

INVITATION TO BID

REQUEST FOR BID DESCRIPTION:

APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT, TYPE SETTING AND PRINTING OF ARMSCOR COLLATERAL.

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NOTE:

Kindly register on the National Treasury's Central Supplier Database (CSD) via www.csd.gov.za

Bids must ONLY be submitted in hard copy; electronic bid submissions are NOT acceptable.

RETURNABLE DOCUMENTS CHECKLIST

Bidders are required to develop a returnable schedule annexure in accordance with the following table of contents

	List of documents required.	Submitted [Yes or No]	
		Yes	No
1.	Central Supplier database (CSD) registration report or Unique Registration Reference Number	☐	☐
2.	Valid Tax Clearance Certificate (s) and or proof of application endorsed by SARS and / or SARS issued verification pin code.	☐	☐
3.	Copies of bidders CIPC Company registration documents listing all members with percentage, See bidding structure for required documents.	☐	☐
4.	Copy of the Joint Venture / Consortium Agreement duly signed by all parties	☐	☐
5.	Copy of the Sub-Contracting Agreement duly signed by all parties	☐	☐
6.	Valid proof of BBBEE status for the bidder and its sub-contractor(s)	☐	☐
7.	Designated sectors: Local production and content. (Where applicable)	☐	☐
8.	Originally certified copy of Identity Document for the Company representative	☐	☐
9.	Copy of latest audited financial statements	☐	☐
10.	Bid conditions acceptance form on KD17 (Mandatory)	☐	☐

BIDDING STRUCTURE

Indicate the type of bidding structure by marking with an 'X' in an appropriate box.	
Individual Bidder	
Joint Venture	
Consortium	
Using Sub-contractors	
Other	

Only fill the relevant category:

If individual bidder, indicate the following:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
NB: Submit with the bid the following documents:	
Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
In case of Individual Bidder supply ID document for local and if foreigner supply passport number or identification as applicable in that country	
Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

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Other:	
Name of Bidder	
Company / Close Corporation Registration Number	
VAT Registration Number	
National Treasury Supplier Number	
Unique Registration Reference Number	
Contact Person	
Telephone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	
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Copies of the bidder's CIPC company registration documents listing all members with percentages, in case of a CC.	
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Latest copies of all share certificates, in case of a company or any other form of a legal entity.	
Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding entity.	

Declaration:

I, as the duly authorized representative of the bidder hereby authorize Armscor to request, investigate and process company information including tax compliance via the SARS website.

.....
Name

.....
ID number

BID CONDITIONS ACCEPTANCE FORM

Bidders shall complete and sign this bid conditions acceptance form

I/We hereby offer to supply all or some of the supplies and/or services described in the Pricing Schedule and /or attached documents on the terms and conditions and in accordance with the conditions set out in A-STD-0010 Issue 2 dated 21 April 2014 and A-STD-0020 Issue 4 dated 14 February 2020 (and I/we acknowledge that I/we am/are acquainted therewith) at the price and on the terms of delivery/execution inserted by me/us.

I/We agree -

1. that this bid shall remain binding on me/us and open for acceptance for the period stipulated above;
2. that if my/our bids is accepted, the acceptance will be communicated to me/us by letter or order through the post, and such acceptance shall constitute a contract between me/us and Armscor, subject to the terms and conditions set out in Armscor's General Conditions of Contract (A-STD-0020), Issue 4 dated 14 February 2020, the contents of which I/we acknowledge ourselves to be acquainted with.

I/We choose as domicilium citandi et executandi in the Republic

.....

 (no post box or private bag)

IN BLOCK LETTERS ON BEHALF OF -

Complete registered:

Name of bidder:.....

AUTHORISED SIGNATURE

..... Date:

Name in block letters:

Capacity:

- 9.6 Tax compliance is done via e-filing on the SARS website www.sars.gov.za.
- 9.7 Original valid tax clearance certificates issued before 18 April 2016 are still valid until the expiry date or on replacement with SARS tax compliance PIN.

NOTE: Armscor Suppliers /Bidders and Subcontractors must remain tax compliant for the duration of their contracts.

10. Awarding of Bids

The awarding of bids will be in terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017.
The applicable points are:

Price: (Pp) 80 Points

Broad-Based Black Economic Empowerment: 20 Points

Total: 100 Points

The following formula will be used to calculate the points in respect of a bid up to a rand value of R50 000 000, 00 (all applicable taxes included).

