

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HOME AFFAIRS					
BID NUMBER:	DHA02-2025		CLOSING DATE:	14 FEBRUARY 2025	
			CLOSING TIME:	11H00	
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SIGNAGE TO THE DEPARTMENT OF HOME AFFAIRS FOR A PERIOD OF THREE (3) YEARS, AS AND WHEN NEEDED.				
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE SILVER TENDER BOX SITUATED AT THE MAIN ENTRANCE OF THE BUILDING (STREET ADDRESS)					
Department of Home Affairs					
230 Johannes Ramokhoase Street					
Cnr. Thabo Sehume and Johannes Ramokhoase Streets					
Hallmark Building, Pretoria.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Dikeledi Nchaup Lincoln Mathebula		CONTACT PERSON	Tebogo Matlaila	
TELEPHONE NUMBER	(012) 406 7166 (012) 406 2788		TELEPHONE NUMBER	(012) 406 2880	
E-MAIL ADDRESS	Dikeledi.Nchaup@dha.gov.za Lincoln.Mathebula@dha.gov.za		E-MAIL ADDRESS	Tebogo.Matlaila@dha.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.					

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 2022, 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:

INSTRUCTIONS TO BIDDERS

1. THE TENDER DOCUMENTS

Rules for Bidding

- 1.1. The Department is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection.
- 1.2. The Department reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the Department decide not to proceed with the tender.
- 1.3. The Department also reserves the right to appoint any other person to undertake any part of the tasks.
- 1.4. The service provider must be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture or a consortium arrangement. The Department will enter into a single contract with a single entity for the delivery of the work set out in these tender documents.
- 1.5. The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately.
- 1.6. All South African firms submitting bids as part of a consortium or joint venture must submit valid original tax clearance certificates.
- 1.7. All bidders submitting bids as part of joint venture, consortium, **must** submit the following:
 - i. A joint venture agreement or a consortium agreement signed by all companies forming a joint venture or a consortium.
 - ii. A valid tax clearance certificate and/ or pin issued by South African Revenue Services (SARS) for all companies that form part of a joint venture or a consortium.
 - iii. A consolidated Central Supplier Database(CSD) Report.
 - iv. A consolidated SANAS B-BBEE certificate or a consolidated B-BBEE certificate issued by the Companies and Intellectual Property Commission (CIPC).
- 1.8. Foreign firms providing proposals must become familiar with local conditions and laws and take them into account in preparing their proposals.
- 1.9. The service provider and its affiliates are disqualified from providing goods, works, and services to any private party to this Agreement, or any eventual project that may result, directly or indirectly from these services.
- 1.10. Firms may ask for clarification on these tender documents or any part thereof up to close of business 1 week before the deadline for the submission of the bids.
- 1.11. The Department reserves the right to return late bid submissions unopened.
- 1.12. Firms may not contact the Department on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons, or bid award decisions in any manner, may result in rejection of the bid concerned.

- 1.13. Should the contract between the Department and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated.

Conditions of the Tender

- 1.14. The General Conditions of contract will apply.
- 1.15. The Department will become the owner of all information, documents, programmes, advice, and reports collected and compiled by the service provider in the execution of this tender.
- 1.16. The copyright of all documents, programmes, and reports compiled by the service provider will vest in the Department and may not be reproduced or distributed, or made available in any other way without the written consent of the Department.
- 1.17. All information, documents, programmes, and reports must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of the Department.
- 1.18. Bidders shall undertake to limit the number of copies of this document and destroy them in the event of their failure to secure the contract.
- 1.19. The service provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the Department.

Cost of Bidding

- 1.20. The Bidder shall bear all costs associated with the preparation and submission of its bid and the Department, will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

Content of Tender Documents

- 1.21. The services required, tender procedures and contract terms are prescribed in the tender documents, which include:
- i. Instruction to Bidders;
 - ii. Technical Bid;
 - iii. Terms of Reference;
 - iv. Evaluation Criterion;
 - v. Financial Bid;
- 1.22. The Bidder is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or submission of a bid not responsive to the tender documents in every respect will be at the Bidder's risk and may result in the rejection of the bid.

Clarification of Tender Documents

1.23. The Department will respond in email to any request for clarification of the tender documents which it receives no later than 1 week prior to the deadline for submission of bids prescribed by the Department.

1.24. Briefing session.

Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:

Date and time: Monday, 27 January 2025 at 13h00 to 14h00.

https://teams.microsoft.com/join/19%3ameeting_NzI0NDBhNTEtNzg5NS00ZjFhLWFmOWMtMGRhN2IzYzE2OTRI%40thread.v2/0?context=%7b%22Tid%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22Oid%22%3a%22bff1c90d-0a0a-4944-bb8f-ecab20fe725b%22%7d

Amendment of Tender Documents

1.25. At any time prior to the deadline for submission of bids, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.

1.26. All prospective bidders who have received the tender document will be notified of the amendment in writing or by fax, and same will be binding on them.

1.27. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Department, at their discretion, may extend the deadline for the submission of bids.

2. PREPARATION OF BIDS

Language of Bid

2.1. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Department shall be written in English.

Documents Constituting the Bid

2.2. The bid prepared by the Bidder shall comprise the following components:

a) Technical Bid, including:

- i. Invitation to Bid (SBD 1)
- ii. Tax Clearance Certificate
- iii. Bidder's Disclosure (SBD4)
- iv. Preferential Points Claim Forms (SBD 6.1)
- v. General Conditions of contract
- vi. CSD report
- vii. **Letter of Authority**

- The title, name, surname, and position of an authorised person to sign the bidding documents and communicate with the department on behalf of the bidding company.
 - The contact details of the authorised person including the telephone number or work cell number and the email address.
- viii. Completed Technical Specification Document
- b) Financial Bid, comprising:**
- i. Price Schedule & Professional services (SBD 3)
 - ii. Preferential points specific goals

Bid Prices

- 2.3 Prices indicated on the Price Schedule shall be the total price of services including, where applicable:
- All duties and other taxes;
 - The price of transportation, insurance, and other costs incidental to the delivery of the services to their final destination;
 - The price of any other incidental services required in terms of the tender deliverables;
- 2.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.
- 2.5 A bid submitted with a variable price quotation will be treated as non-responsive and rejected.
- 2.6 Prices shall be quoted in South African Rands.
- 2.7 The Department has limited resources and bids must be competitive, with market-related pricing, as this will be one of the deciding factors in the final award of the contract.

Period of Validity of Bids

- 2.8 Bids shall remain valid for 90 days after the closing date of the bid prescribed by the Department. A bid valid for a shorter period shall be rejected by the Department as non-responsive.
- 2.9 In exceptional circumstances, the Department may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. A Bidder may refuse the request. A Bidder granting the request will not be required nor permitted to modify its bid.

