

2421593
Me Co to C
03/11/2023

OCFO ACCOUNTING CHECKLIST
ORDER BASED PAYMENTS: PROCUREMENT INTERGRATION

003258

PAYMENT NUMBER (FOR FILING PURPOSES): PM- ~~003255~~ 003255

PAYMENT DETAILS	YES	NO	
SUNDRY PAYMENT			
CREDIT NOTE			
PERIOD ORDER	✓		
ONCE-OFF ORDER			

A. SCM - VERIFICATION	YES	NO	NA
1. If this is a period order, attach full document on 1st Invoice. Otherwise attach only copy of the order, PA, RQ memo, submission, SR, allocation codes, CSD and original invoice	✓		
2. If this is a once off then attach original document		✓	
3. Is the invoice amount in line with the ceiling price	✓		
4. Should the ceiling price exceed, attach all relevent documents e.g additional approval, addendum to SLA etc,			✓
5. If a tender invoice, does invoice indicate tender number & division?			✓
6. IC stamp and number			✓
7. CA stamp and number			✓

Name and signature of SCM official who verified above details:

Name: Lebogang

Signature: *lpapale*

03 / 11 / 2021

B. PAYMENT SECTION - VERIFICATION	YES	NO	NA
1. Does the supplier name correspond with the supplier on CSD	✓		
2. Does the bank account details correspond with the details on the invoice?	✓		
3. Is the supplier a VAT vendor, if so the invoice must reflect as TAX INVOICE	✓		
4. Does the invoice have an invoice number and date?	✓		
5. Is the description of goods/service indicated?	✓		
6. Do the name and address of the supplier reflect on the invoice?	✓		
7. Is the invoice certified according to section 45 stamp?	✓		

Name and Signature of SCM Official who added the payment online, checked & signed it:

Name: Lebogang

Signature: *lpapale* Text here

03 / 11 / 2021



Calandria 159 CC - Trading As NEWSPAPERDIRECT JHB (Reg: 2006 / 032162 / 23)

VAT Reg: 4320233820

TAX INVOICE

Department of Small Business Development

77 Meintjies St,
Sunnyside,
Pretoria
0002

Invoice Number 4837
Invoice Date 24-Oct-23

Att: Rudzani Matodzi
Tel: (012) 394 3014

Purchase Order #: OR - 001161

<u>Service</u>	<u>Number of Users</u>	<u>Total</u>
Corporate Personalised PressReader licenses	2	R 46 237,50

Unlimited access to 7400+ publications on PressReader

Solution can be used globally and online access can also be via www.pressreader.com portal

User can set up 100 monitoring alerts which can be changed at any time

Articles of interest be e-mailed, blogged and posted on Facebook, Twitter or other relevant social media

Back issues up to 90 days

Local titles include : Business Day / Financial Mail / Finweek / The Star / The Citizen / Sunday Times /

The Sowetan / Sunday World / Sunday Independent and 170+ other SA Titles

Payment 3 of 4 for 4 years subscription from 1/11/21 to 31/10/25 that PO covers

TOTAL DUE:

R 46 237,50

VAT Exclusive R 40 206,52
VAT R 6 030,98

Banking details are:

Bank: Investec Bank Limited
Branch: 100 Grayston Drive, Sandton
Branch Code: 580105
Account Name: Newspaper Direct
Account Number: 10011128482

Members: A.Steer, R.Scott, P.Clifton

204 Pine Park Office Place, 116 Johannesburg Road, Lyndhurst, JHB, 2196

(e) jhb@newspaperdirect.co.za

(t) +27 (0) 872 883 083

Certified correct for payment purposes
in accordance with section 45 of the
Public Service Act.

RECEIVED: 2023-10-24 AT DSBD
SCM

Signature: 

First Name: N. Manyalo

Position: Acting Director: Communications

Rate: 1. Poor 2. Fair 3. Average 4. Above Average 5. Excellent



**NAT: SMALL BUSINESS DEVELOPMENT
ORDER\SERVICE**

PAGE 1 OF 1

REPRINT NUMBER 1

ORDER NO.	OR-001160
SUPPLIER	ET008 IMALUX

ORDER DATE	DELIVERY DATE	SYSTEM DATE	STORE NUMBER & DESCRIPTION	ENQUIRES TO	TELEPHONE NO.
15/Feb/2022	17/Mar/2022	15/Feb/2022	8310383001 SMALL BUSINESS DEVELOPMENT HEAD OFFICE	LILLIAN	(012)3941904 OR 1290

SUPPLIER NAME & ADDRESS	POSTAL INVOICE ADDRESS	DELIVERY ADDRESS	COMMENTS
IMALUX	INVOICE MUST BE SUBMITTED TO SCM_ (N/B)	INVOICE MUST BE SUBMITTED TO SCM_ (N/B)	144
IMALUX	SUNNYSIDE, DTI COMPU, BLOCK G	77 MENTJIES STREET, DTI COMPU, SUNNYSIDE	144
MALANSHOF BUILDING, OFFICE 2A	PRETORIA	PRETORIA	144
ALBERTON SP	SOUTH AFRICA	SOUTH AFRICA	
ALBERTON	0002	0002	
EKURHULENI			
EKURHULENI			
1450			
SOUTH AFRICA			

ITEM CONTROL NO.	ITEM DESCRIPTION	NUMBER	GOVERNMENT CONTRACT / QUOTE DETAILS ITEM PART	UNIT	QTY.	RATE	AMOUNT
99998350326761	APPOINTMENT SERVICE PROVIDER FOR LIVE	IMA2801/22 (QR-0012		EACH	1	R105,000.00	R105,000.00
	FACEBOOK EQUIPMENT	24)					
				HASH TOTAL	1	PAGE TOTAL	R105,000.00
						RUNNING TOTAL	R105,000.00
						GRAND TOTAL	R105,000.00

THE ONUS OF RESPONSIBILITY TO VERIFY THE CORRECTNESS OR ACCURACY OF THE CONTENT OF THIS ORDER RESTS WITH THE APPOINTED SUPPLIER BEFORE DELIVERY.

CONDITION OF DELIVERY

FREE ON RAIL PA-002976
WAYBILL NO. RQ-001775
TRANS. ACC. NO. CLEMENT MO
BY POST INV TO SCM
FILE NO:

AUTHORISATIONS

DEPARTMENT
TREASURY
TENDER BOARD
PROCUREMENT
FINANCIAL

PAYMENT DETAILS

NOT APPLICABLE

THIS AREA IS INTENTIONALLY LEFT BLANK

TRD, 10/10/1980	NAME LAST FIRST MIDDLE SUFFIX TITLE ORGANIZATION ADDRESS CITY STATE ZIP	NAME FIRST LAST MIDDLE SUFFIX TITLE ORGANIZATION ADDRESS CITY STATE ZIP	DESTINATION	DATE	CSD REFERENCE NUMBER: MAA0146518 PLEASE ENSURE THAT THE ABOVE REFERENCE NUMBER IS CORRECT. IF NOT, PLEASE CONTACT THE DEPARTMENT.
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***ENT#^E#P#GE#01#^ANT#ZND#0E#00DER#44#

**NAT: SMALL BUSINESS DEVELOPMENT
ORDER \ SERVICE**

ORDER NO. **OR-001162**
SUPPLIER **HS424 TSHENZHELANI PROJECTS**

ORDER DATE 15/Feb/2022	DELIVERY DATE 17/Mar/2022	SYSTEM DATE 15/Feb/2022	STORE NUMBER & DESCRIPTION 8310383001 SMALL BUSINESS DEVELOPMENT HEAD OFFICE	ENQUIRES TO LILLIAN	TELEPHONE NO. (012) 3941904 OR 1290
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SUPPLIER NAME & ADDRESS	POSTAL INVOICE ADDRESS	DELIVERY ADDRESS	COMMENTS
TSHENZHELANI PROJECTS TSHENZHELANI PROJECTS 1C ANTHONY AVENUE, UNIT 29 ANTONIO MANO BUCCHER SANDTON CITY OF JOHANNESBURG JOHANNESBURG SOUTH AFRICA 2090	INVOICE MUST BE SUBMITTED TO SCM_ (N/B) SUNNYSIDE, DTI COMPU, BLOCK G PRETORIA SOUTH AFRICA 0002	INVOICE MUST BE SUBMITTED TO SCM_ (N/B) 77 MENTJIES STREET, DTI COMPU, SUNNYSIDE PRETORIA SOUTH AFRICA 0002	144 Suppliers are responsible for ensuring bank details for payment are correctly captured, active and verified on CSD and reflects on the invoice. The Department reserves the right to use the supplier's preferred account. Departments are not liable for delays if the supplier has no usable banking details on CSD. 144 144

ITEM CONTROL NO.	ITEM DESCRIPTION	NUMBER	GOVERNMENT CONTRACT / QUOTE DETAILS	UNIT	QTY.	RATE	AMOUNT
9998304475277	LIGHT, FLASHING KIT	7231 (QA-001230)		EACH	1	R8,170,00	R8,170,00
HASH TOTAL					1	PAGE TOTAL	R8,170,00
						RUNNING TOTAL	R8,170,00
						GRAND TOTAL	R8,170,00

THE ONUS OF RESPONSIBILITY TO VERIFY THE CORRECTNESS OR ACCURACY OF THE CONTENT OF THIS ORDER RESTS WITH THE APPOINTED SUPPLIER BEFORE DELIVERY.

CONDITION OF DELIVERY	AUTHORISATIONS	PAYMENT DETAILS
FREE ON RAIL PA-002977	DEPARTMENT	
WAYBILL NO. RQ-001777	TREASURY	NOT APPLICABLE
TRANS. ACC. NO. CLEMENT MORGA	TENDER BOARD	NOT APPLICABLE
BY POST INV TO SCM	PROCUREMENT	NOT APPLICABLE
FILE NO.	FINANCIAL	NOT APPLICABLE

THIS AREA IS INTENTIONALLY LEFT BLANK

NAME AUTHORIZING OFFICER	DESIGNATION	DATE
NAME AUTHORIZING OFFICER	DESIGNATION	DATE

CSD REFERENCE NUMBER: NAAA0517063
PLEASE ENSURE THAT THE ABOVE REFERENCE NUMBER IS CORRECT.
IF NOT, PLEASE CONTACT THE DEPARTMENT.

1CC665A0 - 23E603C9 - F3E4B36A - 13103130 - AGA60E56 - 2EA66C23 - 9CB57B24 - 757B972B
END*OF*PAGE*01*AND*END*OF*ORDER



DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

REQUEST MEMO

Request no.

