

PART A (SBD 1)
INVITATION TO BID INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	E16/2021/2022	CLOSING DATE:	8 OCTOBER 2021	CLOSING TIME:	11:00 AM
DESCRIPTION	REQUEST FOR PROPOSALS FOR AN END-TO-END SECURED SOLUTION FOR THE PRINTING, PACKING, SORTING AND DISTRIBUTION OF QUESTION PAPERS, ANSWER BOOKS AND OTHER EXAMINATION AND ASSESSMENT MATERIALS FOR THE NSC (SUPPLEMENTARY EXAMINATION INCLUDED), SC(A) AND ABET L4 EXAMINATIONS AND ANY OTHER MATERIAL THAT NEED TO BE PRINTED				
PERIOD	THREE YEARS FROM DATE OF APPROVAL				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BID DOCUMENTS MAY BE COURIER TO OR DEPOSITED IN THE BID BOX SITUATED AT: 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 AT ENTRANCE 3)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. BV More/KS Maphisa		CONTACT PERSON	Mr. TK Basjan	
TELEPHONE NUMBER	051-4044066/4044078		TELEPHONE NUMBER	Tel nr: 066 2069999	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	B.More@fseducation.gov.za/ KS.Maphisa@fseducation.gov.za		E-MAIL ADDRESS	T.basjan@fseducation.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:		AND	CENTRAL SUPPLIER DATABASE No:	MAAA.....
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ 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]					

Contractor

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Dept of Education

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BID NO. E16/2021/2022

Portion 1: Tender

Part T2.1: Returnable Documents

1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
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[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]

***BBBE CERTIFICATE MUST BE VALID AT TIME WHEN BID CLOSE.**

Please note that there are two types of sworn affidavits namely these for:

1) EME suppliers (where the total annual revenue for the latest financial year was R10 million or less) AND

2) QSE suppliers (where the total annual revenue for the latest financial year is between R10 million and R50 million)

Please ensure that you complete and submit the correct sworn affidavit according to your total annual revenue. The department will not take responsibility if information was wrongly declared. See paragraph 20 of the Standard Conditions for consequences on false information.

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 (SBD 1): 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-FILED 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 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."
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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:

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STANDARD BID CONDITIONS DEPARTMENT OF EDUCATION

1. PRICES SBD 3.1/PRICING SCHEDULE

- 1.1 Prices will be firm for the full duration of the period. No price increases will be considered.
- 1.2 Bid prices **must** be all inclusive and no additional and hidden cost will be paid for e.g. delivery, VAT, etc.
- 1.3 The SBD 3.1 pricing schedule **must** be completed in full.
- 1.4 Prices of bids must be provided for the specific units/quantities as required on pricing schedules/SBD 3.1.
- 1.4 Service providers must ensure correct calculations as the department will not take responsibility for incorrect prices.

2. COMPLETION 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 National Treasury Practice Note no 7 of 2009/2010 (SCM – Declaration of Interest). Failure by the service provider to declare relationships and connections as stipulated in paragraphs 2.7 to 2.11 of the SBD 4 form may result in an immediate termination of the bid/contract. Failure to complete and sign may disqualify your offer.

2.3 SBD 8:

The Declaration of Bidder's past Supply Chain Management Practices (SBD 8) form to be completed and signed. Failure to complete and sign the form may disqualify your offer.

2.4 SBD 9:

The Certificate of Independent Bid Determination (**SBD 9**) to be completed and signed. Failure to complete and sign the form may disqualify your offer.

B. CORRECTION FLUID AND CORRECTIONS TO SBD FORMS

- 2.5 Correction fluid (e.g. Tippex) must not be used in bid documents in order to correct mistakes.
- 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

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C. BID FORMS

- 2.8 The bid forms should not be retyped or 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 AT 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. If the bid is late, it will not be accepted for consideration.
- 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.
- 2.16 Bid documents can be **downloaded** from the Free State Department Website at the following address:
<http://www.etenders.gov.za>
(Click then on *Opportunities* and choose *Advertised Tenders*) -
OR
<http://www.education.fs.gov.za>
(Click on Budget & Procurement and choose bids and then bid documents.)
- 2.17 The bidder needs to provide a flash disk of a PDF document of the full tender. The CD/memory stick should be clearly labelled and placed in an envelope showing the company's name and stapled together with the bid document.

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3. FORMS TO CLAIM POINTS FOR B-BBEE (SBD 6.1 FORM)

- 3.1 Where points are claimed for B-BBEE Status Level of Contribution the SBD 6.1 form, to be completed in full and signed by the bidder. A **VALID AND ORIGINAL/ORIGINAL CERTIFIED BBBEE** Status Level Verification Certificate should be attached.
- 3.2 BBBEE Status Level Verification Certificates should be issued by the agencies as stipulated in Par 6.4 of the Standard conditions.
- 3.3 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 3.4 A **trust, consortium or joint venture** will qualify for points for their B-BBEE status level as an Unincorporated entity, provided that the entity submits their **consolidated B-BBEE scorecard** as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

4. NO BRIEFING SESSION WILL BE CONDUCTED

5. BID EVALUATION/ADJUDICATION CRITERIA (PRICE AND B-BBEE)

- 5.1 Bids will be evaluated in terms of the new Preferential Procurement Regulation, 2017 Regulation 3(a)(ii) "if it is unclear which preference point system will be applicable, 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

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

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

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- 5.3 Bidders are required to complete the preference claim form (SBD 6.1), and submit a valid **ORIGINAL/ORIGINAL CERTIFIED BBBEE** verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or a valid sworn affidavit (DTI format) signed by the EME/QSE representative and attested by a commissioner of oath or sworn affidavit issued by DTI.
- 5.4 Bidders must ensure that the B-BBEE status level verification certificates submitted are issued by the following agencies:
- (i) Tenderers other than EME/QSEs: Verification agencies accredited by SANAS, or
 - (ii) Tenderers who qualify as EME/QSEs: Sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of oaths.
- 5.5 Verification agencies accredited by SANAS are identifiable by a SANAS logo and a unique BVA number.
- 5.6 Certificates issued by IRBA and Accounting Officers have been discontinued and will not be considered.
- 5.7 Only Bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE verification certificate issued by a verification agency accredited by the South African Accreditation System (SANAS) or valid sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of oath will be considered for preference points.
- 5.8 Failure on the part of the Bidder to comply with the above paragraphs will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0).
- 5.9 In the event that two or more bids have scored equal total points, the contract will be awarded to the Bidder scoring the highest number of preference points for B-BBEE.
- 5.10 However, when functionality is part of the evaluation process and two or more Bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the Bidder scoring the highest for functionality.
Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- 5.11 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

6. BID PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT (DEFINED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017):

(PHASE 1: PRE-EVALUATION)

SUBCONTRACTING

(COMPULSORY SUB-CONTRACTING OF A MINIMUM OF 30% TO EME'S OR QSE'S WHICH ARE AT LEAST 51% BLACK OWNED)

A compulsory minimum of 30% of the total value of contract will be required to be subcontracted to EME's/QSE's contractors/suppliers registered on CSD for a minimum of 51% Black ownership.