Format and Signing of Bid

- 2.10 The Bidder shall prepare one copy of the Technical Bid and Financial Bid separately, clearly marking each "Original Technical Bid" and "Original Financial Bid", as appropriate. **Apart from hard copies, a copy should also be provided on CD or memory stick. In the event of any discrepancy between the two, the original shall govern.**

- 2.11 The original and CD or Memory stick of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 2.12 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

Sealing and Marking of Bids

- 2.13 The original and CD or Memory stick of the Technical Bid shall be placed in a sealed envelope clearly marked Technical Bid and the original and CD or Memory stick of the Financial Bid shall be placed in a sealed envelope clearly marked Financial Bid and warning "Do not open with Technical Bid". All the inner envelopes shall then be placed into an outer envelope. The inner and outer envelopes shall be addressed to the following address:
- Department of Home Affairs
230 Johannes Ramokhoase Street
Pretoria
0001
- 2.14 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared late.
- 2.15 If the outer envelope is not sealed and marked as required above, the Department will assume no responsibility for the bid's misplacement or premature opening.
- 2.16 Faxed or emailed bids will not be accepted. **Only hand-delivered bids submitted before the due date and time will be accepted.**

Closing Date of Bids

- 2.17 Bids (Technical and Financial) must be received by the Department at the address specified under clause 2.13 above. In the event of the specified date for the submission of Bids being declared a holiday for the Department, the Bids will be received up to the appointed time on the next working day.
- 2.18 The Department may, at its discretion, extend this deadline for submission of bids by amending the bid documents in which case all rights and obligations of the Department and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Late Bids

- 2.19 Any bid received by the Department after the deadline for submission of bids prescribed by the Department will be rejected and/or returned unopened to the Bidder.

Modification and Withdrawal of Bids

- 2.20 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Department prior to the deadline prescribed for submission of bids.
- 2.21 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of this bid. A withdrawal notice may also be sent by fax, followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.
- 2.22 No bid may be modified subsequent to the deadline for submission of bids.
- 2.23 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity specified by the Bidder on the Invitation to Bid form.

3. EVALUATION OF BIDS

Clarification of Bids

- 3.1. During evaluation of bids, the Department may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing.

Preliminary Examination

- 3.2. The Department will examine the bids to determine whether they are complete, whether they meet all the conditions of the Contract and Technical Specifications and whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.
- 3.3. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of errors, its bid may be rejected.
- 3.4. If a bid is not responsive and not fulfilling all the conditions of the Contract and not meeting Technical Specifications, it will be rejected by the Department and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

Evaluation and Comparison of Bids

- 3.5. The Department will evaluate and compare the financial bids only of those Bidders whose Technical Bid has been accepted by the Department.
- 3.6. The Department's evaluation of a financial bid will take into account information to be provided on the SBD 3.

Contacting the Department

- 3.7. Subject to clause 3.1 above, no Bidder shall contact the Department on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the Department, it should do so in writing.
- 3.8. Any effort by a Bidder to influence the Department in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

4. AWARD OF CONTRACT

Post qualification

- 4.1. The Department will determine to its satisfaction whether the Bidder that is selected as having submitted the highest evaluated responsive bid meets the criteria specified in these documents, and is qualified to perform the contract satisfactorily.
- 4.2. The determination will take into account the Bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the bidder, as well as such other information as the Department deems necessary and appropriate.
- 4.3. An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Department will proceed to the next highest evaluated bid to make a similar determination of that Bidder's capabilities to perform the contract satisfactorily.

Department's right to vary Quantities at Time of Award

- 4.4. The Department reserves the right at the time of Contract award to increase or decrease the quantity of the services originally specified in the Terms of Reference without any change in unit price or other terms and conditions.

Department's right to accept or reject any or all Bids

- 4.5. The Department reserves the right to:
 - Accept or reject all or individual items of this bid;
 - Accept one or more bids submissions reject individual items;
 - Request clarification or further information regarding any item in the Proposal;
 - Request further information from any bidder after the closing date;
 - Accept a bid that may not reflect the lowest pricing;
 - Consider any bid that may not conform to any aspect of this bid;
 - Annul the tender process and reject all bids at any time prior to contract award;

- Consider such alternate services, terms or conditions that may be offered, whether such offer is contained in a Proposal or otherwise;
- Award the contract or any part thereof to one or more bidders; without thereby incurring any liability to the affected Bidder or bidders.

Notification of Award

- 4.6. Prior to the expiration of the period of bid validity, the Department will notify the successful bidder in writing by registered letter or by fax, to be confirmed in writing by registered letter, that its bid has been accepted.
- 4.7. The notification of award will constitute the formation of the Contract.

Signing of Contract

- 4.8. At the same time as the Department notifies the successful bidder that its bid has been accepted, the Department will send the bidder the Contract Form provided in the tender documents, incorporating all agreements between the parties.
- 4.9. Within 2 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract Form and return it to the Department.

Termination of Service

- 4.10. In case of any failure to comply with any of the conditions of the contract or unsatisfactory rendering of service, the stipulation of the General Conditions of Contract and the Special Conditions of Contract, shall be applicable.
- 4.11. Should the Department, after a reasonable period of notice, of not less than seven days, in writing, depending upon the circumstances, call upon the service provider to comply with any of the conditions and should he/she fail to do so, the Department shall, without prejudice to any of its rights be entitled to cancel the contract, and to claim from the service provider any damage or loss that might have been suffered, including any additional expense incurred by it having either to invite fresh bids or to accept any less favourable bid.

Unsatisfactory Performance

- 4.12. Failure to comply with the conditions of the contract, the Department shall be entitled, without prejudice to its other rights, to cancel the contract in terms of the General Conditions of Contract. Delays beyond time limits and timeframes agreed upon between the parties. Failure to meet the performance standards indicated in the contract

Assignment

- 4.13. The contractor shall not, without prior written authority of the Department, cede, assign or transfer its rights or obligations in respect of this contract or any part thereof or any share of interests herein, directly or indirectly, to any person, firm or organization whatsoever.



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

DHA02-2025

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SIGNAGE TO THE DEPARTMENT OF HOME AFFAIRS FOR A PERIOD OF THREE (3) YEARS, AS AND WHEN NEEDED.

