

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING							
BID NUMBER:	RFQ238/2025	CLOSING DATE:	14 AUGUST 2025	CLOSING TIME:	11:00		
DESCRIPTION	CONCEPT DESIGN, LAYOUT, PRINTING, BINDING AND DELIVERY OF THE 2024/25 ANNUAL REPORT ON BEHALF OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING.						
BID RESPONSE DOCUMENTS MAY BE E-MAILED TO: Quotation@dhnet.gov.za							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	David Ntuli			CONTACT PERSON	David Ntuli		
TELEPHONE NUMBER				TELEPHONE NUMBER			
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	quotation@dhnet.gov.za			E-MAIL ADDRESS	quotation@dhnet.gov.za		
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE		NUMBER				
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE		NUMBER				
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?			☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
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.							

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PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

ANNEXURE A

REQUEST FOR QUOTATIONS

CONCEPT DESIGN, LAYOUT, PRINTING, BINDING AND DELIVERY OF THE 2024/25 ANNUAL REPORT ON BEHALF OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING

1. PURPOSE

In terms of the *Framework for the Development and Finalisation of Annual Reports, Strategic and Annual Performance Plans* approved by the National Treasury during August 2010, the Department of Higher Education and Training (the Department), is compelled to publicly account on its performance measured against an operational budget annually allocated from state funds and accordingly publish detailed performance information on an annual basis via its Annual Report. These specifications are aimed at the identification and appointment of a suitable service provider to perform the concept design, document lay-out, printing, binding and management of courier services on behalf of the Department regarding the finalisation and circulation of its 2024/25 Annual Report for delivery at its Pretoria Head Office and the Parliamentary Precinct in Cape Town respectively and within the prescribed time-frame, subject to the satisfaction of the Department and in accordance with the specification standards identified within the application parameters of this request.

2. SCOPE OF WORK

The successful service provider shall among other, be required to:

- a) Develop, finalise and submit **three** artistic Annual Report document concepts including front and back-page designs;
- b) Print draft report versions during on-site proof-reading activities until conclusion of the process;
- c) Oversee photo placement and incorporation as part of the Annual Report, in conjunction with comprehensive editing of the document contents as guided by the Department;
- d) Print and bind the requisite number of copies;
- e) Ensure availability on an ongoing basis, (including after-hours and over weekends, where required) in assisting the Department and the identified project team to conclude the lay-out, editing and eventual distribution processes attached to the finalisation of its Annual Report; and
- f) Deliver the hardcopy versions of the report to the **Departmental Pretoria Head Office** and submit electronic, secured versions of the document to the Parliamentary Office in Cape Town by the submission due date.

3. TECHNICAL SPECIFICATIONS IN RELATION TO THE ANNUAL REPORT

1.	Document Size	A4 Portrait and Landscape (as and where applicable and required).
2.	Printing Specifications	300 pp text print in full colour throughout on 128 gsm Hi-Q or similar quality.

3.	Page Finishes - Matt/Gloss	Inner pages - matt finish Cover and Back pages - high gloss finish	
4.	Cover and Back Pages	4 pp cover printed full colour one-sided on 300 gsm Hi-Q Matt (three different design options should be finalised for consideration).	
5.	Binding/finishing	Thread-sewn with drawn-on cover (good quality to be used).	
6.	Quantity	A total of 150 hard copies .	
7.	Compact Disks	A total of 20 Memory Sticks (USB) (including individual packaging and artwork)	
8.	Delivery Address	Pretoria Office at: Room 30/31, Ground Floor 117 - 123 Francis Baard Street Pretoria 0002 150 hard copies 20 Memory Sticks (USB)	Cape Town Office at: 2 nd floor, Room 226 103 Plein Street Cape Town 8001 An electronic PDF version of the signed Annual Report must be forwarded to the Parliamentary Office by 29 August 2025
9.	Page Number Estimate	Approximately 400 pages with dividers (double sided print).	