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See paragraph 4.1 of Terms of Reference for conditions of sub-contracting.

PLEASE TAKE NOTE:

- The responsibility to sub-contract with competent and capable subcontractor/s rests with the main contractor.
- The contract will be concluded between the main contractor and the institution therefore, the main contractor and not the subcontractor would be held liable for performance in terms of its contractual obligations.
- Main contractors are discouraged from subcontracting with their subsidiary companies as this may be interpreted as subcontracting with yourself and/or using their subsidiaries for fronting

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ANNEXURE A: SUB-CONTRACTING ARRANGEMENTS (COMPULSORY TO COMPLETE – FAILURE TO COMPLETE WILL DISQUALIFY YOUR OFFER)

SUB-CONTRACTING DETAILS						
Nr.	Sub-contractor's name	% OF SUB-CONTRACTING	BBBEE Level of sub-contractor	CSD NR MAAA....	DETAILS OF WHAT COMPANY WILL DO AS SUB-CONTRACTOR	Address of sub-contractor/s

ATTACHED THE FOLLOWING DOCUMENTATION OF ALL SUB-CONTRACTOR/S TO YOUR BID DOCUMENT:

- 1) CSD PRINT OUT REPORT**
- 2) BBBEE CERTIFICATE**

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7 .FUNCTIONALITY CRITERIA **STAGE 2 OF EVALUTION)**

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ANNEXURE B: EVALUATION / ADJUDICATION CRITERIA E16/2021/2022

1. The bid will be evaluated as follows:
 - 1.1 Assessment on Functionality **(Separate from price)**: **160** points
 - 1.2 Assessment on price: **90** points
 - 1.3 B-BBEE grading: **10** points
2. The value of this bid is estimated exceeds R50 000 000 and therefore the **90/10** system shall be applicable.
3. **PRE-QUALIFICATION REQUIREMENTS/FUNCTIONALITY CRITERIA**
All bids will be subject to **Pre-Qualification** and will be required to achieve a minimum of **score minimum of 120 points for functionality** in total to be further evaluated for price.

NB: Bidders who score below 120 Points out of 160 Points in the assessment of functionality will not be considered.

All the necessary documentation must be submitted for the Evaluation Panel to make an informed evaluation. Evaluation of the Technical (Quality) Requirements will be based on the information provided by the bidder.

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education

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				<table><tr><td>Storage</td><td></td><td></td></tr><tr><td>Distribution</td><td></td><td></td></tr></table>	Storage			Distribution		
Storage										
Distribution										
				<table><tr><td>POINTS SCORED</td><td>/40</td></tr></table>	POINTS SCORED	/40				
POINTS SCORED	/40									

AVAILABILITY OF OFF-SITE PRINTING FACILITY AS PART OF CONTINGENCY PLAN	Maximum Total = 20 points					
	The prospective bidder must have an alternative printing site (precinct) that will be used for the printing, packing and storage of question papers, answer books and other examination materials in emergency cases.		ANNEXURE B	DOES THE PROSPECTIVE BIDDER HAVE AN ALTERNATIVE SITE AVAILABLE?		
	Proof of ownership / contract to lease agreement for the establishment of an alternative site	➤ 10 Points	• Proof of ownership / contract to lease agreement for the establishment of an alternative site	<table border="1"><tr><td>YES</td><td>NO</td></tr></table>	YES	NO
	YES	NO				
List attached which includes: • Printing and • Pre-sealing machines	➤ 3 Points ➤ 2 Points	List of available machines and the capacity thereof: • Printing machines • Pre-sealing machine	PROOF OF OWNERSHIP / CONTRACT TO LEASE AGREEMENT FOR THE ESTABLISHMENT OF AN ALTERNATIVE SITE <table border="1"><tr><td>YES</td><td>NO</td></tr></table> FACILITIES AVAILABLE? It the list attached? Does it include printing and pre-sealing machines as well as capacity thereof?	YES	NO	
YES	NO					

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T2.1-12



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				<table border="1"> <tr> <td></td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Printing</td> <td></td> <td></td> </tr> <tr> <td>pre-sealing machines</td> <td></td> <td></td> </tr> </table>		YES	NO	Printing			pre-sealing machines				
	YES	NO													
Printing															
pre-sealing machines															
	Layout plan (m²) for: - Picking, packing and printing area - Secured storage facilities	➤ 3 Points ➤ 2 Points	Layout plan (m²) for: - Picking, packing and printing area - Secured storage facilities	Layout plan (m²) for: <table border="1"> <tr> <td></td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Picking, packing and printing area</td> <td></td> <td></td> </tr> <tr> <td>Secured Storage facilities</td> <td></td> <td></td> </tr> </table> <table border="1"> <tr> <td>POINTS SCORED</td> <td>/20</td> </tr> </table>		YES	NO	Picking, packing and printing area			Secured Storage facilities			POINTS SCORED	/20
	YES	NO													
Picking, packing and printing area															
Secured Storage facilities															
POINTS SCORED	/20														

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T2.1-13



DISTRIBUTION OF QUESTION PAPERS AND EXAM MATERIAL	Maximum Total = 20 points		ANNEXURE C Proof capacity to deliver the large number of quantities by submitting:	DOES THE PROSPECTIVE BIDDER PROVIDE THE FOLLOWING COPIES FOR 4- AND 8-TON TRUCKS TO DELIVER QUESTION PAPERS TO DISTRICTS AND STORAGE POINTS?												
	The prospective bidder must provide valid and certified copies of Ownership Certificates/letter or contract of intent to lease/lease agreement for 4 and 8 ton trucks	➤ 5 Points	Valid and certified copies of Ownership Certificates/ letter or contract of intent to lease/lease agreement for 4 and 8 ton trucks	<table border="1"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>Valid and certified copies of Ownership Certificates or contract of intent to lease/lease agreement</td> <td></td> <td></td> </tr> <tr> <td>Valid and Certified Roadworthy Certificate (Certificate of Fitness)</td> <td></td> <td></td> </tr> <tr> <td>Registration Discs issued by a registering authority</td> <td></td> <td></td> </tr> </tbody> </table>		YES	NO	Valid and certified copies of Ownership Certificates or contract of intent to lease/lease agreement			Valid and Certified Roadworthy Certificate (Certificate of Fitness)			Registration Discs issued by a registering authority		
		YES	NO													
	Valid and certified copies of Ownership Certificates or contract of intent to lease/lease agreement															
	Valid and Certified Roadworthy Certificate (Certificate of Fitness)															
Registration Discs issued by a registering authority																
All vehicles that will be used for distribution must be roadworthy with valid and certified Roadworthy Certificates (Certificate of Fitness) and may be subjected to inspection by FSDoE representatives. The FSDoE reserves the right to reject any vehicle that is unreliable and/or that is not roadworthy	➤ 3 Points	Valid and Certified Roadworthy Certificate (Certificate of Fitness) of vehicles that will be used for distribution														
Registration Discs issued by a registering authority	• 2 Points	Registration Discs issued by a registering authority														
Evidence of 4 or more closed 4 and/or 8 -ton capacity trucks	➤ 5 Points	Evidence of 4 or more closed 4 and/or 8 ton capacity trucks	EVIDENCE OF 4 OR MORE CLOSED 4 AND/OR 8 TON CAPACITY TRUCKS <table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	YES	NO											
YES	NO															