CLOSING DATE AND TIME OF BID:

14 February 2025 at 11h00

Bidders are invited to a non-compulsory virtual (Microsoft Teams) briefing session that will be held as follows:

Date and time: Monday, 27 January 2025 at 13h00 to 14h00

Link to the virtual meeting

https://teams.microsoft.com/join/19%3ameeting_Nzl0NDBhNTEtNzg5NS00ZjFhLWFmOWMtMGRhN2IzYzE2OTRl%40thread.v2/0?context=%7b%22Tid%22%3a%225afed814-43e4-4135-ac14-8bbc853379ef%22%2c%22Oid%22%3a%22bff1c90d-0a0a-4944-bb8f-ecab20fe725b%22%7d

BID VALIDITY PERIOD: 90 DAYS

Department of Home Affairs
Supply Chain Management

TERMS OF REFERENCE

OBJECTIVES

1. The objectives (aim) of this tender are:
 - To invite bids from suitable service provider(s) to design, supply, deliver, and install signage in the Department of Home Affairs offices in all nine (9) provinces, for a period of three (3) years, as and when needed.

BACKGROUND

2. The Department of Home Affairs (DHA) is a critical role-player in the machinery of government and in the lives of every South African, foreigner residing in the country and visitors to our shores. The Department affects the lives of each and every citizen throughout their life cycle – the proverbial “from the cradle to the grave”.
3. The DHA is fundamentally about restoring and providing dignity. This happens through service delivery, securing the country and economic growth and job creation. Part of the vision of the DHA, is to be a government department that delivers dignity. Dignity is ultimately about how people experience the DHA.
4. In the next five years, the Department will make this possible through some of the identified key priorities that will include:
 - The digital transformation of the DHA where Home Affairs must be transformed into a digital-first department to enable national security. The integration of digital technology into all areas of business will fundamentally change how the organisation operates and delivers value. This will require an ongoing process of adaptation rather than a one-time project as the DHA continually evolves;
 - Fix frontline service delivery that will include, amongst other, a culture change to retrain staff in customer relations but also the empowering of staff, the implementation of digital reforms and the transformation of DHA facilities to facilitate service deliver and improvement of queue management systems. To improve frontline operations, the birth registration process for new birth registrations for citizens, and foreign births, will be automated and deployed in prioritised health facilities. This will improve the security of the processes by minimising fraud and corruption, tightening up the registration process and improving the turnaround time for issuing unabridged certificates;
 - The implementation of a live capture functionality to apply for passports and smart identity cards since 2013. The system has been rolled out to 202 offices, referred to as modernised offices, and 30 bank branches across the country. The functionality will be rolled out to an additional five front offices in the 2024/25 financial year, improving access to smart ID cards and passports and reducing the issuance of green barcoded ID books;
 - The DHA hybrid access model provides for 323 physical offices. Other initiatives to improve access to DHA services include the use of the existing 227 mobile offices to augment the DHA hybrid access model. These units are equipped with the necessary hardware, systems and connectivity to function as ordinary DHA offices. These

mobile offices are deployed in geographical areas with a population of 40 000 and below. The mobile fleet will service areas such as schools, rural and far flung areas, campaigns and support special initiatives and projects. The use of mobile offices will provide services to communities where previously there were little or no services and limit expenses such as travelling costs for citizens.

The above initiatives have been introduced to ensure that DHA standardises its processes and procedures throughout the organization and to strive DHA towards high standards of service excellence, where clients are served with dignity.

SCOPE AND EXTENT OF THE TENDER

5. The successful bidder(s) will be expected to execute and conduct the following tasks for/ provide the following services / items to the Department:
 - 5.1. Design, supply, deliver and install signage's (as per GCIS and DHA standards and specifications) in all existing and newly established offices of the department across nine (9) provinces, stated below, as and when requested, including special events:
 - Gauteng
 - Eastern Cape
 - Free State
 - KwaZulu-Natal
 - Limpopo
 - Mpumalanga
 - Northern Cape
 - North West
 - Western Cape

SPECIAL CONDITIONS OF CONTRACT

6. To achieve the above, the successful bidder will be required to meet the following requirements:
 - 6.1. The service provider(s) may not recruit or shall attempt to recruit an employee of the Department of Home Affairs for the purposes of preparation of bid or for the duration or the execution of this contract or any part thereof.
 - 6.2. Signage must be done according to GCIS and DHA standards, specifications and colours.
 - 6.3. In an event of successful bidder becoming insolvent or unable to fulfil their contractual obligations, the Department reserves the right to appoint a replacement, through a closed procurement process, from the remaining successful bidders.
 - 6.4. Pricing must be firm for the duration of the contract and bidders must include all their costing for the duration of a contract.
 - 6.5. No additional costs must be included after awarding.
 - 6.6. Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading equal to or higher than a contractor grading designation determined in

accordance with the sum tendered, or a value determined in accordance with Regulation 20 (1B) or 25 (7A) of the Construction Industry Development Regulation, for a 7 SK or higher class of construction work, are eligible to have their tenders evaluated, are eligible to submit tenders.

6.7. NB: Joint ventures are eligible to submit tenders provided that:

- Every member of the joint venture is registered with the CIDB;
- The lead partner has a contractor grading designation in the 6SK or higher class of construction work; and
- The combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a 7SK or higher class of construction work or value determined in accordance with the Regulation 25 (1B) OR 25 (7A) of the Construction Industry Development Regulations.

6.8. The tenderers should have a CIDB contractor grading designation of 7SK or higher.

6.9. The Preferential Procurement Regulations, 2022, pertaining to the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 will apply.

TENDER DELIVERABLES / OUTPUTS AND TIMEFRAMES

7. The primary deliverables to be achieved:

- Signage as per GCIS and DHA standards, specifications and colours.
- The contract will be centrally managed by the unit Property and Facility Management Directorate.
- Design, supply, deliver, and install signage as and when required

LOGISTICS AND TIMING

- **Project location(s):**
 - National - all Home Affairs offices across the nine (9) provinces, including all Refugee Centres, Health Facilities and Mobile Units fleet.
- **Expected commencement date:**
 - The contract will commence after the awarding of the tender, upon the receipt of the signed acceptance letter and signed SBD7.2 from the awarded service provider.
- **Project period:**
 - Three (3) years
- **Bid proposal**
 - The Service Provider must provide a properly referenced bid proposal in response to this TOR document with clear headings and information required to evaluate the bid against the requirements stipulated in this TOR document. The bid proposal response must indicate the following:

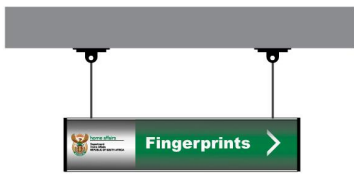
- Background and introduction
 - Methodology and approach
 - Capacity to deliver by the date specified
 - Timeframes/Project Plan/Budget breakdown/Total bid price (all-inclusive VAT).
 - Company profile, including relevant experience
- Bid documents may either be submitted through a courier services or hand delivered to the silver tender box situated at the main entrance of the Hallmark Building at the address indicated on SBD 1 form attached on the Home Affairs' tender document. If the bid documents are submitted through a courier services, **it is the responsibility of the bidder to ensure that the documents are inside the silver bid box by the closing time and date.**
- Bidder(s) are required to submit two (2) original bid proposal response documents as per paragraph 2.10 of the tender document under instruction to bidders:
- One (1) original technical bid document;
 - One (1) original financial bid document and;
 - One (1) compact disc (CD) or universal serial bus (USB) with PDF content of each bid document by the closing date and time.