4. TIME-FRAMES

Prospective service providers **must** be in a position to meet all the important time-frames indicated hereafter:

ACTIVITY DESCRIPTION		COMPLIANCE DATE
1.	Closing date for Requests for Quotations.	11H00 on Thursday, 14 August 2025
2.	Appointment of the successful Service Provider.	Friday 15 August 2025
3.	Commencement of on-site Annual Report Editing, Review and Lay-out Activities.	Monday, 18 August 2025
4.	Submission of draft design and lay-out to the Department.	Monday, 18 August 2025
5.	First printed lay-out version for continued proof reading.	Tuesday, 19 August 2025

6.	Second printed lay-out version for submission to the Office of the Auditor-General for approval.	Thursday, 21 August 2025
7.	Submission of signed electronic version to the Parliamentary Precinct in Cape Town.	Friday, 29 August 2025
8.	Delivery of printed hard copies to the Pretoria Head Office as agreed with Service Provider.	Tuesday, 2 September 2025

Failure to confirm acquiescence with these requirements and time-frames will result in the disqualification of a potential service provider. In addition, any possible changes required in respect of the projected time-lines, should the need arise, will be discussed with the successful service provider.

5. PERFORMANCE MONITORING PROCESS

The Departmental team rendering document editing services require an **on-site venue provided by the service provider**, with a view to liaise (with the successful service provider) on the document lay-out, design, proof reading and subsequent printing of the Annual Report. **Language editing services will be rendered by the Department throughout the document revision process at the service provider premises, from its outset to conclusion.**

6. COMPETENCIES/EXPERIENCE REQUIRED

The successful service provider should have sufficient staff capacity, as well as proven knowledge and experience pertaining to the following requirements:

- A Description of proven experience on assignments of a similar nature (design, layout, editing proofreading and printing) of Annual Reports with a view to ensure reaching the desired objective.
- Providing at least four electronic samples of Annual Reports previously designed, edited, proof-read and printed for Government Departments.
- Providing sufficient human capacity with experience in professional editing, proofreading and printing services with offices based in **Pretoria, City of Tshwane Metropolitan Municipality.**
- Providing comprehensive Curricula Vitae with certified qualifications of Team members with relevant qualifications (Journalism, Communications, equivalent NQF level, etc.) and accordingly attached to the quotation.
- Providing a detailed methodology and approach relevant to the development and conclusion of the Annual Report finalisation process.
- Should it become apparent that the service provider is unable to comply fully with the fore-mentioned requirements, the service provider will be disqualified.

7. PERFORMANCE AND MONITORING PROCESS

In realising the set objectives, the service provider shall continuously liaise and communicate with an appointed Departmental Project Manager (Office of the Chief Financial Officer). Details of contact persons at delivery addresses will be provided to the successful service provider.

8. SPECIAL CONDITIONS RELATED TO THE QUOTATION

Procurement is subject to *The Preferential Procurement Policy Framework Act, Act 5 of 2000; Preferential Procurement Regulations, 2017; the Departmental Supply Chain Management Policy; General Conditions of Contract, 2010; and other applicable legislation, which in toto, will apply to this Request for Quotations. Services of the successful service provider will be secured in accordance with the Department's Supply Chain Management Policy and subject to the following conditions:*

1.	The Department reserves the right to decide whether or not to award the contract.
2.	The Department reserves the right to decide whether or not to accept the lowest costing proposal vis' a vis' quality considerations.
3.	Although the Department may enter into a contract with the successful service provider, the work will commence upon the issuing of an order.
4.	The Department reserves the right to terminate the contract, should the performance of the service provider prove to be unsatisfactory.
5.	The Department may undertake a site-visit of the service provider business premises with a view to verify the information provided in the Request For Quotations (RFQ) documents and will accordingly inform service providers in advance, regarding the envisioned site inspection(s).
6.	It remains the responsibility of prospective bidders to ensure that their bid offers in terms of this Request for Quotations are submitted before- or on the closing date and time, including mandatory SBD documentation, Table 1 and the provision of four electronic Annual Report examples previously designed and printed for Government Departments by the successful service provider.
7.	Any bidding proposals received subsequent to the closing date and time will automatically be disqualified and accordingly NOT be considered.
8.	The Department is not responsible for any unforeseen typing errors, etc. in this Request for Quotations.
9.	Any amendment of the information provided in the Request for Quotations document and that may affect the timeous and satisfactory delivery of services by the successful service provider, should be brought to the Department's attention as soon as possible. No counter conditions are allowed. A failure to comply with this condition, may result in the contract subsequently being terminated.
10.	All intellectual property and copyrights attached to and accrued from products developed by the service provider during the project cycle on behalf of the Department, will vest in the Department and it retains