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	Bidders must provide for a minimum of 4 drivers the following: • Police Clearance Certificates demonstrating the drivers’ clearances of any previous criminal offences, • Valid PDP • Code EC licenses	➤ 1 Points ➤ 1 Points ➤ 3 Points (No marks awarded if documents for less than 4 drivers are submitted.)	•Police Clearance Certificates demonstrating the drivers’ clearances of any previous criminal offences, • Valid PDP • Code EC licenses	BIDDERS MUST PROVIDE A MINIMUM OF 4 DRIVERS <table><tr><td></td><td>YES</td><td>NO</td></tr><tr><td>Police clearance</td><td></td><td></td></tr><tr><td>Valid PDP</td><td></td><td></td></tr><tr><td>Code EC licenses</td><td></td><td></td></tr></table> <table><tr><td>POINTS SCORED</td><td>/20</td></tr></table>		YES	NO	Police clearance			Valid PDP			Code EC licenses			POINTS SCORED	/20
	YES	NO																
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COMPANY	Maximum Total = 40 points
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EXPERIENCE NB: Bidders to note that the contract amount should be for every successfully completed project and not a combination of totals for projects. NB: Bidders to note that the number of years of experience should be for every successfully completed project.	- Two reference letters, <u>minimum three years</u> of experience with value of above R10m to R100m per letter - Three or more reference letters, <u>minimum three years</u> of experience with value of above R10m to R100m per letter - Two reference letters, with experience of <u>more than three years, less than five years</u> with the value of above R10m to R100m per letter - Three or more reference letters, with experience of <u>more than three years, less than five years</u> with the value of above R10m to R100m per letter	➤ 10 Points ➤ 20 Points ➤ 25 points ➤ 30 points	ANNEXURE D Attach at least two letters of reference from clients on their letterheads, not more than three years old indicating successfully completed similar projects, with contract amount and reflecting a minimum of three years of experience in the printing, packing and distribution of highly secured materials <i>Each letter must comply with all the under-mentioned criteria for points to be allocated:</i> Date of letters should not be older than 3 years Value of service must be stipulated - Letters should be on official letterhead/s of institution to whom services were rendered/project was carried out. Quality/successful completion of service must be stipulated. Number of years experience/number of years contracted for relevant services	LETTERS OF REFERENCES FROM CLIENTS ON THEIR LETTERHEADS, NOT MORE THAN THREE YEARS OLD INDICATING SUCCESSFULLY COMPLETED SIMILAR PROJECT <table border="1"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>Two reference letters</td> <td></td> <td></td> </tr> <tr> <td>Minimum three years</td> <td></td> <td></td> </tr> <tr> <td>Above R10m to R100m</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Reference letters should not be more than three years old.</td> </tr> <tr> <td>Three or more reference letters</td> <td></td> <td></td> </tr> <tr> <td>Minimum three years</td> <td></td> <td></td> </tr> <tr> <td>Above R10m to R100m</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Reference letters should not be more than three years old.</td> </tr> <tr> <td>Two reference letters</td> <td></td> <td></td> </tr> <tr> <td>More than three years, less than 5 years</td> <td></td> <td></td> </tr> <tr> <td>Above R10m to R100m</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Reference letters should not be more than three years old.</td> </tr> <tr> <td>Three or more reference letters</td> <td></td> <td></td> </tr> <tr> <td>More than three years, less than 5 years</td> <td></td> <td></td> </tr> </tbody> </table>		YES	NO	Two reference letters			Minimum three years			Above R10m to R100m			Reference letters should not be more than three years old.			Three or more reference letters			Minimum three years			Above R10m to R100m			Reference letters should not be more than three years old.			Two reference letters			More than three years, less than 5 years			Above R10m to R100m			Reference letters should not be more than three years old.			Three or more reference letters			More than three years, less than 5 years		
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	- Two reference letters, <u>five or more years</u> of experience with a value of above R10m to R100m per letter - Three or more reference letters, <u>five or more years</u> of experience with a value of above R10m to R100m per letter	➤ 35 points ➤ 40 points		Above R10m to R100m																																															
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CURRICULUM VITAE OF STAFF		Total = 10 points		CURRICULUM VITAE OF STAFF																				
ANNEXURE E1 2 x Project Managers reflecting project Management Skills qualification and a minimum of three years relevant experience in the management of security printing.	- Copies of CVs with identified skills with a <u>minimum of five years</u> of experience - Copies of CVs with identified skills and a <u>minimum of three years</u> of experience	➤ 5 Points ➤ 3 Points	ANNEXURE E The bidder must attach a Curriculum Vitae for each prospective employee with the number of years in service and contactable references, who are/ will be part of the Project Execution, namely: ANNEXURE E1 PROJECT MANAGERS (Maximum of 5 points) - Copies of CVs with identified skills with a minimum of five years of experience - Copies of CVs with identified skills and a minimum of three years of experience ANNEXURE E2 MACHINE OPERATORS (Maximum of 5 points) - Copies of CVs with identified skills with a minimum of five years of experience - Copies of CVs with identified skills and a minimum of three years of experience	CURRICULUM VITAE OF STAFF PROJECT MANAGERS: <table border="1"><thead><tr><th></th><th>YES</th><th>NO</th></tr></thead><tbody><tr><td>Minimum 5 years' experience</td><td></td><td></td></tr><tr><td>Minimum 3 years' experience</td><td></td><td></td></tr></tbody></table> MACHINE OPERATORS: <table border="1"><thead><tr><th></th><th>YES</th><th>NO</th></tr></thead><tbody><tr><td>Minimum 5 years' experience</td><td></td><td></td></tr><tr><td>Minimum 3 years' experience</td><td></td><td></td></tr></tbody></table> <table border="1"><tr><td>POINTS SCORED</td><td>/10</td></tr></table>		YES	NO	Minimum 5 years' experience			Minimum 3 years' experience				YES	NO	Minimum 5 years' experience			Minimum 3 years' experience			POINTS SCORED	/10
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ANNEXURE E2 4 x Machine Operators indicating technical skills of operating high-volume printing presses and specialised sealing machine, with a minimum of three years in a similar environment	- Copies of CVs with identified skills with a minimum of five years of experience - Copies of CVs with identified skills and a minimum of three years of experience	➤ 5 Points ➤ 3 Points																						