Each bid response document and CD must be marked correctly and sealed separately for ease of reference during the evaluation process. Furthermore, the bid response document and information in the CD or USB must be clearly labelled.

• **Fee structure**

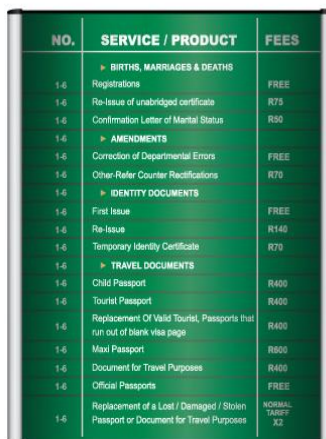
IMPORTANT NOTES:

- The rates of all items in this bill MUST include design, supply, delivery and installation costs, including VAT. (If prices are inclusive of VAT, kindly make sure that your company is registered for VAT)
- **ALL SIGNS MUST BE PER GCIS AND DHA APPROVED STANDARDS AND SPECIFICATION**
- **SIGNS MUST BE SABS COMPLIANT**

No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
1	Double Sided Suspended Sign SUS150mm (h)x500mm (w) with Clear Inserts, Metal End Caps & Cable. Counter service print on vinyl apply on inserts	1		R.....
2	Door frame – new indicator – 100mm (h) x 400mm (w) with Clear Insert & Metal End Caps Office name print on vinyl	1		R.....

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No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
	apply on inserts			
3	Free Standing Base Triangular Tower Signs V400mm (w) – 400mm (h) x 2000mm (h) - with Clear Insert & 3 Brochure Holders Included. Call center number and website address print on vinyl and apply on inserts.	1		R.....
4	Wall Mount Slate Frame – 400mm (h) x 460mm (w) with Clear Insert & Metal End Caps Business hours print on vinyl apply on inserts	1		R.....
5	Wall Frame statutory indicator sign – 215mm (h) x 200mm (w) with Clear Insert & Metal End Caps. Security signs print on vinyl apply on inserts	1	DHA160	R.....
6	Desk Stand – 150mm (h) x 200mm (h) with Clear Insert & Boomerang End Cap (Pair) Use next counter print on vinyl apply on inserts	1		R.....

No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
7	Directory Board for Pricing - 798mm (w) x 980mm (h) wall mounted. VA4 Header & V600 Main Directory & 2 Units V100 with Clear Covers and Metal Caps. Services and pricing print on vinyl apply on inserts	1		R.....
8	Wall Frame with Brochure Holder - VA4 215mm (w) X 350mm (h) with Clear Insert & Metal End Caps. Departmental log print on vinyl and apply on inserts	1		R.....
9	Desk Stand - V100mm (h) x 400mm (w) with Clear Covers & Metal Boomerang End Caps Use next counter print on vinyl apply on inserts	1	DHA210	R.....
10	Projecting Office Divider Sign - V200mm (h) x 200mm (w) with Clear Covers & Metal End Caps - Bracket Included	1		R.....
11	Double Sided Freestanding Post Sign - VBS500mm (h) x 500mm (w) with Clear Cover & Metal Backing. Print on vinyl apply on insert	1	DHA230	R.....
12	Double Sided Suspended Sign - SUS44 210mm (h) x 800mm (w) with Clear Covers, Metal End	1	DHA240	R.....

No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
	Caps & Cable. Print on vinyl apply on inserts			
13	Double Sided Freestanding Post Sign - VBS300mm (h) x 420mm (w) with Clear Cover & Black Metal Base. Print on vinyl apply on inserts	1	DHA250	R.....
14	Wall Frame - VA4 210mm (h) x 297mm (w) with Clear Covers & Plastic Grey End Caps Print on vinyl apply on inserts	1		R.....
15	Desk Stands - VA4 210mm (h) X 297mm (w) Boomerang Style with Clear Cover & Metal Boomerang End Cap (Pair). Print on vinyl apply on inserts	1	DHA270	R.....
16	Desk Stand - Va400mm (h) x 297mm (w) Kangaroo Style with Clear Cover, Plastic Grey Top End Cap & Metal Base. Print on vinyl apply on inserts	1	DHA280	R.....
17	Large Wall frames Landscape - VBS900mm (h) x 1245mm (w) with Metal White Insert & Metal End Caps. Printing on vinyl apply on inserts	1	DHA290	R.....
18	Wall Frame – 300mm (h) x 800mm (w) with Clear Insert & Metal End Caps. Print on vinyl apply on inserts	1	DHA300	R.....

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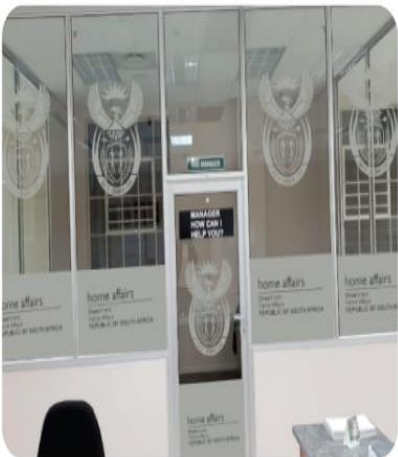
No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
19	Double Sided Freestanding Pylon - VBS400mm (h) x 1560mm (w) with Clear Covers & Chromadeck Metal Backing. Print on vinyl apply on inserts	1	DHA310	R.....
20	Wall Frame - V210mm (h) x 800mm (w) with ABS Face & Metal Caps Print on vinyl apply on inserts	1	DHA320	R.....
21	Post Sign Single Sided - Free standing – 400mm (h) x 460mm (w) with Clear Covers and Metal Caps. Print on vinyl apply on inserts	1	DHA330	R.....
22	Post Sign Suggestion Box A4 - 2 units VA4 215mm (w) x 297mm (h) - Clear Covers & Custom Parts for Box with Lock. Print on vinyl apply on inserts	1		R.....
23	A0 Poster frames 1189mm (h) x 841mm (w)	1	N/ A	R.....
24	A1 Poster frames 841mm (h) x 594 mm (w)	1	N/ A	R.....
25	A2 Poster frames 594mm (h) x 420mm (w)	1	N/ A	R.....
26	A3 Poster frames 297mm (h) x 420mm (w)	1	N/ A	R.....
27	A4 Poster frames 210mm (h) x 297mm (w)	1	N/ A	R.....
28	A4 210mm (h) x 297mm (w) double sided poster frame	1	N/ A	R.....
29	Backdrop size 2000mm (h) x 3000mm (w) NDP DHA	1	N/ A	R.....