	sole discretion in allowing any other individual, company, agency or organisation to use and/or modify these products for any purpose(s) whatsoever it may endorse, including an approval to relinquish or sell-off these products.
11.	In terms of the Request for Quotations, the successful service provider is required to provide the following itinerary portfolio and related services on its premises, re: • Requisite IT equipment, hardware and software design and lay-out programmes; • Requisite office space and facilities (comprising one office large enough to comfortably seat approximately 5 individuals); • Requisite printing, binding equipment and related services; • Access to reputable and reliable courier services; and • Requisite communications infrastructure and related costing.
12.	The Department will timeously forward an electronic Word-version of the pre-final draft of the Annual Report to the service provider for the finalisation of three design options and lay-out purposes, prior to the evaluation and approval of the preferred option by the Department.
13.	Printing and reproduction of the Annual Report will commence immediately after the on-site approval and sign-off of the final version thereof by the Minister, Director-General and Chief Financial Officer of the Department .

FAILURE TO COMPLY WITH ALL THESE CONDITIONS WILL RESULT IN DISQUALIFICATION

9. COSTING/PRICING

- The pricing quoted must include any planned costs, as well as the delivery services to the Pretoria office;
- Pricing must be fixed for the duration of the contract period (**inclusive of VAT**);
- The hourly overtime rate in excess of the normal working hourly rate must be specific and should overtime services by staff of the successful service provider be required, **all related costs** should be included as part of the total staff fee model presented to the Department as part of the quotation.
- The Department reserves the right to further negotiate on the suggested dates, rates and costs as submitted by the appointed service provider.

10. SUBMISSION OF PROPOSALS

PROPOSAL DOCUMENTS (QUOTATION, COMPLETED AND SIGNED SBD DOCUMENTS **AND TABLE 1 BELOW**, AS WELL AS THE CSD PRINT-OUT) INCLUDING **FOUR ELECTRONIC EXAMPLES OF ANNUAL REPORTS** PREVIOUSLY DESIGNED AND PRINTED FOR GOVERNMENT DEPARTMENTS BY THE SERVICE PROVIDER MUST BE MAILED TO MR DAVID NTULI (quotation@dhet.gov.za) BY THE DUE DATE AND TIME ACCORDINGLY INDICATED AS FOLLOWS:

Closing date : Thursday, 14 August 2025
Closing time : 11:00

Proposals will only be considered if received by the Department before or on the closing date and time.

11. SUBMISSION OF DOCUMENTS AND EVALUATION CRITERIA

Table 1: Documents to be submitted for pre-qualification must be submitted for bidder [each legal persona of consortium/JV] and each subcontractor:

Document that must be submitted for bidder, [each legal persona of consortium/JV] and each subcontractor	YES/NO	Non-submission/non-compliance shall result in disqualification
Permission in terms of POPI Act to utilise information contained in documents for procurement purpose		Complete and sign the attached <i>pro-forma</i> document
Invitation to Bid – SBD 1		Complete and sign the attached <i>pro-forma</i> document
Pricing Schedule SBD 3.1		Complete and sign the attached
Tax Status		i. Written confirmation that SARS may on an ongoing basis during the period of the contract disclose the bidders tax compliance status. ii. In the event where the bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence. Pin number may be provided for tax verification status.
Declaration of Interest – SBD 4		<i>NOTE! Care must be taken to list ALL “other related companies” (SBD 4, par. 2.3). Failure to comply may lead to disqualification. Should the bidder have more enterprises to declare, such information can be provided on a separate sheet.</i>
Preferential Points Claim Form SBD 6.1		Complete and sign the attached <i>pro-forma</i> document.
Registration on the Central Supplier Database (CSD report)		i. The bidder must be registered as a service provider on the Central Supplier Database (CSD). If not registered proceed with completing the company registration prior to submission of the proposal. Visit https://secure.csd.gov.za/ to obtain a vendor number. ii. Submit proof of registration.
Pricing Schedule		Submit full detailed pricing proposal.

Document that must be submitted for bidder, [each legal persona of consortium/JV] and each subcontractor	YES/NO	Non-submission/non-compliance shall result in disqualification
Four (04) electronic samples		Submission of four electronic samples of similar work previously done for Government Departments.

- Each document must be completed and signed by the duly authorised representative on behalf of the prospective bidding company.
- During this phase bid responses will be evaluated with emphasis placed on documentary compliance with the listed administrative and mandatory bid requirements.
- Bidders' proposal shall be disqualified as a result of non-submission.
- Bidders' proposal may be disqualified as a result of non-completion of the listed documents.