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PROOF OF SOUND FINANCIAL STABILITY TO DELIVER SERVICE		Total 20 points		ANNEXURE F	FINANCIAL STATEMENTS ATTACHED? <u>CIRCLE YES or NO.</u>											
No Financial Statement	➤	0 points	CERTIFIED OR ORIGINAL Audited financial statement signed off by a registered Chartered accountant or Financial statement signed by registered accountant <i>(The department reserves the right to verify the authenticity and credibility of the Financial Statement that are submitted with this Bid.)</i>	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>		YES	NO									
YES	NO															
Unsigned and Non-certified Financial Statement not prepared by a Qualified Accredited Accountant	➤	0 points		<u>DOES FINANCIAL STATEMENTS COMPLY WITH THE FOLLOWING?</u> <table border="1"> <tr> <td></td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Signed?</td> <td></td> <td></td> </tr> <tr> <td>Originally certified/original?</td> <td></td> <td></td> </tr> <tr> <td>Compiled by CA or accountant?</td> <td></td> <td></td> </tr> </table>			YES	NO	Signed?			Originally certified/original?			Compiled by CA or accountant?	
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Signed?																
Originally certified/original?																
Compiled by CA or accountant?																
Signed, certified and sound Financial Statement prepared by a Qualified Accredited Accountant	➤	20 points	<table border="1"> <tr> <td>POINTS SCORED</td> <td>/20</td> </tr> </table>		POINTS SCORED	/20										
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TRAINING/SKILLS TRANSFER	Total = 10 points																					
The bidder must provide a fully comprehensive training programme which includes the following: • Project management ➤ 2 Points • Data management ➤ 2 Points • Operation of printing machines ➤ 2 Points • Operation of pre-sealing and packing machine ➤ 2 Points • Picking and packing of question papers and proper control measures ➤ 2 Points	ANNEXURE G Fully comprehensive training programme outlining the specific projects • Project management • Data management • Operation of printing machines • Operation of pre-sealing and packing machine • Picking and packing of question papers and proper control measures	FULLY COMPREHENSIVE TRAINING PROGRAMME OUTLINING THE SPECIFIC PROJECTS: <table border="1"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>Project management</td> <td></td> <td></td> </tr> <tr> <td>Data management</td> <td></td> <td></td> </tr> <tr> <td>Operation of printing machines</td> <td></td> <td></td> </tr> <tr> <td>Operation of pre-sealing and packing machine</td> <td></td> <td></td> </tr> <tr> <td>Picking and packing of question papers and proper control measures</td> <td></td> <td></td> </tr> </tbody> </table>				YES	NO	Project management			Data management			Operation of printing machines			Operation of pre-sealing and packing machine			Picking and packing of question papers and proper control measures		
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POINTS SCORED			/10																			

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8. JOINT VENTURE AGREEMENT (COMPULSORY IF APPLICABLE)

8.1 In the event that a joint venture bid is submitted, a joint venture agreement, witnessed by a registered Attorney at Law must be submitted with the bidding document.

8.2 **Failure to submit a Joint Venture agreement that are signed by all the parties in the Joint Venture** will render the bid non-responsive and your offer will be disqualified.

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. 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

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BID NO. E16/2021/2021

Portion 1: Tender

Part T2.1: Returnable Documents

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]**

- 16.2 Please submit a Project Plan setting out detail regarding jobs to be created.

17. CENTRAL SUPPLIER DATABASE (COMPULSORY)

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

PLEASE SUBMIT A PRINTOUT REPORT OF YOUR COMPANY'S DETAILS AS REFLECTED ON THE CENTRAL SUPPLIER DATABASE.

18. MAXIMUM DELIVERY PERIOD

Delivery must be within the due dates that will be provided by the department to ensure timely delivery.

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19. 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.

20. 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.

**21. 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.

The Provincial Government may not award any tender or enter into any contract with an employee of the Free State Provincial Government or a provincial public entity contrary to Treasury Instruction Note 17 of 2012.

All bids received contrary to Treasury Instruction Note 17 of 2012 shall be disqualified.

22. VALID TAX MATTERS

Tax matters to be in order and proof thereof to be submitted.

Submit the following documentation as proof that your tax matters are in order:

- Submit a **Centralized Supplier Database (CSD) report** which proof valid and compliant tax matters (in case of Joint Venture a CSD print out report for each party in the JV should be submitted).

The Trading name or Legal name reflected on CSD must correspond with the name indicated on the SBD 1 and the other bid documentation.

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23. 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.

24. 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:
(____) _____

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**DISTRICT/INSTITUTION/DIRECTORATE: EXAMINATIONS AND ASSESSMENT
DIRECTORATE**

TERMS OF REFERENCE

BID E16/2021/2022: REQUEST FOR PROPOSALS FOR AN END-TO-END SECURED SOLUTION FOR THE PRINTING, PACKING, SORTING AND DISTRIBUTION OF QUESTION PAPERS, ANSWER BOOKS AND OTHER EXAMINATION AND ASSESSMENT MATERIALS FOR THE NSC (SUPPLEMENTARY EXAMINATION INCLUDED), SC(A) AND ABET L4 EXAMINATIONS AND ANY OTHER MATERIAL THAT NEED TO BE PRINTED FOR A PERIOD OF 3 YEARS FROM DATE OF APPOINTMENT

1. LEGAL FRAMEWORK

The bid will operate within the legal prescripts of Government Procurement policies and legislation relevant to the Examinations and Assessment policies.

2. PROJECT BRIEF

The provision of an end-to-end secured Printing, Sorting, Packing and Distribution solution of examination question papers, answer books and assessment material for candidates sitting for the October/November and May/June National Senior Certificate, Senior Certificate amended, AET Level 4 examinations and candidates sitting for the preparatory and NSC Supplementary examinations and any other material that need to be printed.

**REQUEST FOR PROPOSALS FOR THE ALL-INCLUSIVE CORE FUNCTIONS
AND DELIVERABLES**

The printing facility was established in N8 Gateway Office Park. The facility already has the necessary equipment including printing machines.

The following services are needed from a service provider to ensure an end-to-end printing solution for the printing, packing, sorting and distribution of question papers, examination material and any other material that need to be printed as a combined function/solution:

- 2.1 Highly qualified and technical skilled technicians that can operate the machines of the department for the Printing and pre-sealing of question papers, answer books and other essential examination and assessment

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- materials (example: exam answer books, learner profiles, admission documents, mark sheets, all marking related material and any other material that need to be printed).
- 2.2 Sorting, picking and packing of printed question papers and other examination material.
 - 2.3 Distribution of question papers in a secure environment with monitored surveillance to all 5 (five) district offices and 12 storage points, per the statistics provided by FSDoE.
 - 2.4 Maintenance and repair of printing machines, picking and sealing machine, other related equipment and security camera system.
 - 2.5 Security services – printing, picking packing, storage of printed question papers and distribution of question papers to storage points in the Free State.
 - 2.6 Alternative off site printing facility in case of an emergency.
 - 2.7 Upskilling and Skills transfer to FSDoE officials on all services rendered.
 - 2.8 Consumables (e.g. photo copier paper, etc)
 - 2.9 Personnel to pack question papers into boxes and unload trucks at storage points as well as drivers for delivery fleet and security guards to safeguard the facility and printing operations.