No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
30	Gazebos 3m (w) x 3m (h) Gazebos 6m (w) x 3m (h)	1	N/ A	R.....
31	Pull up banners with different messages size 2200mm (w) x 1200mm (h) Smart ID Card Birth registration NDP Telescopic banners 3000mm (h) x 7000mm (w) Pop-up banner 1200mm (w) x 700mm (h)	1	N/A	R.....
32	Double sided 600mm (w) x 1.2m (h) Direction street fully reflective vinyl code of arms black and green lettering on white with 25mm (h) x 25mm (w) square tubing steel frame 3.2 D-section pole galvanized and top cap and base plate, One 40kg concrete mix per pole. NB. For All Road Signs Municipality Approval is needed.	1		R.....
33	4 mm (h) x 1225mm (w) Chroma deck backing plate 90mm aluminium extrusion, flex- face digital printed logo with vinyl graphics, Face to flip open for repairs, Fluorescent tubes with 250mm spacing, Tubes to be fitted with terry clips, Connection box on top sign, 25mm(h) x 25mm (w) steel supports inside the box for stability. The lettering should be done in vinyl. Mae west 150mm (w) and 50mm (h) x 50mm (w) Angle Aluminium. Day and	1	N/ A	R.....

No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
	night switch, 1.5 Flex cable with plug for wall socket.			
34.	3m (h) x 1100mm (w) Chroma deck backing plate 90mm aluminium extrusion, flex- face digital printed logo with vinyl graphics, Face to flip open for repairs, Fluorescent tubes with 250mm spacing, Tubes to be fitted with terry clips, Connection box on top sign, 25mm (w) x 25mm (h) steel supports inside the box for stability. The lettering should be done in vinyl. Mae west 150mm (w) and 50mm (h) x 50mm (w) Angle Aluminium. Day and night switch, 1.5 Flex cable with plug for wall socket.	1	N/ A	R.....
35	2m (h) x 1m (w) Chroma deck backing plate 90mm aluminium extrusion, flex- face digital printed logo with vinyl graphics, Face to flip open for repairs, Fluorescent tubes with 250mm spacing, Tubes to be fitted with terry clips, Connection box on top sign, 25mm (h) x 25mm (w) steel supports inside the box for stability. The lettering should be done in vinyl. Mae west 150mm (w) and 50mm (h) x 50mm (h) Angle Aluminium. Day and night switch, 1.5 Flex cable with plug for wall socket.	1	N/ A	R.....
36	Double Sided 3m (h) m x 1100mm (w) Chroma deck backing plate 90mm aluminium extrusion, flex- face digital printed logo with	1	N/ A	R.....

No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
	vinyl graphics, Face to flip open for repairs, Fluorescent tubes with 250mm spacing, Tubes to be fitted with terry clips, Connection box on top sign, 25mm (h) x 25mm (w) steel supports inside the box for stability. The lettering should be done in vinyl Mae west 150mm (w) and 50mm (h) x 50mm (w) Angle Aluminium. Day and night switch, 1.5 flex cables with plug for wall socket.			
37	Double Sided 2 m(w) x 1m (w) Chromadeck backing plate 90mm aluminium extrusion, flex- face digital printed logo with vinyl graphics, Face to flip open for repairs, Fluorescent tubes with 250mm spacing, Tubes to be fitted with terry clips, Connection box on top sign, 25mm x 25mm steel supports inside the box for stability. The lettering should be done in vinyl. Mae west 150mm (w) and 50mm (h) x 50mm (w) Angle Aluminium. Day and night switch, 1.5 flex cables with plug for wall socket.	1	N/ A	R.....
38	Natural Anodized (or similarly approved) post with black ABS base with bottle green belt , belt to be printed Department of Home affairs with white letters(belt to be min 1.8m) queue rail system	1	N/ A	R.....
39	Natural Anodized (or similarly approved) post with	1	N/ A	R.....

No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
	black ABS base WITHOUT belt queue rail system			
40	Brass Plaque 400mm (h) x 400mm (w) with curtain and rail to open and close. PRICE MUST INCLUDE ENGRAVING	1	N/ A	R.....
41	Silver Plaque 400mm (h)x 400mm (w) with curtain and rail to open and close. PRICE MUST INCLUDE ENGRAVING	1	N/ A	R.....
42	Wall of Fame 1200mm (w) x 700mm (h) brushed silver ACM 3mm Router cut with rounded corners and pre drilled holes, with brushed gold ACM cut out with black vinyl decals raised 20mm Includes full color coat of arms vinyl decal with laminate mounted onto router cut ACM cut out raised 20mm (h)and clear vinyl print and cut out Home Affairs logo Includes 3mm (h) x 200mm (w) x 140mm (h) black snapper frames with brushed gold dibond Plaques underneath	1	N/ A	R.....
43	Sign 1500mm (h) x 1000mm (w) rushed silver ACM 3mm Router cut with rounded corners and pre- drilled holes. With 3mm Laser cut black Perspex lettering and black and green vinyl cut decals Includes full color coat of arms vinyl decal with laminate mounted onto	1	N/ A	R.....

No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
	router cut ACM cut out raised 20mm and clear vinyl print and cut out Home Affairs logo			
44	Chair Stickers 200mm (h) x 500mm (w)	1	N/ A	R.....
45.	Foot Prints for direction size 8	1	N/ A	R.....
46	Re-printing of pricing for Price board	1	N/ A	R.....
47	Sandblasted sticker with Government Emblem (size will vary per office) Windows: 1 1000mm x 1000mm 2 1000mm x 1200mm 3 1000mm x 1500mm 4 1500mm x 2000mm 5 1500mm x 1500mm Doors: 1 1800mm x 2000mm 2 800mm x 2050mm 3 700mm x 1800mm	1		R.....
48	How may I help your sticker (black and white)? 200 x 800mm	1	N/ A	R.....
49	One way glazing (size will vary per office) Windows: 1 1000m x 1000mm 2 1000m x 1200mm 3 1000m x 1500mm 4 1500m x 2000mm 5 1500mm x 1500mm	1	N/ A	R.....
50	Access Control Sign 400mm (h) x 460mm (w)	1	N/A	R.....
51	First Box: 1300mm (h) x 1300mm (w) with Black Laser Cut Perspex on Pins Just the face 90mm Mae west plus corner block	1	N / A	R.....