➤ Evaluation Process

STAGE 1 - Price Evaluation (80 Points):

CRITERIA	POINTS
Price Evaluation: <i>Ps</i> =80	80

The following formula will be applied to calculate the points awarded in relation to pricing and this determination is informed as follows:

Ps- Points scored for comparative pricing of the bid submitted for consideration.

NO	SPECIFIC GOAL	REFERENCE	CRITERIA	80/20		CLAIM	EVIDENCE		
				Specific Goal Contribution	Points Claimed	Bidder must tick (x) next to points claimed	PROOF/ EVIDENCE	Indicate if evidence is provided, & specify	
1	Person historically disadvantaged on the basis of race	RDP 1.4.4; 3.1.4	100% black owned	65.00	7.85		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Yes	No
			75%-99% black owned	50.00	6.04			specify	
			60%-74% black owned	40.00	4.83				
			51%-59% black owned	30.00	3.63				
			0-50% black owned	10.00	1.21				
			None	0.00	0.00				
2	Persons historically disadvantaged on the basis of gender	RDP 1.4.4; 3.1.4; 3.2.7; 7.7	100% women owned	40.00	4.83		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Yes	No
			75%-99% women owned	30.00	3.63			specify	
			60%-74% women owned	20.00	2.42				
			51%-59% women owned	10.00	1.21				
			0-50% women owned	5.00	0.60				
			None	0.00	0.00				
3	Persons historically disadvantaged on the basis of disability	RDP 7.7	100% owned by persons with disabilities	0.50	0.06		Certified medical certificate or substantive proof.	Yes	No
			75%-99% owned by persons with disabilities	0.30	0.04			specify	
			60%-74% owned by persons with disabilities	0.20	0.02				
			0-59% owned by persons with disabilities	0.10	0.01				
			None	0.00	0.00				
4	Development of Youth	RDP 1.4.6; 7.7	100% youth owned	25.00	3.02		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger	Yes	No
			75%-99% youth owned	15.00	1.81			specify	
			60%-74% youth owned	10.00	1.21				
			51%-59% youth owned	5.00	0.60				
			0-50% youth owned	2.50	0.30				
			None	0.00	0.00				
5	Development of SMMEs	RDP 3.10; 3.1.4	EME	35.00	4.23		BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.	Yes	No
			QSE	20.00	2.42			specify	
			GEN	0.00	0.00				
			None	0.00	0.00				
			TOTAL	165.50	20.00	165.5			

Pt – Comparative pricing of the bid under consideration.
Pmin - Comparative pricing of the lowest acceptable bid.

STAGE 2 – Specific Goals Contribution (20 Points):

Specific Goals Evaluation Points allocation:

A maximum of **20 points** may be allocated to a bidder based on the evaluation of the company's Specific Goals Contribution which is determined as follows:

- Points are allocated to the bidder on receipt of the following documentation or evidence:
- A fully completed Preference Points Claim Form: Standard Bidding Document (SBD 6.1);
- The relevant B-BBEE Certificate and CIPC registration forms
- Non- submission of a **B-BBEE** certificate /**Sworn Affidavit** and other supporting evidence documents will result in points forfeiture.
- The points scored by a bidder in respect of the Specific Goals will be added to the points scored for price:

AREAS OF EVALUATION	POINTS
Price	80
Specific Goals Contributions	20
Total	100

12. ENQUIRIES

Enquiries regarding Supply Chain Management processes should accordingly be directed to:

Mr David Ntuli

Assistant Director: Supply Chain Management

Email: quotation@dhet.gov.za

TABLE 1 (Compulsory for Consideration)

Service providers must complete and submit the following **TABLE 1** and provide all required documentation for subsequent evaluation and assessment. Failure to comply with all these requirements, as well as the criteria listed below will result in a disqualification:

NO	CRITERIA	YES	NO
1.	Bid document addressing all the service requirements identified in the Request for Quotations document (Hard-copy and electronic version in the MS Word).		
2.	Ability to meet required time-lines.		
3.	On-site facility for Departmental Team overseeing the process.		
4.	Availability of staff should after-hour work be required.		
5.	FOUR electronic examples of Annual Reports designed and printed by the service provider.		

