the Publishers where after it must be confirmed in writing by the Publisher.
<b>2</b>	<b>SPECIAL CONDITIONS</b>
2.1	<b>The Provincial Department will only pay the published prices for textbooks, learner workbooks, teacher guides and readers as published on the approved DBE catalogue.</b>
2.2	<b>The Pricing Schedule for DELIVERY COST to schools per book per Grade per year must be completed by Approved Publishers based on the grades for which you are approved for as per DBE catalogue.</b>
2.3	<b><u>Only CAPS approved publishers from approved DBE catalogue will be considered, otherwise your offer will be disqualified.</u></b>

**Contact persons:** Mrs MC Moticoe  
Tel.nr. 051-404 8864  
Email address: [MC.Moticoe@fseducation.gov.za](mailto:MC.Moticoe@fseducation.gov.za)

Ms MJ Mokhele  
Tel.nr. 051-404 8863  
Email address: [MJ.Mokhele@fseducation.gov.za](mailto:MJ.Mokhele@fseducation.gov.za)

Ms M Jacobs,  
Tel.nr. 051-404 8867 / 079 185 1642  
Email address: [Maryna.Jacobs@fseducation.gov.za](mailto:Maryna.Jacobs@fseducation.gov.za)



# SECTION 4

# ATTACHED THE FOLLOWING DOCUMENTATION FOR SPECIFIC GOALS:

1) Proof of HDI status: Black owned by submitting:

➤ Valid and original/original certified copy of accredited **BBBEE certificate** or valid and original/original certified copy of **sworn affidavit**.

2) Promoting of South African owned enterprise by submitting:

➤ Original certified copy of company registration certificate reflecting active members (Documents issued by CIPC: CK1/CK2/COR or Trust deed/Pty Ltd/Memorandum of incorporation/certificate of incorporation/partnership agreement etc.





# ATTACH:

## **1) CERTIFIED COPY OF COMPANY REGISTRATION CERTIFICATE REFLECTING ACTIVE MEMBERS**

**(CK1/CK2)/TRUST DEED/PTY LTD MEMORANDUM OF  
INCORPORATION/  
CERTIFICATE OF INCORPORATION/ PARTNERSHIP AGREEMENT  
ETC.**

## **2) ID DOCUMENTS OF DIRECTORS**



# **ATTACH:**

# **CSD PRINTOUT**

# **REPORT**

<b>CHECK LIST:</b>			
<b>SUMMARY OF FORMS TO BE COMPLETED AND REQUIREMENTS</b>			
<b>PLEASE ENSURE THAT YOU SIGN AND COMPLETE THE FOLLOWING DOCUMENTS AND SUBMIT THE HARD COPIES THEREOF TOGETHER WITH YOUR SUPPORTING DOCUMENTS BEFORE OR ON THE CLOSING OF THE BID:</b>			
<b>SBD FORM</b>	<b>DESCRIPTION</b>	<b>TO BE COMPLETED BY</b>	<b>COMMENTS ON COMPLIANCE BY SERVICE PROVIDER</b>
<b>STANDARDIZED BID FORMS</b>			
<b>SBD 1</b>	Invitation to bid	To be completed and signed by the service provider.	
<b>SBD 4</b>	Declaration of interest	To be completed and signed by the service provider.	
<b>SBD 5</b>	The Naional Industtrial Participation Programme	To be completed and signed by the service provider	
<b>SBD 6.1</b>	Preference points claim form	To be completed and signed by the service provider in order to claim points	
<b>SBD 3.1/ pricing schedule</b>	Pricing schedule Prices will be firm for the full duration of the period	Service Provider must: <ul style="list-style-type: none"> <li>• Ensure that you indicate on the SBD 3.1 form if your prices are firm.</li> <li>• Ensure that you complete the delivery percentage at the relevant grade.</li> </ul>	
<b>PLEASE ENSURE THE SUBMITTING OF THE FOLLOWING DOCUMENT:</b>			
<b>CSD REPORT</b>			
Ensure that it is attached.			
<b>SPECIFICATION/TERMS OF REFERENCE/SPECIAL CONDITIONS</b>			
Ensure that all documentation as requested is attached.			
<b>SPECIFIC GOALS</b>			
Please ensure that you attach ALL documents as requested to claim points for specific goals:			
1) Valid and original/original certified copy of accredited BBEE certificate or valid and original/original certified copy of sworn affidavit.			
2) Certified copy of company registration certificate reflecting active members (Documents issued by CIPC: CK1/CK2/COR or Trust deed/Pty Ltd/Memorandum of incorporation/certificate of incorporation/partnership.			



# **GENERAL CONDITIONS OF CONTRACT IS APPLICABLE**

**[www.treasury.gov.za](http://www.treasury.gov.za)**

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>