No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
	Opal Perspex 4mm on Top Chromadeck Backing 25mm x25mm square tube to secure box inside LED lights with power supply 25mm x 25mm angle aluminium 4m x 1300mm signs Just the name Fabricated Letters with white returns. The box: Lip channel 75mmx50mmx20mm 25mm x25mm SQ Tube for support Chromadeck on Top			
52	NO CELPHONE Prohibition Sign: round in shape with a white background and a circular band and diagonal bar in red. The symbol must be black and placed in the centre of the sign without obliterating the cross-bar. Typical examples of such signs are those prohibiting smoking, fire and open flames, the use of cell phones	1		R.....
53	Fire and Directional Safety Signage: Standard 150mm, 190mm, 290mm and 440mm square (the most commonly used being the 290 mm square)	1		R.....
54	Informative, Fire Fighting: square in shape with a white background and red border.	1		R.....

No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
	The symbol must be in red and placed in the centre of the sign. Typical examples of such signs are the location arrow, fire extinguisher, fire hose, etc. 150 mm x 150 mm or 190mm x 190 mm			
55	No Firearms Sign: They contain symbols within a disc and are coloured red. Available in 4 Sizes 150mm x 150mm. 190mm x 190mm. 290mm x 290mm. 440mm x 440mm Comes in two types: - ABS (Plastic for Indoor Use) - Chromadek (Steel for Outdoor Use) Required Substrate 0.9mm ABS Plastic Sign 0.6mm Chromadek Steel Sign	1		R.....
56	Parking Sign: Park at Your Own Risk, Not Responsible for Damage or Theft To Vehicles or Vehicle Contents Size: 12"x18" to 18"x24" Aluminium (Standard): 63 mil thick, rustproof aluminium. - Printed with 3M inks and materials. - For use indoors or outdoors. - Rounded corners - for easy handling and a professional appearance. - Includes large holes for easy mounting. - Rounded corners -	1		R.....

No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
	for easy handling and a professional appearance. • Includes large holes for easy mounting.			
57	No entry signs: The sign is made of a sturdy polypropylene material and features an easy to read message with a red, white and black design. • It is made from a sturdy polypropylene material. • This sign measures 225mm (h) x 300 mm (w). • The sign is clear, concise and easy to read.	1	 A rectangular sign with a white background and a black border. It features a red circle with a diagonal slash over a black silhouette of a person walking. Below the graphic, the text "NO ENTRY AUTHORIZED PERSONNEL ONLY" is printed in black capital letters.	R.....
58	Floor Map frame: A1 size, Aluminium material 594mm (h) x 841mm (w)	1	 A detailed floor plan titled "FIRE ESCAPE PLAN" showing a building layout with rooms, corridors, and exits. It includes a legend on the right side with symbols for fire exits, fire extinguishers, and other safety features.	R.....
59	Non-smoking A3 (300mm (h) x 420mm (w) on a metal board	1	 A rectangular sign with a white background and a black border. It features a red circle with a diagonal slash over a black silhouette of a person smoking. Below the graphic, the text "No smoking" is printed in white capital letters on a red rectangular background.	R.....

No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
60	Assembly Point A2 (420mm (h) x 594 mm (w)	1		R.....
61	Male, Female & Disable toilet signs 353mm (h) x 500 mm (w) on Perspex boards	1		R.....
62	Rail through walls where disable and elderly will be accessing the premises or inside offices Ramp: 640mm (h) x 480mm (w) on metal board	1	 	R.....

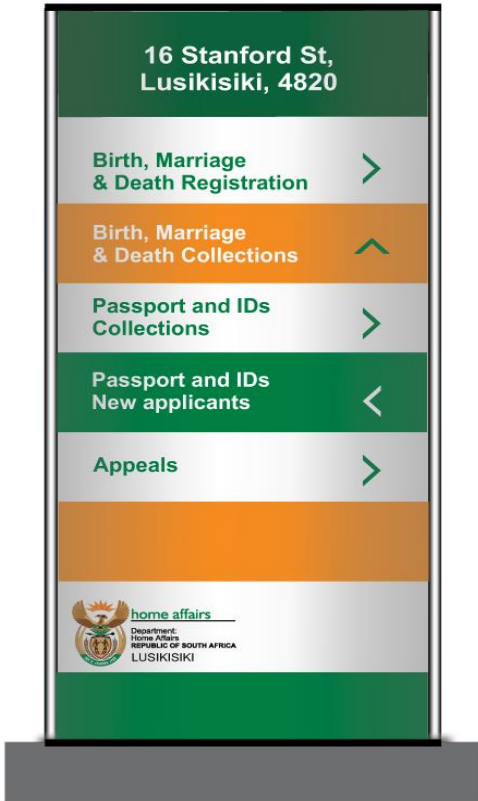
No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
63	Parking signage: Standard to PWD or printed on tar or Parking sign: 12mm (h) x 18mm (w) rustproof aluminium	1	 	R.....
64	Access sign: 277mm (h) x 278mm (w) on metal board	1		R.....
65	Mother and baby feeding/changing room sign 426mm (w) x 282mm (h)	1		R.....

No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
				
66	A3 Frame mounted laws: • Basic Conditions of Employment • Employment Equity Act • Occupational Health and Safety Act • Any other Act	1		R.....
67	Double Sided Pylon Sign: 600mm (h) x 1500mm (w) Disclaimer with Chromadec Inserts, Aluminium Framing & Plates Steel Base Plate Secured with 1 8mm Dia Chemically Anchored Bolts & A Concrete Base with A Minimum of 75mm Apron with Chamfered Edges to Engineers Specifications	1		R.....
68	Double Sided Pylon Sign: 800mm (h) x 1820mm (w) Way Finding with Chromadec Inserts, Aluminium Framing & Plates Steel Base Plate Secured with 1 8mm Dia Chemically Anchored Bolts & A Concrete Base with A Minimum of 75mm Apron with	1		R.....

No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
	Chamfered Edges to Engineers Specifications			
69	Protocol Picture frames: 1200mm (w) x 450mm (h) 4 Pictures framed in 1) Silver/ Gold Frame with green mount board & Plaque *Artwork To Be Provided	1		R.....
70	Protocol Picture frames: A4 - 350mm (h) x 437mm (w) Silver/ Gold Wooden Frame with green mount board & Plaque *Artwork To Be Provided	1		R.....
71	Social distance vinyl stickers: 300mm x 300mm	1		R.....
72	Digital LED Message Board: 720mm (w) x 400mm (h)	1		R.....
73	Chair Stickers: 510mm (w) x 210mm (h)			R.....