000017981

RECEIVED AT SCM

DATE: 14/02/2022

SIGNATURE:

[Signature]

COST CENTRE NUMBER	270A	ITEM NUMBER	964911
REQUESTING OFFICIAL	CLEMENT MOAGA	OBJECTIVE	30002911
TELEPHONE NUMBER / EXT		RESPONSIBILITY	30010911
ROOM NUMBER & BUILDING	BLOCK G 2ND FLOOR	FUND	389911
		PROJECTS	18911
		ASSETS	22911
		REGIONAL IDENTIFIER	91911
		NON-INFRASTRUCTURE	49911
REQUEST MEMO No (RQ)	RQ-001776	PA NUMBER (SCM)	PA-002978
SUPPLIER FOR ORDER	CALANDRIA 159		
ORDER AMOUNT	R184 950.00		
PERIOD ORDER	1/1/ TO 1/1/		

ICN NUMBER	DESCRIPTION OF ITEM	QUANTITY REQUESTED	QUANTITY APPROVED
999983U3265535	DIGITAL NEWSPAPER (PRESS READER)	50	

SIGNATURE & NAME PRINTED OF COST CENTRE CLERK (CCC): Clement Moaga SIGNATURE: *[Signature]* DATE: 10/02/2022

SIGNATURE & NAME PRINTED OF COST CENTRE MANAGER (CCM): SIGNATURE: DATE: / / 2022

RQ-001776

QA-1223



DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

REQUEST MEMO

RECEIVED AT SCM
DATE: 10, 02 / 2022
SIGNATURE: <i>[Signature]</i>

COST CENTRE NUMBER	270A	ITEM NUMBER	964911
REQUESTING OFFICIAL	CLEMENT MOAGA	OBJECTIVE	30002911
TELEPHONE NUMBER / EXT		RESPONSIBILITY	30010911
ROOM NUMBER & BUILDING	BLOCK G 2ND FLOOR	FUND	389911
		PROJECTS	18911
		ASSETS	22911
		REGIONAL IDENTIFIER	91911
		NON-INFRASTRUCTURE	49911
REQUEST MEMO No (RQ)	RQ-001776	PA NUMBER (SCM)	PA-002972
SUPPLIER FOR ORDER	CAVANDIA 159		
ORDER AMOUNT	2184 950.00		
PERIOD ORDER	1 / 1 / 2022		

ICN NUMBER	DESCRIPTION OF ITEM	QUANTITY REQUESTED	QUANTITY APPROVED
99983U3265535	DIGITAL NEWSPAPER (PRESS READER)	2	

SIGNATURE & NAME PRINTED OF COST CENTRE CLERK (CCC): C. Moaga SIGNATURE: *[Signature]* DATE: 08 / 02 / 2022SIGNATURE & NAME PRINTED OF COST CENTRE MANAGER (CCM): Silondiwe Mavundla SIGNATURE: *[Signature]* DATE: 08 / 02 / 2022

COMPLIANCE CHECKLIST

REQUISITION FOR GOODS AND/OR SERVICES

A. SUPPLY CHAIN MANAGEMENT - VERIFICATION		Yes	No	Comments SCM
Is budget verified and confirmed by Management Accounting (Internal RFQ template)?		✓		
Is the NCSD Summary Report for all 3 suppliers attached?		✓		
Is the recommended supplier registered on Central Supplier Database and tax compliant (CSD)?		✓		
Is the supplier not on a deregistration process?			✓	
Are the bank details of the supplier Verified on CSD and active? (If not, was supplier requested to amend on NCSD)		✓		
Is the supplier not on the National Treasury list of restricted suppliers? (Also indicate date checked)		✓		
Are three quotations attached, dated, valid, vat inclusive and comparative?		N/A		
If applicable was deviation from the procurement processes (e.g. no 3 quotations, emergency, or sole provider) approved by the D: SCM/CFO/DG		N/A		
Is the Price Comparative Schedule attached for requirements with a value of R30,000.00 and above		N/A		
Is the valid BEE certificate or Sworn Affidavit attached?			✓	
SBD 4 (Declaration of Interest) completed and duly signed?		✓		
1. Is section 2.8.1 completed section accurately?				
2. Has the supplier conducted business with DSBD? If so, has this been declared?				
3. Is the SBD dated correctly?				
SBD 6.1 (Claim the points for the BEE) completed and duly signed?		✓		
1. Is section 8.4 completed accurately?				
2. Is section 8.6 completed accurately?				
3. Is the SBD dated correctly?				
SBD 8 (Declaration of past services) completed and duly signed (i.e. is the SBD dated correctly?)		✓		
SBD 9 (Certificate of Independent Bid determination) completed and duly signed (i.e. is the SBD dated correctly?)		✓		

COMPLIANCE CHECKLIST
REQUISITION FOR GOODS AND/OR SERVICES

A. SUPPLY CHAIN MANAGEMENT - VERIFICATION		Yes	No	Comments SCM
Is there no conflict of interest between companies as per SBD4 (i.e. no company share Directorship in another company bidding for the same requirements)?			N/A	
Is the Acting letter of last signatory on submission attached according to delegations (if relevant)?				
Is the PDP for attendees attached and signed (Training and Course)			N/A	
Checklist compiled by (SCM Official) Jane Kekana		Signature and date Jane Kekana		10/02/2022
B. SUPPLY CHAIN MANAGEMENT ORDER AUTHORIZATION				
Is the order amount inclusive of VAT/ NOT a VAT vendor?		YES/NO		
Are the budget allocations correct?		YES /NO		
		/ / 2022		
Signature of SCM Official who authorized order online, checked & signed it:				Date 15/02/2022
Printed name of SCM Official who authorized order online, checked & signed it:				

DSBD: REQUEST FOR QUOTATIONS (RFQ) FOR GOODS, ASSET AND SERVICES
REQUEST NO: _____

PART A

Chief user name: Sendra Mashego

RFQ date : 06/09/2021 (extended to 15/09/2021)

Chief User no (Budget Code): Communication and Marketing_

Contact number : 012 394 5535

SCOA item: Digital Print Media _____

Contact name : Noko Manvelo

Date Service Required: 04/02/2022

Description of goods, assets and services required		Quantity
Provision of Digital and Electronic Edition of Print Media services, subscription and 2 licences over a period of four years from 1 st November 2021 to 31 st October 2025.	subscription and 2 licences	2



Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

REQUEST NO:

The Communication and Marketing Division play an important role in provision of media relations services to the department and ministry. In this regard, it has made a requisition of Digital and Electronic Edition of Print Media services, subscription and 2 licenses over a period of four years from 1st November 2021 to 31st October 2025.

Name and Signature of the Requester

Sandra Mashego

BUDGET AVAILABILITY (CONFIRMATION)

Budget Availability (Amount)

R184 950, 00

Date of Approval

Comments by Budget Officer:

Delegated Official approval: Name and Signature: Budget



small business
development

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

DSBD: REQUEST FOR QUOTATIONS (RFQ) FOR GOODS, ASSET AND SERVICES

REQUEST NO: _____

PART B : APPROVAL AND ACCEPTANCE OF QUOTATIONS

Recommended service provider based on highest PPPFA points:

Press Reader

Amount: R184 950, 00

Do you have any interest in or relationship (family, friend, other) with the attached selected companies? Indicate YES / NO on the table below.

Delegated signatories	Approved for ordering (signature)	Approving official (Initial and Surname)	Declaration of interest	Amount accepted (as per the quotation)
Director Up to R200 000.00	<i>Sandra Mashego</i>	SD Mashego	YES / NO(if yes specify)	R184 950, 00
Date				
Chief Director			YES / NO(if yes specify)	
>R200 000.00 up to R400 000.00				
Date				
Deputy Director-General >R400 000.00 up to R999 999.99			YES / NO(if yes specify)	
Date				
Director General Unlimited			YES / NO(if yes specify)	
Date				

Thresholds for approval of expenditure upon receipt of quotations and a comparative schedule. Please note that ONLY officially appointed as Budget Managers can accept quotations. If acting on behalf of the Budget Manager, is delegation to act attached? YES/NO



**CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT**

Report Date:

10 Feb 2022 12:51:08.414 PM

Report Ran By:

jmashego@dsbd.gov.za

CSD REGISTRATION REPORT

SUPPLIER IDENTIFICATION

Supplier number	MAAA0014386	South African company/CC registration number	2006/032162/23
Is supplier active?	Yes	Have Bank Account	Yes
Supplier type	CIPC Company	Total annual turnover	R10 million or less; or
Supplier sub-type	Close Corporation	Financial year start date	01 Mar 2017 00:00:00:000
Legal name	CALANDRIA 159	Registration date	03 Mar 2006 00:00:00:000
Trading name	NewspaperDirect (Authorised PressReader Agent)	Created by	andrew@newspaperdirect.co.za
Identification type	South African Company/Close Corporation Registration Number	Created date	02 Dec 2015 11:25:30:000
Government breakdown	Close Corporations (CC)	Edit by	csd.reverifybatch@treasury.gov.za
Business status	In Business	Edit date	12 Jun 2021 23:53:10:370
Country of origin	South Africa	Restricted Supplier	No

SUPPLIER INDUSTRY CLASSIFICATION INFORMATION

INDUSTRY CLASSIFICATION 1

Main group	Information and communication	Core industry	Publishing activities
Division	Publishing activities	% share of annual turnover	100.00

SUPPLIER CONTACT INFORMATION

CONTACT 1

Contact type	Administration, Bid Office	Cellphone number	0827866772
Is this your preferred Contact?	Yes	Do you want this contact to also be a CSD user ?	Yes
Name(s)	andrew	Created by	andrew@newspaperdirect.co.za
Surname	steer	Created date	02 Dec 2015 11:01:12:000



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA



CSD REGISTRATION REPORT

Identification type	South African Identification Number	Edit by	andrew@newspaperdirect.co.za
Prefer communication via email	Yes	Edit date	02 Dec 2015 11:01:12:000
Email address	andrew@newspaperdirect.co.za		

SUPPLIER ADDRESS INFORMATION

ADDRESS 1

Is this a preferred address?	Yes	Country	South Africa
Address line 1	204 Pine Place Office Park	This address S/A postal	Yes
Address line 2	116 Johannesburg Rd	This address S/A delivery	Yes
Suburb	Lyndhurst	This address S/A payment	Yes
Province	Gauteng	Created by	andrew@newspaperdirect.co.za
Municipality	City of Johannesburg	Created date	02 Dec 2015 11:25:30:000
City	Johannesburg	Edit by	andrew@newspaperdirect.co.za
Postal code	2090	Edit date	05 Aug 2016 09:32:21:407
Ward Number	72		

SUPPLIER BANK ACCOUNT

BANK ACCOUNT 1

Account type	Current Accounts	Created by	andrew@newspaperdirect.co.za
Bank	INVESTEC BANK	Created date	05 Aug 2016 09:36:57:000
Branch number	580105	Edit by	csd.safetynetbatchdownload@treasury.gov.za
Branch name	INVESTEC BANK GRAYSTON DRIVE	Edit date	23 May 2018 13:00:00:913
Account number	10011128482	Bank Verification Status	Verification Succeeded
Account holder	CALANDRIA 159 CC	Foreign Bank Account	No
Is this a preferred account?	Yes	Is the identifier linked at the bank	Yes
Active start date	02 Dec 2015 11:08:36:000	Is this a Shared Funding Account	No





CSD REGISTRATION REPORT

TAX INFORMATION

Income tax number	9395013163	Overall Tax Status	Tax Compliant
VAT number	4320233820	Created by	andrew@newspaperdirect.co.za
Is this supplier a VAT vendor?	Yes	Created date	02 Dec 2015 11:25:30:000
Are you Registered with SARS?	Yes	Edit by	csd.reverifybatch@treasury.gov.za
Validation date	10 Feb 2022 12:51:00:000	Edit date	11 May 2021 09:10:24:000
Would you like to receive notifications?	Yes		

B-BEE INFORMATION

Are you an empowering supplier	No	B-BBEE Procurement Recognition	100%
% Owned by black people	0.00	Accept and understand the content of the affidavit	Yes
% Owned by black people who are women	0.00	Commissioner of Oath	Rondebosch Police Commissioner
% Owned by black people who are youth	0.00	Date affidavit signed by commissioner of oath	12 Mar 2020 00:00:00:000
% Owned by black people with disabilities	0.00	Affidavit expiry date	11 Mar 2021 00:00:00:000
% Owned by black who are unemployed	0.00	Created by	andrew@newspaperdirect.co.za
% Owned by black people who are military veteran	0.00	Created date	05 Aug 2016 09:32:21:470
% Owned by black people living in rural or underdeveloped areas	0.00	Edit by	csd.reverifybatch@treasury.gov.za
Status	Expired	Edit date	11 Mar 2021 00:00:21:060
B-BBEE Status Level Of Contributor	Level 4 Contributor	Verification Status	Manual Verification Required





CSD REGISTRATION REPORT

OWNERSHIP INFORMATION

Owner's name and surname Legal name	Owner's Identification number	RSA Citizen	Ethnic group	Gender	Ownership %	Youth	Disabled	Military	Rural	Township
ANDREW CRAIG STEER	6906195293081	Yes	White	Male	57.00%	No	No	No		
ROBERT ALAN SCOTT	6709285049086	Yes	White	Male	28.00%	No	No	No		
PATRICIA MAIREAD JANET CLIFTON	513454577	No	N/A	Female	15.00%	No	No	No		
TOTAL					100.00%					