3 A DETAILED SCOPE OF WORK THAT SHOULD BE INCLUDED IN YOUR PROPOSAL

3.1 PRINTING AND PRESEALING

1. The prospective bidder must have the ability to manage an end-to-end printing solution (i.e. close loop process), from printing, packing, picking and distribution of question papers.
2. The prospective bidder must have the availability of a data management system and control that will ensure accurate learner statistics.
3. The bidder must provide at least 2 highly skilled and experienced project managers to manage all processes in the printing, wrapping, packing and distribution processes. At least 3 years experienced in these fields is essential to ensure accuracy and to meet hostile timeframes.
4. Since the printing of examination papers is a highly secure operation, it requires that the printing be done in-house under the strict supervision of the Department. Therefore, the bidder will be required to work with the FSDoE in the secured establishment of the in-house printing facility (on the FSDoE premises) during their tenure.
5. The personnel to be used during the printing, packing and distributing of the examination question papers must be ready to undergo a security vetting

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process. The service provider must ensure that no personnel working in the printing facility has any criminal record.

6. The bidder must provide at least 4 highly skilled technical qualified technicians to operate the printing (3) and wrapping (1) machines because this is a highly skilled, delicate and technical process. 3 Years experienced in these fields is essential to ensure accuracy and to meet hostile timeframes

The printing machines provided by the FSDoE are as follows:

MACHINE	NUMBER	CAPACITY
NURVERA 314 DUAL IOT Base & FFPS & Sheet Enhancement	x 3	1 200 copies per minute
Plastic Packing Machine Pitney Bowes CMC Practice EVC h40	x 1	
Bourg RDFE Booklet Maker	x 3	Part of Nuvera machines
High Volume Shredder	x 1	
Xerox V180 Mid Production Press Colour Printer	X 1	80 copies per minute

7. The Service Provider must ensure that:
- Feed print jobs electronically to the printers
 - Secured printing includes bar codes on each question paper
 - Electronic adjustment of pages on the printing machines
 - Running of print proofs for sign off by Paper Development Section before the bulk printing of specific question papers can continue
 - Each booklet to be saddled stitched
 - Fine picking and packing per school per district per subject per paper
 - Each plastic bag will contain 5/10 or 20 question booklets. Pre-sealing machine must be adjusted according to number of pages of each question paper to weigh and count the correct number of booklets before sealing.
8. The Service Provider must manage at least three layers of Quality Control and integrated systems.
- Records must be daily be Monitored, Evaluate and Reporting
 - Quality Assessment and Control
 - Call and War Room
9. The shredding should meet the minimum standards for discarding of question papers.
10. The prospective bidder must preferably belong to the Printing Industries

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Federation of South Africa (PIFSA) and provide evidence thereof.

3.2 PACKING:

1. Adhesive labels with a unique barcode to be applied onto the boxes where all details are described such as the subject, paper, school, district which is the same as on the plastic bags.
2. The service provider must provide manpower to sort and pack question papers in specified boxes with variable data and barcodes, per subject, per school, per district after pre-sealing and automatic picking by the pre-sealing machine.
3. Boxes be sealed with tape
4. Boxes be sorted according to school, per subject, per district and strap with strapping machine for easy distribution to districts and secured controlling purposes
5. Boxes be stored in secured dispatched area with surveillance cameras
6. Service provider must supply enough personnel to ensure the correct packing of question papers

3.3 DISTRIBUTION:

Distribution of Question Papers from FSDoE to districts/storage points:

- Fezile Dabi: Kroonstad, Sasolburg
 - Lejweleputswa: Welkom
 - Thabo Mofutsanyana: Bethlehem, Reitz, Phuthaditjhaba
 - Motheo: Bloemfontein, Thaba Nchu
 - Xhariep
1. The bidder must demonstrate ownership of an established delivery fleet of their own with a credible operating system or have any lease agreement with a credible transport logistics company for secured, closed trucks of 4 and 8-ton capacity.
 2. Since the prospective bidder will be delivering tonnes of question papers, secured, closed trucks of 4 and 8-ton capacity will be used, depending on the number of question papers (boxes) to be delivered to the districts/storage points.
 3. The total of estimated images per examination, is not limited to the totals as reflected below:
 - NSC examinations, forty-five (45) Million images
 - ABET Level 4 examinations, five hundred thousand (500 000) images
 - SC (a) and NSC Supplementary examinations, thirty (30) Million images

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- Grade 12 Preparatory examinations, twenty (20) Million images
- 4. The successful service provider must ensure that all vehicles are roadworthy and will be subject to periodic inspection by the FSDoE/Government Garage. The FSDoE reserves the right to reject any vehicle that is unreliable and with no roadworthy certificate. Copies of valid registration disks of all vehicles must be provided as well as road worthy certificates to be provided.
- 5. The bidder must provide a tracking system (contract of tracking company must be provided) within the delivery fleet with two (2) armed response guards accompanying each delivery vehicle in their own vehicle.
- 6. Bidder must provide enough personnel for the distribution of question papers for the offloading of trucks at the districts/storage points.

3.4 MAINTENANCE AND REPAIR OF PRINTING MACHINES, PICKING AND SEALING MACHINE, OTHER RELATED EQUIPMENT AND SECURITY CAMERA SURVEILLANCE SYSTEM

1. The successful service provider must enter into a service level agreement with the manufacturer/supplier for repairs and maintenance of all the machines and the security surveillance camera system of the FSDoE.
2. The successful service provider must provide a letter of Certification or Partnership with Original Equipment Manufacturer (OEM) as proof that OEM acknowledges the technical expertise of the company and that original parts will be supplied for the machines
3. Only qualified technicians will be allowed to service and repair the machines as per agreed service level agreement.
4. The prospective bidder must deploy dedicated, qualified technician(s) for around the clock (24 hours) for maintenance and repairs of the machines during the printing period.
5. Toner, drums and fuses must be part of the maintenance service level agreement between the successful bidder and the manufacturer/supplier of machines and need to be (at hand) available when needed.

3.5 SECURITY

1. The successful bidder must be prepared to undergo security scrutiny or probity.
2. In the provisioning of security services, the security company must ensure that they are PSIRA compliant.
3. All security personnel must have valid PSIRA certificates. Note well: In cases of armed security guards, the relevant PSIRA grading (grade A) as well as firearm competence certificates will be required.

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

4. The successful bidder must provide operating security systems and security surveillance on all printing, sealing and sorting machines, as well as access control to all operational equipment.
5. The successful bidder must ensure that the storage and loading facilities will be properly secured and under security camera surveillance during the duration of the printing period
6. The successful bidder must provide two (2) armed response security guards per delivery vehicle who will accompany the delivery fleet in their own vehicles on delivery of question papers to districts and storage points.
7. The successful bidder to provide a comprehensive database with documentation of police clearance and criminal records of all staff members that will be involved in the project:
 - Project Managers x 2
 - Machine Operators x 4
 - Drivers x 3 or more
 - All security personnel and guards working on the project
 - All packing and distribution personnel working on the project
 - Offloading staff
8. The successful bidder must provide a security plan for the physical security protection of the facility (outside and inside) during the printing period and the number of security guards with their responsibilities and job descriptions.
9. All security personnel must be provided with full uniforms and security equipment

3.6 ALTERNATIVE OFF SITE PRINTING FACILITY

The prospective bidder should provide comprehensive risk management and mitigation plan which will include, inter alia, the following:

1. Full and secured State Security Agency (SSA) approved printing facility to be utilised as a backup facility in terms of disaster management solution
2. The prospective bidder must already have an established and an alternative printing site (precinct) within South Africa that will be used for the printing, packing and storage of question papers, answer books and other examination and assessment materials as part of risk mitigating factor, should unforeseeable reasons emanate which will prevent the printing of questions papers at FSDoE in house facility.
3. The off-site printing precinct must undergo security assessment.
4. This printing security certificate must supply by an approved organisation such as Printing Industries Federation of South Africa (PIFSA).