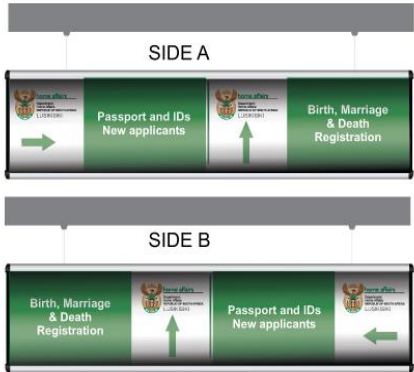
No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
74	Protection Screens: 1200mm (h) x 600mm (w) Perspex with Print			R.....
75	Asset Door Tags: 100mm (w) x 20mm (h) Printed on perspex			R.....
76	Car Magnetic Plate Sticker: 600mm (h) x 300mm (w)			R.....
77	Car Sticker: 600mm (h) x 300mm (w)			R.....
78	3D Illuminated Box Letters: With 110mm Return on ACM Backing 3000mm (h) x 1500mm (w)			R.....
79	Branded Foot Pedal- Operated Hand Sanitiser			R.....

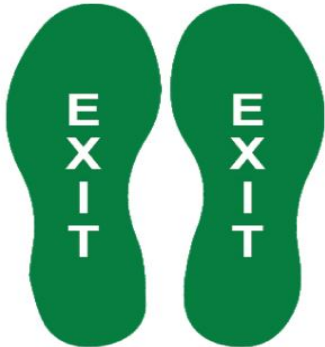
No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
80	Name Tags: 50mm x 20mm Steel Magnetic Tags with Digitally Printed Graphics & Clear Acrylic Doming			R.....
81	Graphic Design Fee: Charged per item as a once-off cost			R.....
82	Restrictive signs Size: 215mm (w) x 200mm (h)			R.....
83	Suspended sign Size: 500mm (w) x 150mm (h)			R.....
84	Projection Sign Size: 200mm (w) x 200mm (h)			R.....
85	Prespex branded Suggestion box Size: 215mm (w) x 297mm (h)			R.....
86	Directional Street Sign Fully reflective vinyl code of arms Size: 1200mm (w) x 600mm (h)			R.....

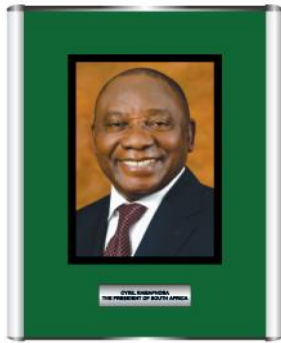
No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
87	Brass Plaque with Curtain full colour Size: 400mm (w) x 400mm (h)			R.....
88	Double sided pylon way finding Size: 800mm (w) x 182mm (h)			R.....
89	Digital LED Message Board Size: 720mm (w) x 400mm (h)			R.....

No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
90	Door Sign Size: 400mm (w) x 100mm (h)			R.....
91	Free standing base triangular sign Size: 400mm (w) x 2000mm (h)			R.....
92	Wall Slates Size: 460mm (w) x 400mm (h)			R.....
93	Perspex door brochure stands for assets Size: 215mm (w) x 350mm (h)			R.....

No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
94	Pricing board Size: 798mm (w) x 980mm (h)			R.....
95	Desk stand Size: 200mm (w) x 150mm (h)			R.....
96	Disclaimer Pylon Size: 400mm (w) x 1560mm (h)			R.....
97	Wall Frames Size: 800mm (w) x 300mm (h)			R.....

No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
98	D/S Suspended Sign Size: 210mm (w) x 800mm (h)			R.....
99	Poster Frame with silver corners Size: 594mm (w) x 840mm (h) A1			R.....
100	Poster Frame with silver corners Size: 297mm (w) x 210mm (h) A4			R.....
101	Lightbox Size: 1225mm (w) x 4000mm (h)			R.....

No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
102	Natural Anodised post Queue rail- with DHA logo Size: 1225mm (w) x 4000mm (h)		 N/C	R.....
103	Foot Print Size: 100mm (w) x 270mm (h)			R.....
104	Sandblast Size: vary per office			R.....
105	Contravision Size: vary per office			R.....

No.	Department of Home Affairs	Quantity	DHA CODE	Unit Price Vat included
106	Protocol Picture frame in aluminium frame green mountboard and a plaque Size: 1200mm (w) x 450mm (h)			R.....
107	Individual protocol picture framed in aluminium frame green mountboard and plaque Size: 350mm (w) x 437mm (h)			R.....
108	Car Magnets Size: 500mm (w) x 300mm (h)			R.....
109	Name tags Size: 50mm (w) x 20mm (h)			R.....
TOTAL				R.....

EVALUATION STAGES

8. The following evaluation process will be followed to evaluate the bids received:

Stage	Description	Applicable for this bid
Stage 1A	Non-compulsory Briefing session	Yes
Stage 1B	Initial screening process / compliance with bid requirements	Yes
Stage 2	Pre-qualification criteria evaluation	Yes
Stage 3	Mandatory requirements evaluation	Yes
Stage 4	Functionality requirements evaluation	Yes
Stage 5	Price/ Specific Goals	Yes

Stage 1A: Briefing session

- Non-compulsory Briefing session will be held virtually.

Stage 1B: Initial screening process/compliance with bid requirements

- Verification of bidder's compliance with bid requirements.

No.	Compliance Checklist	Yes / No
1.	The bidder is registered on the National Treasury Central Suppliers Database (CSD).	
2.	The bidder is in business (as indicated on CSD).	
3.	The bidder is not a restricted supplier/ or does not have a restricted director(s) (as indicated on CSD).	
4.	The bidder is Tax Compliant (as indicated on CSD) or verified through SARS	
5.	The bidder is not a government employee (as indicated on CSD).	
6.	The bidder completed SBD 1 Form in full together with the letter of authority.	
7.	The bidder completed SBD 4 Form in full and did not reveal any information or past practices that prohibits the supplier from conducting business with the state.	
8.	The bidder completed SBD 6.1 Form in full and must indicate claimed points for each preference point system and attach evidence as per Table 1.	

Stage 2: Pre-qualification criteria

- Compliance with the prequalification requirements. Bidders who fail to meet the prequalification requirements will be disqualified.
- Service provider(s) must indicate their compliance with the following pre-qualification requirements as required by the Department and provide proof. Failure to submit proof requested will invalidate the bid.