OUTCOMES AGAINST PREFERENTIAL PROCUREMENT CRITERIA BASED ON OWNERSHIP

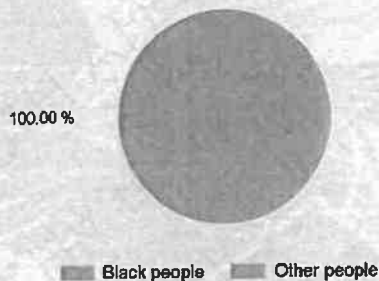
Enterprise type	EME
B-BBEE status level of contributor	Level 4 Contributor
Owned by black people	0.00%
Owned by black people who are youth	0.00%
Owned by black people who are women	0.00%
Owned by black people with disabilities	0.00%
Owned by black people who are military veteran	0.00%
Owned by black people living in rural or underdeveloped areas	0.00%
Owned by black people living in townships	0.00%



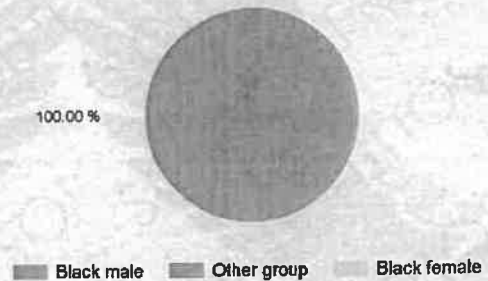


CSD REGISTRATION REPORT

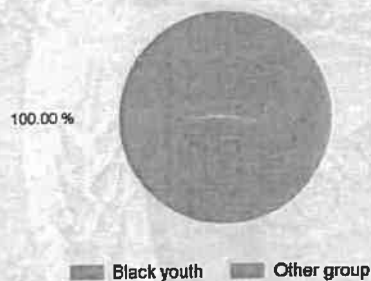
People % Ownership



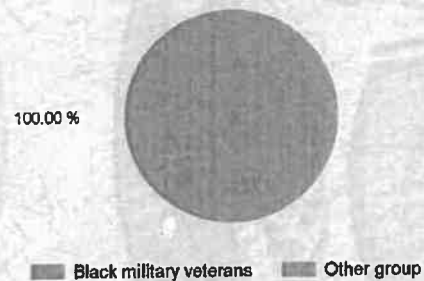
Gender % Ownership



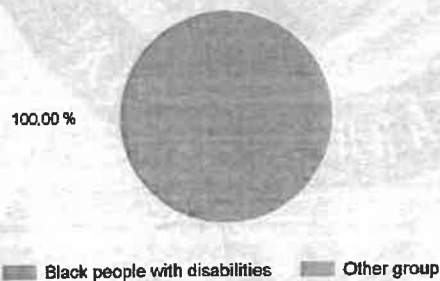
Youth % Ownership



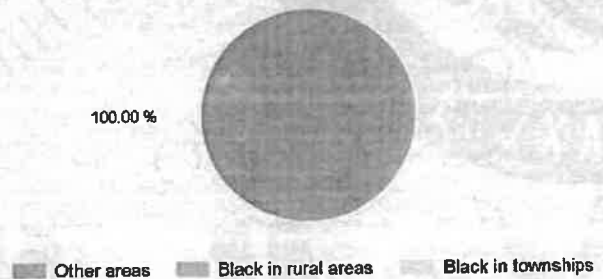
Military veteran % Ownership



Disabled % Ownership



Living area % Ownership





CSD REGISTRATION REPORT

DIRECTORS/MEMBERS/OWNERS INFORMATION

DIRECTOR/MEMBER 1

Director type	Member, Owner	Owner's ethnic group	White
Director status	Active	Owner's gender	Male
Name(s)	ANDREW CRAIG	Owner youth	No
Surname	STEER	Owner person with disabilities	No
Country	South Africa	Owner military veteran	No
Identification type	South African Identification Number	Created by	andrew@newspaperdirect.co.za
South African identification number	6906195293081	Created date	06 Mar 2018 16:17:01:000
Appointment date	11 Jul 2006 00:00:00:000	Edit by	andrew@newspaperdirect.co.za
Email address	andrew@newspaperdirect.co.za	Edit date	03 Feb 2020 09:26:38:000
Cellphone number	082 786 6772	Restricted Supplier	No
Owner	Yes	Restriction Last Verification Date	10 Feb 2022 12:50:51:417
Ownership %	57.00%	Government Employee	No
Living areas of owner	City of Cape Town, Cape Town CBD	Government Employee Last Verification Date	10 Feb 2022 12:50:50:330
		SA identification number Verified	Yes
		SA identification number verification date	10 Feb 2022 12:50:50:790

DIRECTOR/MEMBER 2

Director type	Member, Owner	Owner's gender	Male
Director status	Active	Owner youth	No
Name(s)	ROBERT ALAN	Owner person with disabilities	No
Surname	SCOTT	Owner military veteran	No
Country	South Africa	Created by	andrew@newspaperdirect.co.za
Identification type	South African Identification Number	Created date	06 Mar 2018 16:18:02:000
South African identification number	6709285049086	Edit by	andrew@newspaperdirect.co.za
Appointment date	11 Jul 2006 00:00:00:000	Edit date	03 Feb 2020 09:26:54:000





CENTRAL SUPPLIER DATABASE FOR GOVERNMENT

Report Date:

10 Feb 2022 12:51:09.773 PM

Report Ran By:

jmashego@dsbd.gov.za

CSD REGISTRATION REPORT

Email address	robert@newspaperdirect.co.za	Restricted Supplier	No
Cellphone number	082 786 6772	Restriction Last Verification Date	10 Feb 2022 12:50:51:510
Owner	Yes	Government Employee	No
Ownership %	28.00%	Government Employee Last Verification Date	10 Feb 2022 12:50:50:407
Living areas of owner	City of Cape Town, Cape Town CBD	SA identification number Verified	Yes
Owner's ethnic group	White	SA identification number verification date	10 Feb 2022 12:50:50:890
DIRECTOR/MEMBER 3			
Director type	Member, Owner	Owner's gender	Female
Director status	Active	Owner youth	No
Name(s)	PATRICIA MAIREAD JANET	Owner person with disabilities	No
Surname	CLIFTON	Owner military veteran	No
Country	South Africa	Created by	csd.reverifbybatch@treasury.gov.za
Identification type	Foreign Identification Number	Created date	30 Aug 2018 02:12:28:000
Foreign identification number	513454577	Edit by	andrew@newspaperdirect.co.za
Work permit	0000000	Edit date	03 Feb 2020 09:29:00:000
Appointment date	11 Jul 2006 00:00:00:000	Restricted Supplier	No
Email address	patricia@newspaperdirect.co.za	Restriction Last Verification Date	10 Feb 2022 12:50:51:603
Cellphone number	082 786 6772	Government Employee	TBC (To be confirmed by an organ of state)
Owner	Yes		
Ownership %	15.00%		
Owner's ethnic group	White		

The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA



CSD REGISTRATION REPORT

Tips and Frequently Asked Questions (FAQ)

Identifier

CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases.

Bank

For help on how to resolve bank failures click here: [I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.](#)
The various possible error messages received from the bank are highSemiBolded in red. Search for the applicable message and follow the detailed steps associated with that error message.

Tax

Tax Compliance Status

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [What should a supplier do if the tax status on CSD difference from the tax clearance certificate?](#)

Tax Compliance Expiry Date

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [How does CSD determine the tax compliance expiry date?](#)

CIPC

Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: [The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC. how can I rectify this?](#)

State Employee

For more information pertaining to government employment status click here: [Will there be verification done to identify if a supplier is a government employee?](#)

BBBEE

CSD does not automatically verify all certificate information with the various accreditation bodies. Organs of State are required, where not automatically verified by CSD, to manually verify this information with the applicable accreditation body as per current policies and procedures. Expired certificate information do not reflect on the report.





**small business
development**

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

**TO : DIRECTOR-GENERAL
LINDOKUHLE MKHUMANE**

**VIA : CHIEF DIRECTOR: STRATEGIC MANAGEMENT AND EXECUTIVE SUPPORT
MS ZANDILE MAVUNDLA**

**FROM: DIRECTOR: COMMUNICATIONS AND MARKETING
MS SENDRA MASHEGO**

REQUEST FOR APPROVAL TO DEVIATE FROM NORMAL PROCUREMENT PROCESS OF OBTAINING THREE QUOTATIONS AND APPOINT PRESSREADER AS A SERVICE PROVIDER FOR PROVISION OF LICENCES OF SUBSCRIPTION FOR DIGITAL AND ELECTRONIC EDITION OF PRINT MEDIA FOR FOUR YEARS.

CLASSIFICATION: CONFIDENTIAL

1. PURPOSE

1.1 To request the Director-General to:

- 1.1.1 Approve a deviation from the normal procurement processes, in line with section 3.2.4 of Instruction Note 2 of 2021/2022 which states that " If it is not possible to obtain at least three (3) written price quotations from three (3) different suppliers registered on the CSD, except where suppliers are exempted from registration on the CSD, the reasons should be recorded and approved by the accounting officer / authority or his / her delegate/ committee before the order is issued and maintained for audit purposes before the order is issued".**
- 1.1.2 Approve the appointment of PressReader as the Department's service provider to provide Digital and Electronic Edition of Print Media services, subscription and 2 licences over a period of four years from 1st November 2021 to 31st October 2025.**

CLASSIFICATION: CONFIDENTIAL

.SUBJECT: REQUEST FOR APPROVAL TO DEVIATE FROM NORMAL SUPPLY CHAIN MANAGEMENT PROCESS OF SEEKING THREE QUOTATIONS AND APPOINT PRESSREADER AS A SERVICE PROVIDER FOR PROVISION OF LICENCES OF SUBSCRIPTION FOR DIGITAL AND ELECTRONIC EDITION OF PRINT MEDIA

2. BACKGROUND AND DISCUSSION

- 2.1 The Minister and Deputy Minister for Small Business Development needs to be kept abreast of economic activities in the country. The Principals are expected to be proactive and reactive to any issues that may be in the environment about the Department of Small Business Development. This requires scanning the media environment in the morning, daily, which is a process that is called media analysis that aims at describing, with optimum objectivity, precision, and generality, what is said on a given subject in each place at a given time. This process will allow the Principals to develop strategic insights into different media trends and topics. Know how the Department is portrayed in the media, how our messages (media statements, articles and social media posting) are received, and how different media sources report on different trends or issues affecting the Department, is enormously valuable. These insights will assist the unit to formulate better strategies to engage with the media and the public.
- 2.2 With this as a backdrop the Principals seek services that will assist with providing effective digital and electronic media to be utilised as a resource for obtaining media related breaking news and developments. This resource will assist the Principals to receive breaking news, conduct search for articles on digital news in newspapers or magazines archives.
- 2.3 To obtain these services for the Principals, the Communication and Marketing Unit followed the normal Supply Chain Management process of obtaining three quotations to appoint the relevant service provider. A request for quotation was sent to all suppliers in the database that were deemed applicable to provide the said services. The CSD list was requested from SCM and emails were sent to suppliers on the list. Only one supplier on the CSD responded and proposed an application extension date. The request for quotation was resent to the same list of suppliers and included PressReader, Amasocial and from the previous call for applications, we only received a response from Phehla Umsebenzi Tradings. Below are the three quotations that were received from the following suppliers:

Organisation	Services Rendered	Amount Quoted
PressReader	• Unlimited all-you-can-read access to full catalogue of PressReader content of 7400+ publications • Authenticated by Username & Password	R184 950, 00

	• Custom pop-up message upon login • Library of content (premium newspapers and magazines updated on ongoing basis – 175+ from South Africa) • Advanced searching and email alerts on key words • Downloading of full publications allowing for offline reading while travelling or out of office,	
AmaSocial	The Data Service Factory open 16 hours a day • Social Media Reputation insight system • Global Web tracking • Africa Media Monitoring • Online Content • Broadcasting stations • Print Publications	R131 556, 84
Phehla Umsebenzi Tradings	Electronic Edition of Print Media • PressReader app • Media Monitoring 8 hours a day • Local and independent newspapers licence	R43 712, 88

2.4 A meeting was held with the service providers that have quoted to better understand the services that are being offered and whether they are aligned with what is requested. From the deliberations in the meeting, it was concluded that PressReader is the only service provider that can provide the necessary services.