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

5. The bidder must provide evidence of ownership of buildings that could be utilised for the establishment of the alternative site; alternatively, a contract of lease for the property.
6. The bidder must provide a detailed plan on how the printing precinct will be managed and controlled together with a detailed risk plan.
7. The bidder must provide permission to take photos during the site visit.

3.7 SKILLS TRANSFER TO FSDOE OFFICIALS

- 3.7.1 During this period, it will be required from the service provider to assist with upskilling and skills transfer to officials of the. FSDoE on all services rendered.
- 3.7.2 The key focus must be, but not limited on the following:
 - Project management
 - Data management
 - Operation of printing machines
 - Operation of pre-sealing and packing machine
 - Picking and packing of question papers and proper control measures
 - Distribution of question papers
- 3.7.3 The prospective bidder must provide evidence on how this upskill, and skills transfer will be implemented.
- 3.7.4 This must also form part of the pricing schedule.

3.8 CONSUMABLES AND OTHER SERVICES

The prospective bidder must provide the following services, consumables and equipment to ensure the smooth-running of the end-to-end printing solution:

Equipment:

One (1) strapping machine for strapping boxes/batches for districts together

Consumables:

1. Photocopy paper
2. Wrapping plastic for sealing/wrapping machine
3. Stitching material for printers
4. Self-adhesive labels for sealing/wrapping machine
5. Self-adhesive labels for boxes
6. Three different sized double wall boxes for packing question papers
7. Adhesive tape to seal boxes
8. Toner for all printing machines

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

9. Spare parts such as drums and fuses
10. Glue for wrapping machine
11. Specific oil for shredder
12. Plastic bags for shredded wastepaper
13. Strapping for strapping machine
14. Glad wrap for wrapping packed question papers (boxes according to districts)

Other:

1. Pallets
2. Secured closed 4 ton and 8-ton trucks for despatching question papers to districts/storage points
3. 24hr Onsite and standby technical qualified technician(s)
4. Data management
5. Adequate personnel/staff with clean criminal records
6. Fully uniformed Security guards with correct PSIRA registration

3.9 PROVISIONING OF STAFF

The prospective bidder must provide the following staff for the secured end-to-end printing, picking, packing and distribution solution:

- Project Managers x 2 (1 x printing + 1 x packing and distribution)
- Machine Operators x 3 (for printers) + 1 x (sealing machine)
- Drivers x 3 or more (code 14)
- All security personnel must have valid PSIRA certificates. Note well: In cases of armed security guards, the relevant PSIRA grading (grade A) as well as competence certificates will be required
- All picking, packing and distribution personnel working on the project x 15
- Offloading staff x 5

4. COSTS

The cost must be determined per image (click costs) and will be all inclusive on all the items mentioned above. No extra costs will be paid. The images are determined by the number of candidates that have registered for a specific grade in that year. The Department is unable to provide accurate figures in advance since the entries vary year on year. The department however commits that it would require a minimum of 100 million images to be printed per annum and any other additional material required by FSDoE. The service provider will be advised per annum of the accurate figures.

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

4. EVALUATION

The evaluation of the bids will be conducted in four stages as per Preferential Procurement Regulations, 2017 issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act number 5 of 2000 (PPPFA) as follows:

- (a) **Stage One** will be the evaluation of bids on Pre- Qualifying Criteria and Administrative Compliance.
- (b) **Stage two** Evaluation of Functionality
- (c) **Stage three** Site Visit to offsite printers of bidders who qualified in terms of Pre-Qualifying Criteria and Administrative Compliance as well as Functionality.
- (d) **Stage four** Price and Preference Points.
Price = 90 points Preference = 10 points
Total Preference + Price = 100 points

During these stages of evaluation, the Bidder/s that do not meet the prescribed criteria or minimum threshold/s for functionality will be disqualified and will not be considered for further evaluation.

4.1 STAGE 1(A) PRE-QUALIFYING CRITERIA

Only Bidders that have successfully passed the Pre-Qualification will further continue to the next stage of evaluation stages of the tender process, i.e Administrative Evaluation.

SUBCONTRACTING AS PRE-QUALIFICATION CRITERIA

Paragraph 9 (1) of the Preferential Procurement Regulations, 2017 stipulates that *if it is feasible* to subcontract for a contract above R30 million, an organ of state must apply to subcontract to advance designated groups.

Subcontracting is feasible for this bid and therefore a compulsory minimum of 30% of the total value of the contract will be required to be subcontracted to EME's/QSE's contractors/suppliers registered on CSD for a minimum of 51% Black ownership.

Conditions of sub-contracting:

- The sub-contractor/s must be registered on CSD.
- The prime contractor must at the time of submitting the bid, complete the Subcontracting Annexure A in the bid document and provide requesting documentation of subcontractor/s.

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

- The Prime contractor directors or shareholders must not be directors or shareholders of the SMMEs being subcontracted.

4.2 STAGE 1(B): ADMINISTRATIVE EVALUATION

A paper-based evaluation will be carried out on all the bids received and if documentation is not signed and/ or attached, such a bid may be eliminated from any further evaluation. Notwithstanding the above, the bidder needs to provide a flash disk of a PDF document of the full tender.

4.3 STAGE 2: FUNCTIONALITY CRITERIA

A bidder that scores **less than 120 points out of 160 points** in respect of the Functionality Evaluation will be regarded as submitting a non-responsive proposal and will be disqualified. Bidders who achieve the minimum threshold score will be shortlisted for **Stage 2: Functionality**

Bidders must score a minimum of 120 points on functionality, to be considered for the next stage of Compulsory site visits to the shortlisted bidders.

See Par 7 of Standard Conditions for details on : FUNCTIONALITY CRITERIA

STAGE 3: SITE VISIT

A compulsory on-site evaluation will be conducted by the BEC members to the prospective bidders that would have passed stages 1(a), 1(b) and 2. At this stage of evaluation, evaluators will be confirming and allocating points based on the requirements as espoused in stage 2.

Bidders must make a comprehensive presentation on the end-to-end printing, packing, storage and distribution processes.

NB The following instruments will be used for the site evaluation, and it is expected of every bidder to familiarise themselves with these before the visit:

DESCRIPTION OF THE EVALUATION CRITERIA FOR ONSITE EVALUATION

(POINTS ALLOCATION)

1. Evidence of alternative site in case of emergency 30

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Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

- (a) The bidder must provide a fully operational alternative site that can be used immediately in the event of an incident at the printing precinct (Proof of ownership or Lease agreement to be presented) (30)
- (b) The bidder cannot provide a fully operational alternative site that can be used immediately in the event of an incident at the printing precinct (Proof of ownership or Lease agreement could not be presented) (0)

2. Machinery 20

1.1 The bidder must provide physical evidence of their existing printing operations:

- a) Printing of materials
- b) Packaging of materials
- c) Sorting of materials
- d) Secured storage of printed material

To obtain full marks, the bidder must comply with the criteria below:

- (a) All the above-mentioned operations were observed, and processes explained (20)
- (b) Only two were observed (10)
- (c) Only one was observed (0)

2. Distribution of Materials 20

3.1 The bidder must provide evidence of their fleet of vehicles or letters of intent to enter into lease agreements or joint venture.