6.	Printing, binding and courier facilities.		
7.	The successful service provider must also be registered and compliant on National Treasury's Central Database and provide proof of such as part of the response to this Request for Quotation.		

TABLE 1 (Compulsory for Consideration)

Service providers must complete and submit the following **TABLE 1** and provide all required documentation for subsequent evaluation and assessment. Failure to comply with all these requirements, as well as the criteria listed below will result in a disqualification:

NO	CRITERIA	YES	NO
1.	Bid document addressing all the service requirements identified in the Request for Quotations document (Hard-copy and electronic version in the MS Word).		
2.	Ability to meet required time-lines.		
3.	On-site facility for Departmental Team overseeing the process.		
4.	Availability of staff should after-hour work be required.		
5.	FOUR electronic examples of Annual Reports designed and printed by the service provider.		



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

COMPULSORY DOCUMENT (PLEASE COMPLETE AND SIGN)

TO BE SUBMITTED WITH THE RFQ/BID RESPONSE.

PERMISSION BY BIDDER:

On behalf of:

_____ (Company name)

I, Prof/Dr/Mr/Ms _____ (duly authorized),

hereby grant permission, in terms of the **Protection of Personal Information Act, 2013 (Act 4 of 2013)**, (POPI Act), to the Department of Higher Education and Training, to utilise all information contained in the Bid documents and Quotation submitted to the Department of Higher Education and Training , for purposes of procurement.

Designation: _____

Signed: _____

Date: _____

NB: Bidder may be disqualified if completed form is not submitted with Bid Documents

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder.....	Bid number.....
Closing Time	Closing date.....

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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-
- Required by:
 - At:
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/not firm
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES	NO

Select (x) the correct box

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

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the Department of Higher

Education & Training?

YES	NO

Select (x) the correct box

2.2.1 If so, furnish particulars:

.....

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related² enterprise whether or not they are bidding for this contract?

YES	NO

Select (x) the correct box

Information not stated but found on CSD, CIPC or any other system may lead to disqualification of a bid.

2.3.1 If so, furnish particulars:

.....

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

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

² “related” as referred to in the Companies Act 2008, Act No 71 of 2008, section 2(1)(a)-(c). The Department reserves the right to access the Central Supplier Database (CSD), Companies Intellectual Property Commission (CIPC) or any other system to verify information

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.



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 The applicable preference point system for this tender is the

1.2.1 80/20 preference point system;

1.2.2 90/10 preference point system.

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

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

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

	80/20	90/10
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and SPECIFIC GOALS	100	100

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

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

preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“Consortium or joint venture”** means an association of individuals, companies, or organisations for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity to respond to a tender and participating in common activity of execution through concluding a contract or written agreement stipulating their roles and responsibilities.
- (b) **“tender or bid”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (c) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“Sub-contracting”** means the primary contractor’s assigning or leasing or making out work to or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- (f) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (g) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. Points awarded for price.

3.1.1 The 80/20 or 90/10 Preference Point Systems

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. Formulae for disposal or leasing Of State Assets and Income Generating

Procurement

3.2.1. Points awarded for Price

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

Table 1: The table below provides the specific goals, its criteria of measurement for a tenderer to qualify for a maximum of 20 points (80/20) OR 10 points (90/10) based on the proof submitted. Please complete the table selecting the relevant 80/20 OR 90/10 as advertised:

APPLICATION OF SPECIFIC GOALS IN THE WHITE PAPER ON RDP; & THE CODE OF GOOD PRACTICE IN B-BBEE: DHET PREFERENTIAL PROCUREMENT									
NO	SPECIFIC GOAL	REFERENCE	CRITERIA	80/20		CLAIM	EVIDENCE		
				Specific Goal Contribution	Points Claimed	Bidder must tick (x) next to points claimed	PROOF/ EVIDENCE	Indicate if evidence is provided, & specify	
1	Person historically disadvantaged on the basis of race	RDP 1.4.4; 3.1.4	100% black owned	65.00	7.85		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Yes	No
			75%-99% black owned	50.00	6.04			s	
			60%-74% black owned	40.00	4.83			specify	
			51%-59% black owned	30.00	3.63				
			0-50% black owned	10.00	1.21				
			None	0.00	0.00				
2	Persons historically disadvantaged on the basis of gender	RDP 1.4.4; 3.1.4; 3.2.7; 7.7	100% women owned	40.00	4.83		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Yes	No
			75%-99% women owned	30.00	3.63			s	
			60%-74% women owned	20.00	2.42			specify	
			51%-59% women owned	10.00	1.21				
			0-50% women owned	5.00	0.60				
			None	0.00	0.00				
3	Persons historically disadvantaged on the basis of disability	RDP 7.7	100% owned by persons with disabilities	0.50	0.06		Certified medical certificate or substantive proof.	Yes	No
			75%-99% owned by persons with disabilities	0.30	0.04			s	
			60%-74% owned by persons with disabilities	0.20	0.02			specify	
			0-59% owned by persons with disabilities	0.10	0.01				
			None	0.00	0.00				
4	Development of Youth	RDP 1.4.6; 7.7	100% youth owned	25.00	3.02		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger	Yes	No
			75%-99% youth owned	15.00	1.81			s	
			60%-74% youth owned	10.00	1.21			specify	
			51%-59% youth owned	5.00	0.60				
			0-50% youth owned	2.50	0.30				
			None	0.00	0.00				
5	Development of SMMEs	RDP 3.10; 3.1.4	EME	35.00	4.23		BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.	Yes	No
			QSE	20.00	2.42			s	
			GEN	0.00	0.00			specify	
			None	0.00	0.00				
			TOTAL	165.50	20.00	165.5			

***LEGEND FOR CLAIMING POINT IN TABLE 1**

- *Tenderer may claim points in respect of the five (5) specific goals in the table;*
- *The evidence provided will be verified by the Department, who reserves the right to amend or ignore points claimed if incorrect or no/irrelevant evidence provided.*
- *Points claimed- must be valid at the time of closing date of tender (excluding tax information that must be valid at the date of award);*
- *A tenderer that fails to claim points for specific goals as per Table 1 will not be disqualified but will not qualify points for specific goals;*
- *The following as a minimum requirement of valid evidence is to be submitted:*

Person historically disadvantaged on the basis of race	• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Person historically disadvantaged on the basis of gender	• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Persons historically disadvantaged on the basis of disability	• Certified medical certificate or substantive proof.
Development of Youth	• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger
Development of SMMEs	• BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.

5. ADJUDICATION USING A POINT SYSTEM

- 5.1. The tenderer obtaining the highest number of points will be awarded the contract.
- 5.2. Preference points shall be calculated after prices have been brought to a comparative basis.
- 5.3. Points scored will be rounded off to 2 decimal places.

6. POINTS AWARDED FOR BLACK PEOPLE, YOUTH, WOMEN, SMMEs AND PEOPLE WITH DISABILITIES

- 6.1. Points for Black people, Youth, Women, SMME and People with Disabilities are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed:

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership by Black people, Youth, Women, SMME and People with disabilities.

NOP = The maximum number of points awarded for equity ownership by Black people,

Youth, Women, SMME and People with disabilities in that specific category.

EP = The percentage of equity ownership by Black people, Youth, Women, SMME and People with disabilities within the enterprise or business.

In case of sub-contracting, points will be awarded to the main contractor based on ownership.

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1. Name of firm :.....

7.2. VAT registration number :.....

7.3. Company registration number :.....

7.4. Type of company/ firm

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

7.4.1. Describe principal business activities.

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7.4.2. Company classification

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

7.4.3. **Total number of years the firm has been in business?**

.....

7.5. **Consortium / Joint Venture**

- 7.5.1 A consortium or joint venture will qualify for points on evaluation of their specific goals as a legal entity, provided that the entity submits the requisite documents.
- 7.5.2 A consortium or joint venture will qualify for points on evaluation of their specific goals as an unincorporated entity, provided that each entity submits their requisite, information regarding points claimed.
- 7.5.3 Points for Black people, Youth, Women, SMME and People with Disabilities are calculated based on the percentage of the contract value managed or executed by their Black people, Youth, Women, SMME and People with disabilities. The following formula is prescribed:

$$NEP = NOP \times CVM/100$$

Where

NEP = Points awarded for equity ownership by Black people, Youth, Women, SMME and People with Disabilities

NOP = The maximum number of points awarded for equity ownership by Black people, Youth, Women, SMME and People with Disabilities in that specific category

CVM = The percentage of the contract value managed by JV partner.

8. **BID DECLARATION**

- 8.1. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) **If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –**
 - (a) disqualify the person from the tendering process;**
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;**

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

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	