2.5 In terms of section 3.2.1. of Instruction Note 2 of 2021/2022, the Accounting officers / authorities must invite written price quotations for requirements up to an estimated value of R1 000 000 (inclusive of all applicable taxes) from prospective suppliers who are registered on the Central Supplier Database and in line with section 3.2.4 at least three (3) written price

quotations must be obtained from three (3) different suppliers registered on the CSD. However, it further states that (a) If it is not possible to obtain at least three (3) written price quotations from three (3) different suppliers registered on the CSD, except where suppliers are exempted from registration on the CSD, the reasons should be recorded and approved by the accounting officer / authority or his / her delegate/ committee before the order is issued and maintained for audit purposes before the order is issued.

- 2.6 To this end, the Director-General is hereby requested to approve the appointment of PressReader. It is the best place to read thousands of newspapers and magazines from around the globe. Subscribers get access to more than 7,000 of the world's top publications as soon as they're available on shelves.

3. FINANCIAL IMPLICATIONS

The following budget as per the budget breakdown is available as follows to cover the cost:

Objective	:	Communications and Marketing
Responsibility	:	Communications and Marketing
Item	:	Newspaper and Print Media
Amount	:	R184 950.00

Budget availability confirmed

YES

☒

NO

☐

Name: Mr Shumani Mathobo

Designation: Director: Financial and Management Accounting

Date: 06 December 2021

4. ATTACHMENTS

- 4.1 Press Reader Quotation and provision on services (Annexure A).

5. LEGISLATIVE IMPLICATIONS

- 5.1 National Treasury Instruction No. 3 of 2017/18 on Cost Containment Measures for departments, constitutional institutions and public entities listed in Schedules 2 and 3 to the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999).

6. ORGANISATIONAL IMPLICATIONS

None

7. RISK IMPLICATIONS

- 7.1 Failure to obtain these services will result not being fully aware of what is being reported in the media about the Department. This can lead to not being able to formulate responses to negative news that might be detrimental to the image of the Department.

8. RECOMMENDATIONS

- 8.1 It is therefore, recommended that the Director-General approves:

8.1.1 A deviation from the normal procurement processes, in line with section 3.2.4 of Instruction Noe 2 of 2021/2022 which states that " If it is not possible to obtain at least three (3) written price quotations from three (3) different suppliers registered on the CSD, except where suppliers are exempted from registration on the CSD, the reasons should be recorded and approved by the accounting officer / authority or his / her delegate/ committee before the order is issued and maintained for audit purposes before the order is issued".

8.1.2 The appointment of PressReader as the Department's service provider to provide Digital and Electronic Edition of Print Media services, subscription and 2 licences over a period of four years from 1st November 2021 to 31st October 2025 at an amount of R184 950.00 inclusive of VAT



Name: Ms. Silondwe Mavundla

Designation: Acting Director: Communications and Marketing

Date: 06 December 2021

8. RECOMMENDATIONS

8.1 It is therefore, recommended that the Director-General approves:

8.1.1 A deviation from the normal procurement processes, in line with section 3.2.4 of Instruction Noe 2 of 2021/2022 which states that " If it is not possible to obtain at least three (3) written price quotations from three (3) different suppliers registered on the CSD, except where suppliers are exempted from registration on the CSD, the reasons should be recorded and approved by the accounting officer / authority or his / her delegate/ committee before the order is issued and maintained for audit purposes before the order is issued".

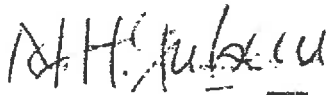
8.1.3 The appointment of PressReader as the Department's service provider to provide Digital and Electronic Edition of Print Media services, subscription and 2 licences over a period of four years from 1st November 2021 to 31st October 2025 at an amount of R184 950.00 inclusive of VAT

Recommendation/s supported

YES

☒

NO

☐

Name: Ms Zandile Mavundla

Designation: Chief Director: Strategy and Governance

Date: 06 December 2021

Recommendation/s supported

YES

☒

NO

☐

Name: Ms Rudzani Matonzi

Designation: Acting Director: Supply Chain

Date: 07 December 2021

8. RECOMMENDATIONS

8.1 It is therefore, recommended that the Director-General approves:

- 8.1.1 A deviation from the normal procurement processes, in line with section 3.2.4 of Instruction Noe 2 of 2021/2022 which states that " If it is not possible to obtain at least three (3) written price quotations from three (3) different suppliers registered on the CSD, except where suppliers are exempted from registration on the CSD, the reasons should be recorded and approved by the accounting officer / authority or his / her delegate/ committee before the order is issued and maintained for audit purposes before the order is issued".
- 1.1.1 The appointment of PressReader as the Department's service provider to provide Digital and Electronic Edition of Print Media services, subscription and 2 licences over a period of four years from 1st November 2021 to 31st October 2025 at an amount of R184 950.00 inclusive of VAT

Recommendation/s supported

YES ☒ NO ☐



Name: Ms Semphete Oosterwyk

Designation: Chief Financial Officer (CFO)

Date: 21 December 2021

Impossible to get 3 comparable quotations from suppliers that offer this kind of access to newspapers. Empowered by paragraph 3.2.4 of Instruction Note 2 of 2021

8. RECOMMENDATIONS

8.1 It is therefore, recommended that the Director-General approves:

- 8.1.1 A deviation from the normal procurement processes, in line with section 3.2.4 of Instruction Noe 2 of 2021/2022 which states that " If it is not possible to obtain at least three (3) written price quotations from three (3) different suppliers registered on the CSD, except where suppliers are exempted from registration on the CSD, the reasons should be recorded and approved by the accounting officer / authority or his / her delegate/ committee before the order is issued and maintained for audit purposes before the order is issued".
- 1.1.1 The appointment of PressReader as the Department's service provider to provide Digital and Electronic Edition of Print Media services, subscription and 2 licences over a period of four years from 1st November 2021 to 31st October 2025 at an amount of R184 950.00 inclusive of VAT

Recommendation/s APPROVED

YES

☒

NO

☐

Name: Mr. Lindokuhle Mkhumane

Designation: Director-General

Date: 22 December 2021

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) DEPT. SMALL BUSINESS DEVELOPMENT in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number DUTAL NEWS at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

A. STEER

CEO

CALM DRIFT 1994

15/2/22

WITNESSES

1 S. Jikwa

2 [Signature]

DATE 15/2/22

NewspaperDirect

CPT (TEL) 021-433 0359

CPT (e) sales@newspaperdirect.co.za

JHB (TEL) 011 882 0194

JHB (e) jhb@newspaperdirect.co.za

CONTRACT FORM - RENDERING OF SERVICES**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. **Rudzani Matodzi** in my capacity as **Acting Director SCM**
 accept your bid under reference number **Quote 2** dated **5 November 2022** rendering of services
 indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)
As per specification				

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT **the dtic campus** ON **15 February 2022**

NAME (PRINT) **R Matodzi**

SIGNATURE 

OFFICIAL STAMP



DSBD
 Department:
 Small Business Development
 REPUBLIC OF SOUTH AFRICA

WITNESSES

1 **Lebogang Papale**
 2 **Lillian Mabasa**

DATE **15 February 2022**



Calandria 159 CC - Trading As NEWSPAPERDIRECT JHB (Reg: 2006 / 032162 / 23)

VAT Reg: 4320233820

TAX INVOICE

Department of Small Business Development

77 McIntjies St,
Sunnyside,
Pretoria
0002

Invoice Number

4422

Invoice Date

15-Feb-22

Att: Rudzani Matodzi

Tel: (012) 394 3014

Purchase Order # : OR - 001161

<u>Service</u>	<u>Number of Users</u>	<u>Total</u>
Corporate Personalised PressReader licenses	2	R 184 950,00

Unlimited access to 7400+ publications on PressReader

Solution can be used globally and online access can also be via www.pressreader.com portal

User can set up 100 monitoring alerts which can be changed at any time

Articles of interest be e-mailed, blogged and posted on Facebook, Twitter or other relevant social media

Back Issues up to 90 days

Local titles include : Business Day / Financial Mail / Finweek / The Star / The Citizen / Sunday Times /

The Sowetan / Sunday World / Sunday Independent and 170+ other SA Titles

Subscription Period : From 1 November 2021 To 31 October 2025

TOTAL DUE:

R 184 950,00

VAT Exclusive

R 160 826,09

VAT

R 24 123,91

Banking details are:

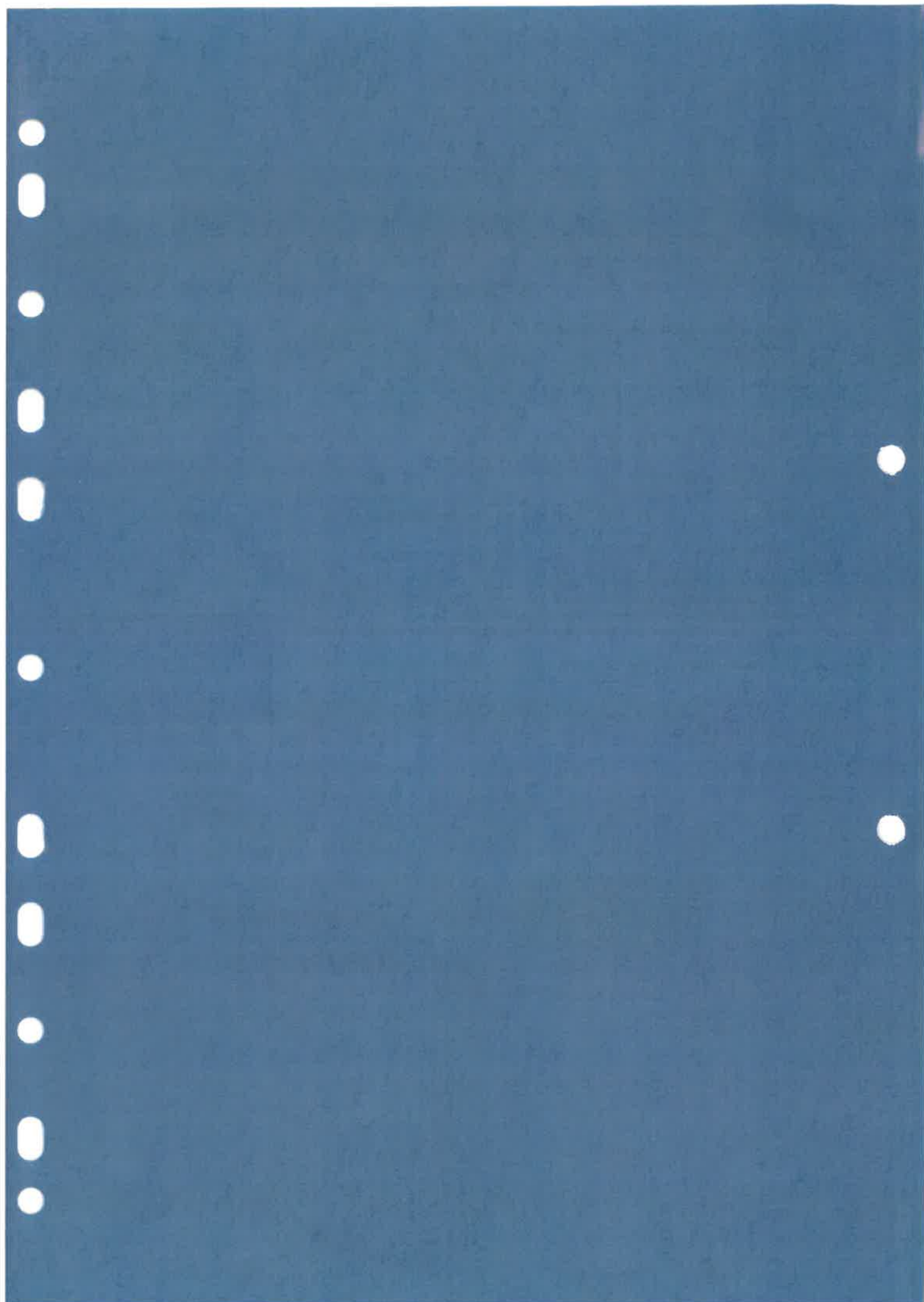
Bank: Investec Bank Limited
Branch: 100 Grayston Drive, Sandton
Branch Code: 580105
Account Name: Newspaper Direct
Account Number: 10011128482

Members: A.Steer, R.Scott, P.Clifton, N.Gibson

204 Pine Park Office Place, 116 Johannesburg Road, Lyndhurst, JHB, 2198

(e) jhb@newspaperdirect.co.za

(t) +27 (0) 872 883 083



17 September 2021

Department of Small Business Development
Attn: Sendra Mashego
77 Meintjies Street
Sunnyside
Pretoria, 0001
South Africa

Dear Sirs/Mesdames:

RE: PressReader International Limited ("PressReader") and associated services

The purpose of this correspondence is to confirm that PressReader has appointed Andrew Steer of Calandria 159 CC trading as NewspaperDirect Jhb, of 204 Pine Place Office Park, 116 Johannesburg Road, Lyndhurst, 2194, South Africa to be the sole provider of the PressReader Services to Department of Small Business Development with a term of the PressReader Services commencing 01 October 2021 and ending 30 September 2022.