Pre-qualification criteria	Comply	Do not comply
The Bidders should have a CIDB contractor grading designation of 7SK or higher		
EVIDENCE: Bidders must submit CIDB grading certificate/letter. (In case the CIDB certificate/letter is not available by the time of the closure of this tender, the bidder should submit a full copy of the application for CIDB grading registration to CIDB with the tender documents). (The department will conduct verification of the registration and grading on the latest CIDB register available on the CIDB website)		

Stage 3: Mandatory requirements

- Compliance with the mandatory requirements. Prospective bidders who fail to meet the mandatory requirements will be disqualified.
- Only bidders who have complied with the following mandatory requirements will be evaluated for functionality.

Mandatory requirement	Comply	Do not comply
Bidder must confirm capacity to render the required services in all nine (9) provinces.		
EVIDENCE: Tick comply or do not comply and complete, sign and date the document below:		

Mandatory requirement – Evidence

This serves to confirm that I have capacity to render the required services in all nine (9) provinces.

Name:.....

Signature:.....

Date:.....

Stage 4: Functionality requirement evaluation

- Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate a 80/20 point split for requirements with a Rand value equal to or below R 50 000 000, inclusive of all applicable taxes.
- The technical proposal will be evaluated out of 100 points with a threshold of **70 points**.
- Bidders that score less than minimum of **70 points** will be disqualified.

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- Bidders must score a minimum of **70 points** on functionality to qualify for further evaluation on price and preference points.

Evidence				
No.	Category	Evidence and Scoring	Weight	Score
1.	The service provider must have relevant experience in the provision of signage or similar work	Signed and dated Reference letter/s with contact details indicating acceptable level of performance (It must be in the letter head of client within the last five (5) years (DD/MM/YY). (The Department reserves the right to contact the clients) 1 Reference letter = 20 2 Reference letters = 40 3 Reference letters = 60 4 Reference letters or more = 80	80	
2.	The service provider must have relevant number of years of experience in the provision of signage or similar work.	The service provider must complete, sign and date the table below: - Less than 3 years' experience= 0 3 years' experience = 10 4 years' experience = 15 5 years' experience or more = 20	20	

CLIENT NAME	START DATE (DD/MM/YY)	END DATE (DD/MM/YY)	TOTAL NUMBER OF YEARS OF EXPERIENCE	EMAIL AND CONTACT NUMBER
Name: _____ Signature: _____ Date: _____				
TOTAL			100	

Stage 5: Price and Specific Goals

- Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate a 80/20 point split for requirements with a Rand value equal to or below R 50 000 000, inclusive of all applicable taxes.
- A valid SANAS B-BBEE Status Level Verification certificate or a B-BBEE certificate issued by the Companies and Intellectual Property Commission, with the exception of EME's and QSE's who are required to submit sworn affidavit in terms of Code of Good Practice. The sworn affidavit must be signed by the EME representative and attested by a Commissioner of oath.
- As bids are only invited for requirements with a Rand value equal to or below R 50 000 000 inclusive of all applicable taxes, the 80/20 system shall be applicable and will be calculated as follows:

SN	COMPONENT	POINTS
1.	Price:	80
2.	Preferential points: Specific goals	20
	TOTAL:	100

Specific goals

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

Specific goals allocated points in terms of this tender	Allocated Preference points	Evidence
The company owned / director/s / shareholders by people who are Black. 100% company owned by people who are Black = 7points ≥51% and <100% company owned by people who are Black = 5 points >0% and <51% company owned by people who are Black = 2 points 0% company owned by people who are Black = 0 points	7	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.
The company owned / director/s / shareholders by people who are Women. 100% company owned by people who	10	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status.

Specific goals allocated points in terms of this tender	Allocated Preference points	Evidence
are Women = 10 points • $\geq 51\%$ and $< 100\%$ company owned by people who are Women = 7 points • $> 0\%$ and $< 51\%$ company owned by people who are Women = 2 points • 0% company owned by people who are Women = 0 points		The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.
The company owned / director/s / shareholders by people who are Disabled. • 100% company owned by people who are Disabled = 3 points • $\geq 51\%$ and $< 100\%$ company owned by people who are Disabled = 2 points • $> 0\%$ and $< 51\%$ company owned by people who are Disabled = 1 points • 0% company owned by people who are Disabled = 0 points	3	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status. The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: • Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). • Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.

***NB: Points will be allocated based on % ownership to the Company (main tendering entity). Please attach proof/ required documents.**

PRICING SCHEDULE**(Professional Services)**

NAME OF BIDDER:	BID NO: DHA02-2025
CLOSING TIME 11:00	CLOSING DATE: 14 FEBRUARY 2025

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION ** (ALL APPLICABLE TAXES INCLUDED)	BID PRICE IN RSA CURRENCY
1.	The accompanying information must be used for the formulation of proposals.	
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....
3.	Period required for commencement with project after acceptance of bid	
4.	Estimated man-days for completion of project	
5.	Are the rates quoted firm for the full period of contract? Only firm prices will be accepted.	

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,
employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² 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

² 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.

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

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	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) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

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

80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
The company owned / director/s / shareholders by people who are Black. 100% company owned by people who are Black = 7 points ≥51% and <100% company owned by people who are Black = 5 points >0% and <51% company owned by people who are Black = 2 points 0% company owned by people who are Black = 0 points	7	Proof of claim as declared on SBD 6.1 in verifying the tenderer's status The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	
The company owned / director/s / shareholders by people who are Women. 100% company owned by people who are Women = 10 points ≥51% and <100% company owned by people who are Women = 7 points >0% and <51% company owned by people who are Women = 2 points 0% company owned by people who are Women = 0 points	10	proof of claim as declared on SBD 6.1 in verifying the tenderer's status The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE	

The specific goals allocated points in terms of this tender	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
		Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	
The company owned / director/s / shareholders by people who are Disabled. 100% company owned by people who are Disabled = 3 points ≥51% and <100% company owned by people who are Disabled = 2 points >0% and <51% company owned by people who are Disabled = 1 points 0% company owned by people who are Disabled = 0 points	3	proof of claim as declared on SBD 6.1 in verifying the tenderer's status The following must be submitted as proof of claim as declared on SBD 6.1 for the specific goals: - Company Registration Certification as issued by the Companies and Intellectual Property Commission (CIPC). - Sworn Affidavit or valid B-BBEE Certificate or Consolidated B-BBEE certificate for Consortium, Joint Venture, or Trust.	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of company/firm.....

4.4 Company registration number:

4.5 TYPE OF COMPANY/ FIRM

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

☐ State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- 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:

.....

.....