(Armscor may also apply this formula to price quotations with a value of less than R30 000, if and when appropriate):

$$P_s = P_p$$

Provided that $\sum (P_{pa}) = 80$

Where:

P_s	= points scored for bid/bid under consideration
P_p	= points scored for price
a	= allocated

The points scored

RESTRICTED

KD17

BID NUMBER : EBAS/2021/03CLOSING AT 11:00 ON : 30 JUNE 2021

VALIDITY PERIOD: 150 DAYS

NAME OF BIDDER :

ITEM NO	DESCRIPTION	QTY	UNIT PRICE IN FOREIGN CURRENCY	UNIT PRICE IN S.A. CURRENCY	SUBTOTAL
1	Service provider for design, layout, Type Setting and Printing of Armscor Collateral (See attached Annexure A and B for the 2021/2022 Financial year)				
2	Service provider for design, layout, Type Setting and Printing of Armscor Collateral (See attached A and C for the 2022/2023 financial year)				
3	Service provider for design, layout, Type Setting and Printing of Armscor Collateral (See attached Annexure A and D for the 2023/2024 financial year)				
	Mandatory Black Equity Ownership April 2021/22 – Minimum 35% - applicable				
	Pre-qualification criteria (Regulation 4) B-BBEE status of at least level 1 or better.				
TOTAL (excluding VAT)					
VAT					
TOTAL (including VAT)					

1. Delivery address: Armscor Head Office
 2. * Period required for commencement of delivery, after receipt of order:.....
 3. * Rate of delivery:
 4. * Period required for completion of order, after receipt thereof:.....
- * Must be completed by bidder if not completed by Armscor.

1. BID EVALUATION

Bids shall be evaluated strictly in accordance with the following criteria and failure to fully comply with the pre-qualification or Mandatory Black Equity Ownership criteria will lead to the bid being eliminated.

1.1 Mandatory Black Equity ownership of 35% - Applicable

1.2 Pre-Qualification criteria BBEE of Level 1.

The Bidder shall submit a valid proof of B-BBEE status (B-BBEE certificate issued by a SANAS accredited verification agency) without which the bid shall not be evaluated further.

1.3 Critical Criterion 1:

The Bidder shall supply all the service / Items as per Annexures B, C and D attached to the RFB. No partial bids will be accepted.

Evidence required:

Fully completed Annexure B, C and D attached completed and signed Bid conditions acceptance form KD 17 - " BID CONDITIONS ACCEPTANCE FORM - PAGE 7 " to the RFB declaring that they will supply all items as set out as per KD 17 of the RFB.

1.4 Critical Criterion 2:

The bidder shall have been in operation for a minimum of three years

Evidence Required:

Company Registration Documentation

1.5 Critical Criterion 3:

The bidder shall have qualified and experienced senior account manager and two Graphic designers.

Evidence Required

1.6 Critical Criterion 4¹:

The bidder shall have either an in-house printing facility or an established relationship with an external printing facility.

Evidence required:

The bidder shall either submit with the bid:

1. Letter confirming that the bidder has an in house printing facility to mass produce the items as per the specifications and requirements in Annexure B, C and D and strictly within the times frames, that will be specified by the Client or.
2. Letter from an external printing facility confirming that they have a business relationship with the external printing company and that they can mass produce the items as per the specifications and requirements in Annexure B, C and D and strictly within the times frames, that will be specified by the Client.

1.7 Critical Criterion 5:

The bidder shall have experience in producing an Annual Report, Company Profile and Corporate Plan for a State Department or Public Entity.

Evidence Required:

1. 2 x Reference letters from previous State Department or Public Entity clients confirming that the bidder has produced an Annual Report and or Company Profile and or Corporate Plan from a State Department or Public Entity not older than the last past five years.
2. Samples of a previously produced Annual Report and or Company Profile and or Corporate Plan from a State Department or Public Entity not older than the last past five years.

2. MANDATORY ORDER CONDITIONS

2.1 Price Basis

Delivered into store Armscor.

3. Price Variation

- 3.1 An order will be placed with fixed unit prices only, the quantities indicated will only be used for price

4. Delivery Period

- 4.1** Delivery of item 1 on or before 15 February 2022
- 4.2** Delivery of item 2 on or before 15 February 2023
- 4.3** Delivery of item 3 on or before 15 February 2024

Or as determined by Armscor in each financial year

5 Acceptance and Release

- 5.1** Acceptance and release of all items will be conducted by a representative of the Armscor Corporate Strategy & Planning at the Contractor's or Armscor premises prior to delivery.

6. Special Conditions

- 6.1** All designed work is the Intellectual Property (IP) of Armscor and as such will remain with Armscor and will be handed to Armscor at the end of the Contract term.
- 6.2** All design work to conform to the Armscor Corporate Identity (CI) Manual (to be provided on request).
- 6.3** An order will be placed with fixed unit prices only, the quantities indicated will only be used for price comparison purposes.
- 6.4** Evaluation of the bids shall be calculated on the lowest total combined prices, for all three financial years.