Yours truly,



Digitally signed by Nikolay
Malyarov
Date: 2021.09.16 20:59:57
+01'00'

Nikolay Malyarov
CEO
PressReader International Limited



Disclosure Certificate: Companies and Close Corporations

Companies and Intellectual
Property Commission

Registration Number: 2006 / 032162 / 23

Enterprise Name: CALANDRIA 159

a member of the dti group

ENTERPRISE INFORMATION

Registration Number 2006 / 032162 / 23
Enterprise Name CALANDRIA 159
Registration Date 03/03/2006
Business Start Date 03/03/2006
Enterprise Type Close Corporation
Enterprise Status In Business
Compliance Status Compliant
Financial Year End February

TAX Number 9395013163

Addresses

POSTAL ADDRESS

PO BOX 23210
CLAREMONT
CAPE TOWN
WESTERN CAPE
7735

ADDRESS OF REGISTERED OFFICE

UNIT 9 MEADOWRIDGE SHOPPING CENTRE
15 HOWARD DRIVE
MEADOWRIDGE CAPE TOWN
WESTERN CAPE
7806

ACTIVE MEMBERS / DIRECTORS

Surname and First Names	Type	ID Number / Date of Birth	Contrib. (R)	Interest (%)	Appoint. Date	Address
STEER, ANDREW CRAIG	Member	8906195293081	57.00	57.00	11/07/2006	Postal: PO BOX 23210, CLAREMONT, CLAREMONT, WESTERN CAPE, 7735 Residential: 62 BOKKEMANSKLOOF, HOUT BAY, CAPE TOWN, WESTERN CAPE,
SCOTT, ROBERT ALAN	Member	6709285049086	28.00	28.00	11/07/2006	Postal: PO BOX 23210, CLAREMONT, CLAREMONT, WESTERN CAPE, 7735 Residential: 1 AVE DE BERRANGE, FRESNAYE, FRESNAYE, WESTERN CAPE, 8005
CLIFTON, PATRICIA MAIREAD JANET	Member	1855-03-02	15.00	15.00	11/07/2006	Postal: CHANDERS, ALDWORTH, BERKSHIRE, RG8 9RL, 0000 Residential: CHANDERS, ALDWORTH, BERKSHIRE, RG8 9RL, 0000

AUDITOR DETAILS

Auditor Name	Type	Status	Appointment Date	Resignation Date	Email Address
JJ DU PLESSIS AND CO	ACC	Resign			

Profession Number: 958549



**Certificate issued by the Commissioner of Companies & Intellectual
Property Commission on Thursday, September 13, 2018 at 14:06**



Disclosure Certificate: Companies and Close Corporations

Companies and Intellectual
Property Commission

Registration Number: 2006 / 032162 / 23

Enterprise Name: CALANDRIA 159

a member of the dti group

VAN DIJK & DESMARAIS ACC Current ACTIVE jerome@axcess.co.za

Profession Number: 914959E

CHANGE SUMMARY

03/03/2006 Registration of CC/CO on 03/03/2006.

03/03/2006 Accounting Officer Change on 03/03/2006.
Add Record
Name: = JJ DU PLESSIS AND CO
Status: = Current

03/03/2006 Member Change on 03/03/2006.
Add Record
Surname: = DU PLESSIS
First Names: = CATHERINA DORA
Status: = Active

05/2006 Accounting Officer Change on 06/04/2006.
Change Record
Name: = JJ DU PLESSIS AND CO
Status: = Resign

11/07/2006 Postal Address Change on 11/07/2006.
PO BOX 16051
LYTTELTON

11/07/2006 0140
Registered Address Change on 11/07/2006.
136A BURGER AVENUE
LYTTELTON MANOR

11/07/2006 0157
Accounting Officer Change on 11/07/2006.
Change Record
Name: = JJ DU PLESSIS AND CO
Status: = Resign

11/07/2006 Accounting Officer Change on 11/07/2006.
Add Record
Name: = VAN DIJK & DESMARAIS
Status: = Current

07/2006 Member Change on 11/07/2006.
Change Record
Surname: = DU PLESSIS
First Names: = CATHERINA DORA
Status: = Resigned

11/07/2006 Member Change on 11/07/2006.
Add Record
Surname: = HILL
First Names: = ROBERT JAMES BOUCHER
Status: = Active

11/07/2006 Member Change on 11/07/2006.
Add Record
Surname: = STEER
First Names: = ANDREW CRAIG
Status: = Active

11/07/2006 Member Change on 11/07/2006.
Add Record
Surname: = SCOTT
First Names: = ROBERT ALAN
Status: = Active

Page 2 of 4

Physical Address
the dti Campus - Block F
77 Meintjies Street
Sunnyside 0001

Postal Address: Companies
P O Box 429
Pretoria
0001

Docex: 256
Web: www.cipc.co.za
Contact Centre: 086 100 2472 (CIPC)
Contact Centre (International): +27 12 394 9573



**Certificate issued by the Commissioner of Companies & Intellectual
Property Commission on Thursday, September 13, 2018 at 14:06**



Disclosure Certificate: Companies and Close Corporations

**Companies and Intellectual
Property Commission**

Registration Number: 2006 / 032162 / 23

Enterprise Name: CALANDRIA 159

a member of the dti group

11/07/2006 Member Change on 11/07/2006.
Add Record
Surname: = GIBSON
First Names: = NICOLE
Status: = Active

11/07/2006 Member Change on 11/07/2006.
Add Record
Surname: = CLIFTON
First Names: = PATRICIA MAIREAD JANET
Status: = Active

27/02/2008 Accounting Officer Change on 27/02/2008.
Change Record
Name: = VAN DIJK & DESMARAI
Status: = Current

27/02/2008 Member Change on 27/02/2008.
Change Record
Surname: = HILL
First Names: = ROBERT JAMES BOUCHER
Status: = Resigned

02/2008 Member Change on 27/02/2008.
Change Record
Surname: = STEER
First Names: = ANDREW CRAIG
Status: = Active

27/02/2008 Member Change on 27/02/2008.
Change Record
Surname: = SCOTT
First Names: = ROBERT ALAN
Status: = Active

27/02/2008 Member Change on 27/02/2008.
Change Record
Surname: = GIBSON
First Names: = NICOLE
Status: = Active

27/02/2008 Member Change on 27/02/2008.
Change Record
Surname: = CLIFTON
First Names: = PATRICIA MAIREAD JANET
Status: = Active

30/11/2013 Status changed to Annual Return In De-registration on 30/11/2013.
Annual Return Non Compliance - In Process of Deregistration Last Payment for AR Year/Month is 2011/3.

14/09/2015 Status changed to Cancellation of Annual Return De-registration Process on 14/09/2015.
Company / Close Corporation AR Filing - Web Services : Ref No. : 529332644

08/03/2016 SMS Notification that Annual Return is due was sent on 08/03/2016.
E-Mail sent to ROBERT ALAN SCOTT for 2016

03/03/2017 Email Notification that Annual Return is due was sent on 03/03/2017.
E-Mail sent to ROBERT ALAN SCOTT for 2017

05/12/2017 Status changed to Annual Return In De-registration on 05/12/2017.
Annual Return Non Compliance - In Process of Deregistration Last Payment for AR Year/Month is 2014/3.

02/03/2018 Status changed to Cancellation of Annual Return De-registration Process on 02/03/2018.
Company / Close Corporation AR Filing - Web Services : Ref No. : 5106677869

06/03/2018 Email Notification that Annual Return is due was sent on 06/03/2018.
E-Mail sent to ROBERT ALAN SCOTT for 2018

02/07/2018 Registered Address Change on 02/07/2018.
UNIT 9 MEADOWRIDGE SHOPPING CENTRE 15 HOWARD DRIVE MEADOWRIDGE CAPE TOWN WESTERN CAPE 7806

29/08/2018 Member Change on 29/08/2018.
Member ANDREW CRAIG STEER details was Changed





Disclosure Certificate: Companies and Close Corporations

Registration Number: 2006 / 032162 / 23
Enterprise Name: CALANDRIA 159

Companies and Intellectual
Property Commission

a member of the dti group

29/08/2018 Member Change on 29/08/2018.
Member ROBERT ALAN SCOTT details was Changed
29/08/2018 Member Change on 29/08/2018.
Member NICOLE GIBSON details was Changed
29/08/2018 Member Change on 29/08/2018.
Member PATRICIA MAIREAD JANET CLIFTON details was Changed



**TAX COMPLIANCE STATUS****PIN Issued**

NEWSPAPERDIRECT JHB
PO BOX 23210
CLAREMONT
7735

Enquiries should be addressed to SARS:

Contact Detail

SARS
Alberton
1528

Contact Centre Tel: 0800 00 SARS (7277)
SARS online: www.sars.gov.za

Details

Taxpayer Reference Number: 9395013163

Always quote this reference
number when contacting SARS

Issue Date: 2021/04/01

Dear Taxpayer

TAX COMPLIANCE STATUS PIN ISSUED

The South African Revenue Service (SARS) has issued your tax compliance status (TCS) PIN as indicated below:

TCS Details:	
Taxpayer Name	Calandria 159 Cc
Trading Name	NEWSPAPERDIRECT JHB
Tax Reference Number(s)	IT - 9395013163
Purpose of Request	Good Standing
Request Reference Number	D002116563GS0104211224450
PIN	FC9579C24U
PIN Expiry Date	01/04/2022

You may authorise a third party to view your TCS by providing them the PIN. The PIN only allows the third party access to your TCS. All other tax information remains secure.

Your TCS displayed is based on your compliance as at the date and time the PIN is used.

You may cancel this PIN at any time before the expiry date reflected above. Once cancelled, a third party will not be able to verify your TCS.

SARS reserves the right to cancel this PIN in the event that it was fraudulently issued or obtained.

Should you have any other queries please call the SARS Contact Centre on 0800 00 SARS (7277). Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely

ISSUED ON BEHALF OF THE SOUTH AFRICAN REVENUE SERVICE



CSD REGISTRATION SUMMARY REPORT

SUPPLIER IDENTIFICATION

Supplier number	MAAA0014386	Business status	In Business
Is supplier active?	Yes	Country of origin	South Africa
Supplier type	CIPC Company	South African company/CC registration number	2006/032162/23
Supplier sub-type	Close Corporation	Have Bank Account	Yes
Legal name	CALANDRIA 159	Registration date	03 Mar 2006 00:00:00:000
Trading name	NewspaperDirect (Authorised PressReader Agent)	Restricted Supplier	No
Identification type	South African Company/Close Corporation Registration Number	Restriction Last Verification Date	23 Jul 2021 11:00:43:127
Government breakdown	Close Corporations (CC)		

PREFERRED CONTACT

Contact type	Administration, Bid Office	Prefer communication via email	Yes
Name(s)	andrew steer	Email address	andrew@newspaperdirect.co.za
Identification type	South African Identification Number	Cellphone number	0827866772

PREFERRED ADDRESS

Address type	Physical	Municipality	City of Johannesburg
Address line 1	204 Pine Place Office Park	City	Johannesburg
Address line 2	116 Johannesburg Rd	Postal code	2090
Suburb	Lyndhurst	Ward Number	72
Province	Gauteng	Country	South Africa

PREFERRED ACCOUNT

Account type	Current Accounts	Account holder	CALANDRIA 159 CC
Bank	INVESTEC BANK	Bank Verification Status	Verification Succeeded
Branch number	580105	Is this a preferred account?	Yes
Branch name	INVESTEC BANK GRAYSTON DRIVE	Edit date	23 May 2018 13:00:00:913
Account number	10011128482	Is the identifier linked at the bank	Yes

TAX

Overall Tax Status	Tax Compliant	VAT Status	Compliant tax status Verified
Income Tax Status	Compliant tax status Verified	Is this supplier a VAT vendor?	Yes
VAT number	4320233820	Last validation date	23 Jul 2021 11:01:00:000





CSD REGISTRATION SUMMARY REPORT

SUPPLIER DIRECTOR/MEMBERS

Is there any director whom is restricted?