- a) Evidence of 4 or more closed 4 and/or 8-ton capacity trucks (10)
- b) Evidence of 2 closed 4 and/or 8-ton capacity trucks (0)

3.2 The bidder must demonstrate evidence (in a form of a presentation) on handling and distribution of high-security materials.

- a) Evidence observed of all protocols to handle high-security materials (10)
- b) Protocols to handle high-security materials are non-existent (0)

3. Security and Risk Management 20

The bidder must provide evidence of operating security systems and that they are capable of providing extreme security measures to safeguard all printing,

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

sealing and sorting procedures and equipment, as well as access control to all operational equipment and facilities.

- (a) Physical evidence is available of security measures that would allow printing of high security materials in the current operation of the bidder (20)
- (b) There is inadequate physical evidence of security measures that would allow printing of high security materials (0)

4. Evidence of security clearance certificate for company 10

- (a) During the site visit the director of the company must supply a police clearance certificate for the company (10)
- (b) During the site visit the director of the company could not supply a police clearance certificate for the company (0)

TOTAL: 100

MINIMUM THRESHOLD: 80

It will be expected that prospective bidders demonstrate or provide evidence of the existence of all the requirements of the scope of the contract. In addition, prospective bidders will be required to make a comprehensive presentation of the proposal relating to the end-to-end solution on printing, packing, storage and distribution of question papers.

The Bid Evaluation Committee (BEC) will focus on tangible proof of requirements as stipulated above. The scores will be based both on the physical evidence provided as well as the proof outlined in the presentation.

STAGE 4: PRICE AND PREFERENTIAL POINTS

The contract will be awarded in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (R502: Preferential Procurement Regulation, 1 April 2017 Gazette Number 10684). Responsive bids will be adjudicated in terms of (90/10) preference point system in terms of which points are awarded to bidders based on:

NB: Original or Certified copy of B-BBEE / Affidavit to be submitted for verification.

Price: 90

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

BBBEE Points: 10

6. TIME FRAME

THREE (3) YEARS

The life span of the machines ranges from 5 to 10 years making a three (3) year contract period the most viable.

7. TERMS AND CONDITIONS

- 7.1 Successful Bidder(s) must be able to commence work upon appointment. Projects/services will be initiated by means of written instructions to the successful Bidder(s).
- 7.2 The FSDoE reserves the right to reject work that does not meet the required standard and engage a second or third recommended Service Provider. The FSDoE shall serve thirty (30) days written notice for termination of the contract in the case of non-performance.
- 7.3 The FSDoE also has the right to terminate the contract at any stage if there is substantive proof of inefficiency in the delivery of the service.
- 7.4 Successful bidder(s) will be profiled and undergo security scrutiny or probity.
- 7.5 The service providers must deliver the requested service within the given timeframes (to be given as and when orders are placed).
- 7.6 The stringent timeframes regarding the delivery of the final service necessitates that the Department be in constant contact with the service provider and would at times require the service provider to make last minute changes to the printing services without compromising the quality of work rendered

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

BID NO. E16/2021/2021
Portion 1: Tender
Part T2.1: Returnable Documents

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

Name of bidder.....	Bid number: E16/2021/2022
Closing Time 11H00 on 8 OCTOBER 2021	

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

BID NUMBER	DESCRIPTION
E16/2021/2022	REQUEST FOR PROPOSALS FOR AN END-TO-END SECURED SOLUTION FOR THE PRINTING, PACKING, SORTING AND DISTRIBUTION OF QUESTION PAPERS, ANSWER BOOKS AND OTHER EXAMINATION AND ASSESSMENT MATERIALS FOR THE NSC (SUPPLEMENTARY EXAMINATION INCLUDED), SC(A) AND ABET L4 EXAMINATIONS AND ANY OTHER MATERIAL THAT NEED TO BE PRINTED
PERIOD	THREE YEARS FROM DATE OF APPROVAL

PRICING SCHEDULE (COMPULSORY TO COMPLETE)

The cost must be determined per image (click costs) and will be all inclusive on all the items as mentioned in the terms of reference (Par 3.1 to 3.9). No extra costs will be paid.

QUANTITY	YEAR	PRICE PER CLICK (SHOULD BE ALL INCLUSIVE)
The images are determined by the number of candidates that have registered for a specific grade in that year. The Department is unable to provide accurate figures in advance since the entries vary year on year. The department however commits that it would require a minimum of 100 million images to be printed per annum	YEAR ONE	
	YEAR TWO	
	YEAR THREE	
	AVERAGE PRICE PER CLICK FOR THREE YEARS (Total year 1 to year 3 divided by 3)	

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)**
(Standard Conditions Par. 1.1)

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

Note: No hidden cost will be paid for.

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

SBD FORMS TO BE COMPLETED AND SIGNED:

- **SBD 1**
- **SBD 4**
- **SBD 6.1**
- **SBD 8**
- **SBD 9**

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

SBD 4

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:
Name of person / director / trustee / shareholder/ member:

.....
Name of state institution at which you or the person connected to the bidder is employed :

.....
Position occupied in the state institution:

Any other particulars:

.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

SBD 4

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders. (PLEASE COMPLETE IN FULL)

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

SBD 4

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

November 2011

--	--	--	--	--	--

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

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.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the **90/10** preference point system shall be applicable.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

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

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

2. DEFINITIONS

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

3. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

Pmin = Price of lowest acceptable bid

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

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

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

5. BID DECLARATION

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

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

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING SUB-CONTRACTING OF MINIMUM OF 30% TO EME'S/QSE'S WHICH ARE 50% BLACK OWNED IS COMPULSORY (complete in full) ALSO COMPLETE ANNEXURE A ON PAGE 8

- 7.1 Will any portion of the contract be sub-contracted?
(Tick applicable box)

Contractor	Witness 1	Witness 2	Dept of Education	Witness 1	Witness 2

BID NO. E16/2021/2021
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Part T2.1: Returnable Documents

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....

(PLEASE COMPLETE ANNEXURE A REGARDING SUB-CONTRACTING ARRANGEMENTS AND ATTACH REQUESTED DOCUMENTATION)

iv) Whether the sub-contractor 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 last 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		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

Contractor	Witness 1	Witness 2	Dept of Education	Witness 1	Witness 2

8.3 Company registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One person business/sole propriety
 - ☐ Close corporation
 - ☐ Company
 - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions
as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown
in paragraphs 1.4 and 6.1, the contractor may be required to furnish
documentary proof to the satisfaction of the purchaser that the claims are

Contractor

Witness 1

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Dept of Education

Witness 1

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correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

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

WITNESSES:

1.

.....

2.

SIGNATURE(S) OF BIDDER

DATE:.....

ADDRESS:.....

.....

.....