No

Is there any director who is a government employee?

TBC

SUPPLIER COMMODITIES

Commodity family

Electronic reference material;
Printed media;

BBBEE INFORMATION

Certificate Type

Sworn Affidavit

Certificate Issue Date

12 Mar 2020 00:00:00:000

BBBEE Status Level Of Contributor

Level 4 Contributor

Certificate Expiry Date

11 Mar 2021 00:00:00:000

Status

Expired

Verification Status

Manual verification required

DEMOGRAPHIC INFORMATION

Gender demographics available?

Yes

Youth demographics available?

No

Military veteran demographics available?

No

Disabilities demographics available?

No

The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.





CSD REGISTRATION SUMMARY REPORT

Tips and Frequently Asked Questions (FAQ)

Identifier

CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases.

Bank

For help on how to resolve bank failures click here: [I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.](#)

The various possible error messages received from the bank are highlighted in red. Search for the applicable message and follow the detailed steps associated with that error message.

Tax

Tax Compliance Status

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [What should a supplier do if the tax status on CSD differs from the tax clearance certificate?](#)

Tax Compliance Expiry Date

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [How does CSD determine the tax compliance expiry date?](#)

CIPC

Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: [The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC, how can I rectify this?](#)

State Employee

For more information pertaining to government employment status click here: [Will there be verification done to identify if a supplier is a government employee?](#)



NewspaperDirect

WORLDWIDE NEWSPAPERS – SAME DAY DELIVERY

South Africa

Authorised Agent
pressreader



**small business
development**

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

Att : Rudzani Matodzi
Department of Small Business Development
77 Meintjies Street
Sunnyside
Pretoria

Official Quote – 2 PressReader licenses / 4 years

5 Nov 2021

NewspaperDirect South Africa, the licensed agent for *PressReader*, takes great pleasure in quoting for the award-winning digital newspaper and magazine solution at the *Department of Small Business Development*.

NewspaperDirect strongly recommends the use of *Corporate Personalized PressReader* accounts as these afford the best solution to the Department's Executives who do a lot of travelling outside of the office as it gives them unlimited access to exact digital replica's of 7500+ global publications including 175+ from South Africa on their digital device of choice both on and offline.

Quotations (valid until 30 Nov 2021) are as follows:

Subscription period: 1 Nov 2021 to 31 Oct 2025

2 Corporate Personalized PressReader licenses : ZAR 184 950 (inc VAT)



NewspaperDirect
Proudly Pan-African Agents for
pressreader

pressreader

The logo for NewspaperDirect, with 'Newspaper' in a bold, black, sans-serif font and 'Direct' in a bold, orange, sans-serif font.

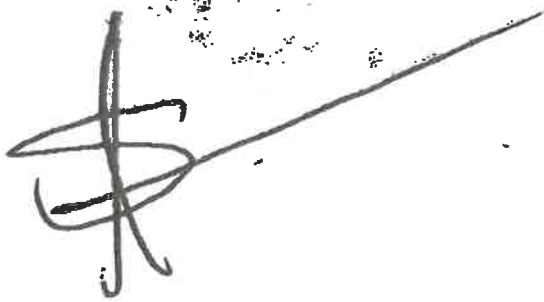
WORLDWIDE NEWSPAPERS – SAME DAY DELIVERY

South Africa

The logo for pressreader, featuring a green speech bubble icon with a white 'P' inside, followed by the word 'pressreader' in a lowercase, sans-serif font. Above the logo, the text 'Authorised Agent' is visible.

The above price quoted is firm till 30 Nov 21 and is strictly to the required specification. The delivery/subscription period is 1 Nov 21 to 31 Oct 25.

Best Regards

A handwritten signature in black ink, appearing to be 'Andrew Steer', written over a horizontal line.

Andrew Steer

CEO NewspaperDirect South Africa

The logo for NewspaperDirect South Africa, with 'Newspaper' in a bold, black, sans-serif font, 'Direct' in a bold, orange, sans-serif font, and 'South Africa' in a smaller, orange, sans-serif font below it.

Proudly Pan-African Agents for

The logo for pressreader, featuring a green speech bubble icon with a white 'P' inside, followed by the word 'pressreader' in a lowercase, sans-serif font.

***Calandria 159 CC (Reg # 2006/032162/23) t/a NewspaperDirect SA
204 Pine Place Office Park, Lyndhurst, Johannesburg, Tel: 0872 883 083***

NewspaperDirect

WORLDWIDE NEWSPAPERS – SAME DAY DELIVERY

South Africa

Authorised Agent
pressreader



**small business
development**

Department:
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REPUBLIC OF SOUTH AFRICA

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NewspaperDirect
Proudly Pan-African Agents for
pressreader

pressreader

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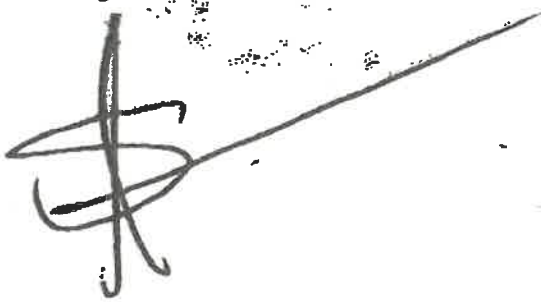
WORLDWIDE NEWSPAPERS – SAME DAY DELIVERY

South Africa

The logo for pressreader, featuring a green speech bubble icon and the text 'pressreader' in lowercase.

The above price quoted is firm till 31 Jan 22 and is strictly to the required specification. The delivery/subscription period is 1 Nov 21 to 31 Oct 25.

Best Regards

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Andrew Steer

CEO NewspaperDirect South Africa

The logo for NewspaperDirect South Africa, with 'Newspaper' in black, 'Direct' in orange, and 'South Africa' in a smaller orange font below it.

Proudly Pan-African Agents for

The logo for pressreader, featuring a green speech bubble icon and the text 'pressreader' in lowercase.

***Calandria 159 CC (Reg # 2006/032162/23) t/a NewspaperDirect SA
204 Pine Place Office Park, Lyndhurst, Johannesburg, Tel: 0872 883 083***

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) D.S.B.D. in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, v/z
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) CAPACITY SIGNATURE NAME OF FIRM DATE	WITNESSES 1 <u>Amj 124</u> 2 <u>R. MAKOLA</u> DATE <u>10 JANUARY 2022</u>
---	--

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the State¹, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:
 - 2.1 Full name of bidder or his or her representative: ANDREW CRAIG STEER
 - 2.2 Identity number: 6906195293081
 - 2.3 Position occupied in the company (director, trustee, shareholder², member):
DIRECTOR
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
2006/032162/23
 - 2.5 Tax reference number: 9398013163
 - 2.6 VAT registration number: 4320233820
 - 2.6.1 The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in paragraph 3 below.

¹ "State" means -

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

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

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

2.7.1 If so, furnish the following particulars:

Name of person/director/trustee/shareholder/member:

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

Position occupied in the state institution:

Any other particulars:

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

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

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

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

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

2.8.1 If so, furnish particulars:

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

2.9.1 If so, furnish particulars:

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

~~YES~~ / NO

2.10.1 If so, furnish particulars:

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

~~YES~~ / NO

2.11.1 If so, furnish particulars:

3. Full details of directors/trustees/members/shareholders:

	Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number/Persal Number
①	ANDREW CRAIG STEER	6906195293081		
②	ROBERT ALAN SCOTT	6709285049086		
③	NICOLE GIBSON	4511140135189		
④	PATRICIA MAREND	550302		
	JANET CLIFTON			

4. Will any portion of the contract be sub-contracted?

YES / NO

4.1 If so, furnish the following particulars of your sub-contractor(s):

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

5. **DECLARATION**

I, THE UNDERSIGNED (NAME) ANDREW CRAIG STEER
 CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3
 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR
 ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

SIGNATURE

DATE

DIRECTOR
 POSITION

10 JANUARY 2022
 NAME OF BIDDER

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/ Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☒
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☒
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☒

Item	Question	Yes	No
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	☐	☒
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) ANDREW CRAIG STEER
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS
 TRUE AND CORRECT.

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

.....
 SIGNATURE

DIRECTOR
 POSITION

10 JANUARY 2022
 DATE

ANDREW CRAIG STEER
 NAME OF BIDDER

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

PRESS READER DIGITAL / ONLINE NEWSPAPERS AND MAGAZINES
(Bid Number and Description)

in response to the invitation for the bid made by:

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT
(Name of Institution)

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

I certify, on behalf of CALANDRIA 159 CC TIA NEWS PAPER DIRECT THE that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

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.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

DIRECTOR
.....

Position

10 JANUARY 2022
.....
Date

ANDREW CRAIG STEER
.....

Name of Bidder

CONTRACT FORM - RENDERING OF SERVICES
PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as.....
accept your bid under reference numberdated.....for the rendering of services
indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract,
within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE

Bid No.:

Name of Bidder: CALANDRIA 159 CC T/A NEWSPAPER DIRECT J.H.B

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....
TOTAL: R.			

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract?
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

~~*YES/NO~~

~~*[DELETE IF NOT APPLICABLE]~~

Any enquiries regarding bidding procedures may be directed to the --

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information --

(INSERT NAME OF CONTACT PERSON)

Tel:

\$

Bid No.:

Name of Bidder: CALANDRIA 159 CC T/A NEWSPAPER DIRECT J.H.B

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

R._____
R._____
R._____
R._____

TOTAL: R. _____

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract?
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

*YES/NO

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the --

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information --

(INSERT NAME OF CONTACT PERSON)

Tel:

\$

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: <u>CALANDRIA 1594 T/A NEWSPAPER/DIRECT JHB</u>	BID NO.:
CLOSING TIME 11:00	CLOSING DATE:

OFFER TO BE VALID FOR 30 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
---------	-------------	--

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. 184 950,00

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

ANDREW CRAIG STEER (DIRECTOR)
MARSHALL MUGABUKWA (ACCOUNT EXECUTIVE)

HOURLY RATE

DAILY RATE

R	<u>/</u>	<u>/</u>
R	<u>/</u>	<u>/</u>
R	<u>/</u>	<u>/</u>
R	<u>/</u>	<u>/</u>
R	<u>/</u>	<u>/</u>

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

/

R	<u>/</u>	<u>/</u> days
R	<u>/</u>	<u>/</u> days
R	<u>/</u>	<u>/</u> days
R	<u>/</u>	<u>/</u> days

- 5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

/

RATE

QUANTITY

AMOUNT

<u>/</u>	<u>/</u>	R. <u>/</u>
<u>/</u>	<u>/</u>	R. <u>/</u>
<u>/</u>	<u>/</u>	R. <u>/</u>
<u>/</u>	<u>/</u>	R. <u>/</u>

TOTAL: R. /

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

[Signature]

Bid No.:

Name of Bidder: CALANDRIA 159 CC T/A NEWSPAPERDIRECT JHB

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

R._____
R._____
R._____
R._____

TOTAL: R. _____

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract?
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

*YES/NO

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the -

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information -

(INSERT NAME OF CONTACT PERSON)

Tel:

\$

STANDARD TERMS AND CONDITIONS

These terms and conditions together with the written contract entered into between amaSocial a division of Newsclip Media Monitoring (Pty) Ltd- (referred to as "AMASOCIAL") and THE CLIENT ("the CONTRACT") constitute the entire agreement between AMASOCIAL and THE CLIENT.

1. SOCIAL MEDIA MONITORING:

- 1.1. AMASOCIAL will monitor social media platforms selected by AMASOCIAL in its reasonable discretion, in accordance with the THE CLIENT's requirements as set out in the CONTRACT.
- 1.2. The clips will be electronically allocated, according to keyword matches, once processed.
- 1.3. Due to the nature of social media AMASOCIAL will not undertake retrospective tracking and cannot allocated past mentions that do not fall within the monitoring period as set out in the CONTRACT.

2. E-MAIL:

- 2.1. If Alerts have been included in the CONTRACT, AMASOCIAL will send THE CLIENT social media mentions via electronic mail at requested intervals, as agreed in writing.
- 2.2. AMASOCIAL will send via electronic mail information advising THE CLIENT on how to use the platform and key features, new products, system updates as well as when the CONTRACT will be coming to an end.

3. CHARGES:

- 3.1. AMASOCIAL's services, in accordance with AMASOCIAL's prevailing price list, is costed in US Dollars.
- 3.2. THE CLIENT shall pay AMASOCIAL for the services rendered in terms of this agreement, an amount calculated in accordance with AMASOCIAL's prevailing price list at the time of payment.
 - 3.2.1. This includes all variable cost items rendered in terms of this agreement. THE CLIENT shall pay AMASOCIAL for all variable cost items detailed on the invoice each month. The variable cost items are charged per unit, per month, at an amount calculated in accordance with AMASOCIAL's prevailing price list at the time of payment.
- 3.3. AMASOCIAL shall not vary the Contract Price Agreement a copy of which THE CLIENT acknowledges having received, without first giving THE CLIENT 30 days' written notice of its intention to do so.
 - 3.3.1. The notice shall be deemed to be received by THE CLIENT, if delivered by hand, on the day of delivery, 10 days after the date of posting of the notice or on the day following the day of dispatch of the notice via electronic mail or facsimile, to the address, electronic mail address or facsimile number of THE CLIENT contained in the CONTRACT, which address, electronic mail or facsimile number THE CLIENT chooses as its *domicilium citandi et executandi* for purposes of any notice to be given in terms of the STANDARD TERMS AND CONDITIONS and CONTRACT, or to such other address, electronic mail or facsimile number which THE CLIENT from time to time may give in writing to AMASOCIAL.
 - 3.3.2. In the event of THE CLIENT not confirming its acceptance of the proposed new contract price, in writing before expiry of the 30 days' written notice period aforementioned, then the CONTRACT and these STANDARD TERMS AND CONDITIONS shall terminate on the expiry of the said notice period.
 - 3.3.3. Notwithstanding what is contained in clause 3.3.1 hereinbefore with reference to the methods of delivery of notice, it will be sufficient if THE CLIENT has received actual notice of an intention to vary the Contract Price Agreement, notwithstanding the method of communication thereof.
- 3.4. THE CLIENT will be invoiced at the end of the calendar month, plus any amounts owing in respect of previous months. Payment is due on presentation of invoice. Interest may be charged on any late payment at the prevailing prime rate of AMASOCIAL's bankers from time to time, plus 4% (four percent).
- 3.5. AMASOCIAL shall dispatch monthly invoices by way of electronic mail, which electronic mail shall comply with the applicable legislation, and shall constitute an original invoice, and THE CLIENT hereby accepts such method of delivery. In the event of THE CLIENT insisting on delivery of an invoice through the postal system, an additional monthly administration fee of R175.00 shall be levied.
- 3.6. In the event of payment not being made timeously, AMASOCIAL may, without prejudice to any other remedy may have in terms of this agreement or at law, and after 7 days' written notice to THE CLIENT, cancel this agreement or alternatively, withhold its services from the date on which payment is due, until such time as THE CLIENT has made payment of all outstanding amounts.
- 3.7. AMASOCIAL's services are subject to VAT at the prevailing rate.
- 3.8. AMASOCIAL's services are subject to an annual price increase.
- 3.9. In the event of this CONTRACT being for a fixed term, THE CLIENT shall not be entitled to cancel this CONTRACT.
- 3.10. In the event of this CONTRACT being for a fixed term and notwithstanding that the date on which the fixed term expires has arrived this CONTRACT shall continue on an annual basis unless THE CLIENT has provided NEWSCLIP with 30 (thirty) days' written notice of termination of this CONTRACT.

4. GENERAL:

- 4.1. While reasonable care will be taken, AMASOCIAL will not accept responsibility or liability for errors, omissions, delays or failure in its monitoring due to power failure or any other reason whatsoever, inclusive of, but without limiting the generality hereof, upgrading of information technology systems or technical problems, *force majeure*, inclusive of, but without limiting the generality hereof, natural disasters such as earthquakes, hurricanes, floods, tornados and fires, human events, such as wars, riots or other major upheaval, or other performance failures outside the control of AMASOCIAL, such as disruptions in telephone or any other communication service, labour disputes, government restrictions (denial or cancellation of a necessary licence) or supplier problems.
- 4.2. THE CLIENT acknowledges that material supplied by AMASOCIAL to THE CLIENT in terms of this agreement may be subject to copyright. THE CLIENT undertakes that material supplied will be used only for such purposes as are permitted in terms of the Copyright Act, as amended from time to time, and THE CLIENT hereby indemnifies AMASOCIAL against any losses, claims or damages suffered or incurred by AMASOCIAL or by THE CLIENT, directly or indirectly, pursuant to any use by THE CLIENT of such material.

- 4.3. **THE CLIENT** waives the right to rely on any alleged provision, warranty or representation not expressly contained in this agreement. No amendment of this agreement will be valid unless reduced to writing and signed by **THE CLIENT** and **AMASOCIAL**.
- 4.4. **THE CLIENT** agrees to maintain the confidentiality of all confidential information imparted to it by **AMASOCIAL** pursuant to this agreement.

NewspaperDirect
South Africa

 **pressreader**



**small business
development**

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

Dept Small Business Development

10 Licenses

Prepared for:

Sendra Mashego c/o Moira Mogomotsi
Communication and Marketing Director
Dept Small Business Development

Proposal date:

Sept 14, 2021

Valid until:

Oct 31, 2021

Connecting people through news



- Unlimited, all-you-can-read access to full catalogue of PressReader content of 7400+ publications
- Authenticated by Username & Password
- Available on any smartphone, tablet or laptop
- No maintenance or equipment required
- Custom pop-up message upon login with image welcome message of choice
- Library of content (premium newspapers and magazines) updated on ongoing basis – 175+ from South Africa
- Advanced searching, and email alerts on key words
- Downloading of full publications, allowing for offline reading while Executives are travelling or out of office.



Thousands of Premium Newspapers &
Magazines.
One Access.

contactless news



Offer a higher standard of hygiene than traditional sources.

 pressreader

100+ Countries
60+ Languages

Working with Business and Government Worldwide.



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD



**government
communications**

Department
Government Communication and Information System
REPUBLIC OF SOUTH AFRICA



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA



AFRICAN UNION

UNISA



university
of south africa



**Statistics
South Africa**



PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA



provincial treasury

MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA



Cape
Peninsula
University
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**LIMPOPO
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It's your voice, use it!



NATIONAL ENERGY REGULATOR OF SOUTH AFRICA



GAUTENG PROVINCE

OFFICE OF THE PRESIDENT
REPUBLIC OF SOUTH AFRICA



Western Cape
Government

Department of the Premier



health

Department:
Health
REPUBLIC OF SOUTH AFRICA



AUDITOR-GENERAL
SOUTH AFRICA



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA



**GAUTENG
LEGISLATURE**

Your View — Our Vision

Innovative Features

TRANSLATE

Instantly translate content to 17 languages.



PERSONAL

Read and download on the devices of your choice.



LISTEN

Our audio feature lets you listen to articles while you're on the go.



LOCAL&INTERNATIONAL

Choose from thousands of publications.



SHARE

Social sharing is easy with PressReader.



FULL CONTENT

Full replica versions with every detail you'd see in print.



COMMENT

Join the discussion! Add your comments & opinions to your personal channel.



CURRENT DAY

Titles hit PressReader as soon as they're published, so you always have access to the freshest content.

Commercial Details



Same-day
Publications



Full content
digital replica



Local &
international titles



Convenient &
personal delivery



Translate in up to
16 languages



Listen to
articles



Share via social
media & emails



Share comments
online

10 X Personalised PressReader Licenses

- Unlimited access to PressReader for nominated Executives,
- Users get full access to 7400+ premium newspapers and magazines, including 175+ from South Africa,
- User authenticated by unique username and password,
- Executives can use PressReader anywhere globally on their digital device of choice and install on up to 3 personal devices.

Price Proposal : Dept Small Business Development

10 Personalised users, Subscription period: 1 Oct 21 to 30 Sept 22

- ZAR 194 950 (inc VAT) per annum paid annually in advance

COMMERCIAL TERMS:

- Annual subscription (12 months)
- Prices quoted in ZAR and payable via EFT
- Invoices to be paid in full no later than 30 days of issue date
- Service will be fully activated within 24 hours after signed Purchase Order is received
- 24/7 Customer Support Provided by PressReader and NewspaperDirect SA
- Pricing firm till 31 Oct 2021



Connecting people through news



Thank You
NewspaperDirect
South Africa

Proudly Pan-African Agents for

A handwritten signature in black ink, appearing to be 'Andrew Steer' or similar, with a long horizontal line extending to the right.

Andrew Steer / Marshall Musarurwa

CEO NewspaperDirect SA (Authorised PressReader Agents)

e : andrew@newspaperdirect.co.za

c : 082 786 6772

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	ANDREW CRAIG STEER
Identity number	6906145293081

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	CRANFORDIA 154 CC
Trading Name	NEW PAPER PROJECT
Registration Number	2006/032167/23
Enterprise Address	204 THE PLACE 116 JOHANNESBURG RP LYNDHURST, JHB

- I hereby declare under oath that:
 - The enterprise is 0 % black owned;
 - The enterprise is 0 % black woman owned;
 - Based on the management accounts and other information available on the 2020 financial year, the income did not exceed R10,000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	✓

- The entity is an empowering supplier in terms of the dti Codes of Good Practice.
- I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
- The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: 24/8/21

 Commissioner of Oaths
Signature & stamp

Commissioner of Oaths
Signature & stamp



NewspaperDirect

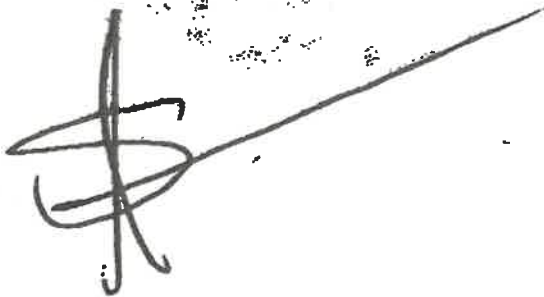
WORLDWIDE NEWSPAPERS – SAME DAY DELIVERY

South Africa

Authorised Agent
pressreader

The above price quoted is firm till 31 October 21 and is strictly to the required specification. The delivery/subscription period is 1 October 21 to 30 Sept 22.