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are
being procured, all reasonable steps are taken to combat the abuse of the supply chain management
system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
- a. abused the institution's supply chain management system;
- b. committed fraud or any other improper conduct in relation to such system; or
- c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and
submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	☐	☐
4.1.1	If so, furnish particulars:		

Contractor

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Witness 1

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Witness 1

Witness 2

BID NO. E16/2021/2021

Portion 1: Tender

Part T2.1: Returnable Documents

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

Js365bW

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

SBD 9

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

SBD 9

10. 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.

.....

Signature

Date

.....

Name of Bidder

Position:.....

Js914w 2

Contractor

Witness 1

Witness 2

Dept of Education

Witness 1

Witness 2

SUMMARY OF DOCUMENTS TO BE COMPLETED/SUBMITTED			
SBD FORM	DESCRIPTION	TO BE COMPLETED BY	COMMENTS ON COMPLIANCE BY SERVICE PROVIDER
STANDARDIZED BID FORMS (COMPULSORY FOR BIDDER TO COMPLETE AND SIGN THE UNDERMENTIONED FORMS)			
SBD 1	Invitation to bid	To be completed and signed by the service provider.	.
SBD 4	Declaration of interest	Service provider to complete and sign this form.	Failure to complete and sign may disqualify the offer. <i>(Answer each question on the form and complete all the information.)</i>
SBD 6.2	Local Content declaration	Service provider to complete and sign this form.	Compulsory to complete and must comply with stipulated minimum local content
SBD 8	Declaration of the bidder's past SCM practices	Service provider to complete and sign this form.	Failure to complete and sign may disqualify the offer.
SBD 9	Certificate of independent bid determination	Service provider to complete and sign this form.	Failure to complete and sign may disqualify the offer.
SBD 3.1	Pricing schedule Prices will be firm for the full duration of the period	Service Provider must: Indicate price per year	Ensure correct calculations
PLEASE ENSURE THE SUBMITTING OF THE FOLLOWING DOCUMENT:			
PROOF THAT TAX MATTERS ARE IN ORDER (CSD PRINT OUT)			
NO COMPULSORY BRIEFING SESSION WILL BE CONDUCTED			
JOINT VENTURE AGREEMENT			
Joint Venture agreement (if applicable)	In the event that a joint venture bid is submitted a joint venture agreement, witnessed by a registered Attorney at Law and signed by both parties must be submitted with the bidding document. Clear indication of the % shares per company should be indicated. Failure to submit will lead to disqualification of the bid.		

SPECIFICATION AND FUNCTIONALITY CRITERIA
- Please ensure that you attach ALL documents as requested in specification and functionality criteria (if applicable). - Ensure that ALL documents are originally certified.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

BBBEE CERTIFICATE/SWORN AFFIDAVIT

ENSURE THAT YOU ATTACH AN ORIGINAL SIGNED/ORIGINAL CERTIFIED COPY OF YOUR BBBEE CERTIFICATE/SWORN AFFIDAVIT:

In case of a Joint Venture a consolidated B-BBEE certificate/sworn affidavit for the Joint venture company should be submitted. Please note if BEE certificates/sworn affidavits for each company is submitted and not a consolidated B-BBEE certificate your offer will be disqualify as proof of the correct BBBEE level for the JV cannot be determined. The consolidated B-BBEE certificate/affidavit should comply with the requirements as mentioned in above bullets.

SUB-CONTRACTING SCHEDULE AND DOCUMENTATION

- Please ensure that you complete the sub-contracting schedule and attach the requested documentation

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

PROOF THAT TAX MATTERS
ARE IN ORDER:
ATTACH:

- **PROOF OF**
REGISTRATION ON CSD
PRINT OUT REPORT OF
CSD WITH PROOF OF
COMPLIANT TAX
MATTERS

- **TAX COMPLIANCE**
STATUS

ContractorWitness 1Witness 2EmployerWitness 1Witness 2

**IN ORDER TO CLAIM
POINTS:
ATTACH VALID AND
ORIGINALLY SIGNED/
ORIGINAL CERTIFIED
BBBEE
CERTIFICATE/
SWORN
AFFIDAVIT**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

ATTACH:

ATTACHED THE FOLLOWING

DOCUMENTATION OF ALL

SUB-CONTRACTORS:

➤ **CSD PRINT OUT
REPORT**

➤ **BBBEE CERTIFICATE**

**Ensure that you complete
the sub-contracting
annexure on page 8**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

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**

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

IN CASE OF JOINT **VENTURE:**

ATTACH SIGNED JOINT VENTURE AGREEMENT (signed by both parties)

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FUNCTIONALITY

ATTACH AS ANNEXURE A:

Annexure A1:

**Project plan for printing,
packing, storage and
distribution**

Annexure A2:

Project plan for security

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FUNCTIONALITY

ATTACH AS ANNEXURE B

- **B1: Proof of ownership/lease agreement for off-site printing facility**
- **B2: List of printing and pre-sealing machines**
- **B3: Layout plan**

Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

FUNCTIONALITY

ATTACH AS ANNEXURE C:

- C1: Valid and certified copies of Ownership Certificates, letter or contract of intent to lease/lease agreement for 4 and 8 ton trucks
- C2: Valid and Certified Roadworthy Certificate (Certificate of Fitness) of vehicles that will be used for distribution
- C3: Registration Discs issued by a registering authority

Bidders must provide for a **minimum of 4 drivers** the following:

- C4: Police Clearance Certificates demonstrating the drivers' clearances of any previous criminal offences,
- C5: Valid PDP
- C6: Code EC licenses

Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

FUNCTIONALITY

ATTACH AS ANNEXURE D:

Attach **at least two letters of reference** from clients on their letterheads, not more than three years old indicating successfully completed similar projects, with contract amount and reflecting a minimum of three years of experience in the printing, packing and distribution of highly secured materials.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FUNCTIONALITY

ATTACH AS ANNEXURE E:

The bidder must attach a Curriculum Vitae for each prospective employee with the number of years in service and contactable references, who are/ will be part of the Project Execution, namely:

ANNEXURE E1 CV'S PROJECT MANAGERS

ANNEXURE E2 CV'S MACHINE OPERATORS

Contractor	Witness 1	Witness 2	Employer	Witness 1	Witness 2

FUNCTIONALITY

ATTACH AS

ANNEXURE F:

SIGNED

AUDITED

FINANCIAL

STATEMENTS

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

FUNCTIONALITY

ATTACH AS

ANNEXURE G:

The bidder must provide a fully comprehensive training programme which includes the following:

- Project management
- Data management
- Operation of printing machines
- Operation of pre-sealing and packing machine
- Picking and packing of question papers and proper control measures

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

ENSURE THAT YOU SUBMIT
A MEMORY STICK OF A PDF
DOCUMENT OF THE FULL
TENDER DOCUMENT AND
PROPOSAL

The memory stick should be clearly labelled and placed in an envelope showing the company's name and stapled together with the bid document.

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2

GENERAL CONDITIONS OF CONTRACT IS APPLICABLE TO ALL BIDS

www.treasury.gov.za

Contractor

Witness 1

Witness 2

Employer

Witness 1

Witness 2