Best Regards



Andrew Steer

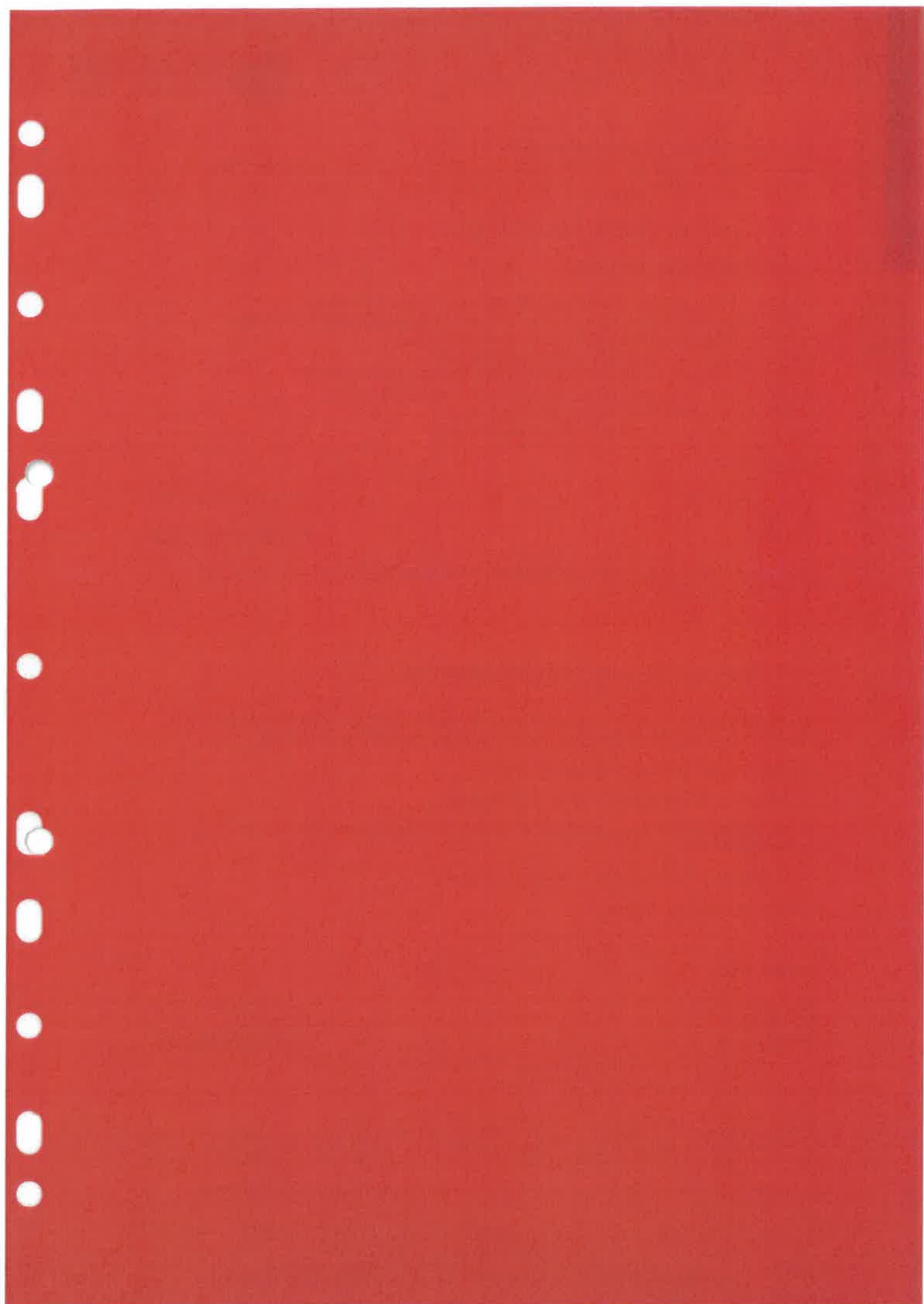
CEO NewspaperDirect South Africa

NewspaperDirect
South Africa

Proudly Pan-African Agents for

 **pressreader**

***Calandria 159 CC (Reg # 2006/032162/23) t/a NewspaperDirect SA
204 Pine Place Office Park, Lyndhurst, Johannesburg, Tel: 0872 883 083***



Department of Small Business Development

14 – 09 - 2021

1. AMASOCIAL – SOCIAL MEDIA TRACKING

CORPORATE BRAND TRACKING

Reaction List, 5 subfolders and Content Verification for Twitter & Facebook
Tracking of social mentions across Twitter, Instagram, Facebook Media and YouTube.
Subfolder to classify mentions according to business interest.
Reaction list for alerts of mentions that require response.
The identification of top influencers who drive key messages for the brand.
Hourly Insights - Heat Map for trend spotting within social media data.
Social Clouds to identify key themes within coverage.
Variety of Geographic maps to indicate message location.

Monthly Cost

Monthly Sub-Total:	R 4, 351,39 (Excl. VAT)
VAT @15%:	R 652.70
TOTAL:	<u>R 5, 004.09 (Incl. VAT)</u>

**amaSocial cannot backtrack any social media data and tracking will only commence once confirmation has been received.*

2. EDITORIAL TRACKING & DELIVERY PLATFORM

Monitoring of South African print publications (daily, weekly, regional, national and community)
Monitoring of South African broadcast stations (national, regional and community)

Monitoring of South African websites and blogs

Global Online: 2926 websites; 2 websites added daily.

Monitoring of African Print, Broadcast & Online Media (service tracks media in 51 countries throughout Africa)

Trend Reports (weekly, monthly, quarterly and annually)

Content Management: Data bins

Monthly Cost

Monthly Sub-Total:	R 4, 331.73 (Excl. VAT)
VAT @15%:	R 649.75
TOTAL:	<u>R 4, 981.48 (Incl. VAT)</u>

3. RESEARCH AND ANALYSIS

Sentiment: Clips will be rated as either positive, negative, neutral or mixed.

Monthly Cost

Monthly Sub-Total:	R 850.00 (Excl. VAT)
VAT @15%:	R 127.50
TOTAL:	<u>R 977.50 (Incl. VAT)</u>

Monthly total cost

Monthly Sub-Total:	R 9,533.12 (Excl. VAT)
VAT @15%:	R 1,429.95
TOTAL:	<u>R 10,963.07 (Incl. VAT)</u>

Total cost of contract for twelve (12) months

Months	Amount (including Vat)
12	R 131,556.84

Quotation is valid for 120 days. These prices will remain valid for the whole contract period.

Sign: _____ Date: _____

CSD Registration Details:

Supplier Number: MAAA0734422

Unique registration reference number: bb8edb46-f56c-42bb-9379-e6367742b177

Media Monitoring and Analysis Proposal for The Department of Small Business Development

amaSocial Company Overview

amaSocial a proudly South African brand tracking company with experience in media tracking, content management and analysis. We offer the simplest way to communicate key trends in the media with stakeholders and provide clients with meaningful and measurable insights.

This brand content delivery system collects and identifies the most brand-relevant mentions to inform teams on brand perceptions. Using AI-powered algorithms and Natural Language Processing, it detects unique entities within articles and excludes repeat or duplicate content from multiple sources depending on client brief.

For ease of use and multiple-user engagement it has been designed as a user-friendly system for efficient data administration. The in-house development team and content reviewer team ensures a personalised user experience every step of the way.

Monitoring the complete media landscape, amaSocial has a comprehensive vision of the media across all channels, including traditional media such print, broadcast and online media as well as an expanding African and international media portfolio.

As a leader in media monitoring, we always strive to be at the forefront of innovative thinking and pride ourselves on being able to evolve with the ever-changing needs of our market.

State of the art media monitoring software is developed and maintained in-house — there is no third-party reliance. The highly skilled information technology department includes research, software development, web development, database administration, network administration and technical support.

Often, much of the content that needs to be accessed is behind paywalls or on sites that require subscriptions. Copyright and content ownership is an international legal requirement, and failure to respect these requirements is a legal offense.

Our data factories are fully compliant with each and every individual publisher, content creator and data source, through global agreements, publisher contracts, paywall subscriptions, authentications and per-clip copyright payments to DALRO and others.

The media sources included can be as specific or as extensive as deemed necessary by the client. New media sources are continuously being added, and all copyright and data acquisition agreements are concluded before content is distributed from each source.

The Data Factory Services

The Data Factory is open 16 hours a day.

Print Publications

The Print Factory staff have a good relationship with community press and receives and process 2 749 print publications every month. This includes national, regional, and community media; daily and weekly newspapers; and consumer and trade magazines. The publications are sourced throughout sub-Saharan Africa, and the processing average is currently 188 400 individual articles per month.

Each article is cut and processed electronically. Keyword-specific clips are allocated in full colour, as text or an image, in the published size and format.

The Factory's Media Department keeps the media profile up to date and is also constantly on the lookout for new publications to add to our media database.

Please refer to [Annexure A1](#) for a full list of all the South African print publications that are monitored.

Broadcast Stations

The Broadcast Factory currently monitors 166 broadcast stations across national, regional, and community radio as well as TV, Internet, and satellite stations.

The 50+ broadcast scanning staff produce an average of 1 490 synopses per day, many of which are translated from 11 different languages into English.

Newsclip receives a direct feed from broadcast stations and schedules priority programmes to be processed 'live'. This enables broadcast synopses to be delivered within 5 minutes after airing.

Kindly note that only Active Slots monitored 'live'. Please refer to the below for further details:

Active Slots

Within each radio station and TV channel, Newsclip has what it calls Active Slots. Active Slots are prime-time periods with commercially viable content, i.e., drive time, current affairs, news, and sport, among others. These slots refer to the times the company monitors specific stations or TV channels for content.

Inactive Slots

These slots are recorded but not monitored for content, i.e., the times the company does not monitor specific radio stations or TV channels for content. Inactive Slots refer to time slots that are less viable to have human listenership for client mentions.

We also monitor streaming stations, but only Active Slots. No Inactive Slots are recorded; therefore, we can't go back to find a clip in an Inactive Slot on streaming stations.

Newsclip's media lists are constantly being updated. The company reserves the right to amend the media list at any time to ensure accurate content is obtained.

Please refer to [Annexure A2](#) for a full list of the South African broadcast stations that are monitored.

Online Content

Newsclip monitors online editorial content from 3 650 mainstream publications, electronic newsrooms, blogs, and industry information sites. Targeted websites and blogs are crawled on a 24/7 basis in search of client-specific keywords.

New online platforms for monitoring are added daily. Recommendations by the Department of Small Business Development on new websites to monitor will be directed to and further investigated by our Media Department. Newsclip will also be able to provide the Department of Small Business Development access to data behind paywall websites.

Please refer to [Annexure A3](#) for a full list of the South African online sites that are monitored.

African Media Monitoring

Newsclip also monitors print, broadcast and online media throughout sub-Saharan Africa. Newsclip also has the biggest reach in Africa in terms of traditional media as content is currently sourced from 53 countries and our reach is continuously expanding.

Please refer to [Annexure B1 – B3](#) for the full lists of African publications, stations and websites that are monitored.

Global Web Tracking

The World Wide Web content aggregation includes websites and blogs across the globe. The data is processed rapidly and keyword-matching clips are instantly available on the delivery platform, Gate5.

The Web Stream on Gate5 includes an interactive world map, which provides a geographic overview of coverage received on a global scale as well as trend graphs, a word cloud, the option to view clips and key metadata.

Please refer to [Annexure C](#) for a full list of the International Online websites that are monitored.

Social Media Reputation Insights System

amaSocial is a South African developed social media insights system. With amaSocial you can track your owned, earned and chatter content across key social platforms in real time.

Your team will be able to monitor and analyse brand mentions, sentiment, brand impact and content performance on platforms like Twitter, Facebook, Instagram, YouTube and LinkedIn.

The amaSocial **Progressive Web Application** will give the team access to all keyword matching conversations with actionable insights for each. Each post can be engaged with from the dashboard.

Examples of posts that we acquire:



Lesley

@Newzroom405 @ZikhonaTshona The ultimate responsibility lies with the head of a structure! That is their specialized function! They failed in carrying out their duties and it cost a teenage girl her life #lufunomavhunga

42 R 212 04



Newzroom Afrika

[UPDATE] Nasiph Same speaks to JP Smith Mayoral Committee Member for Safety and Security about the latest developments on the #CapeTownFires. Cape Town authorities warned residents that the risk of the fire spreading remains due to strong winds

37 R 150 774 5



media update

Whether you choose paid TV, streaming or both, the growth of the internet and technological advancements happening in the industry all make for a pleasant viewing experience. ?? ?? ?? ?? #MediaIndustry #StreamingServices #streaming

36 R 54 752



Newzroom Afrika

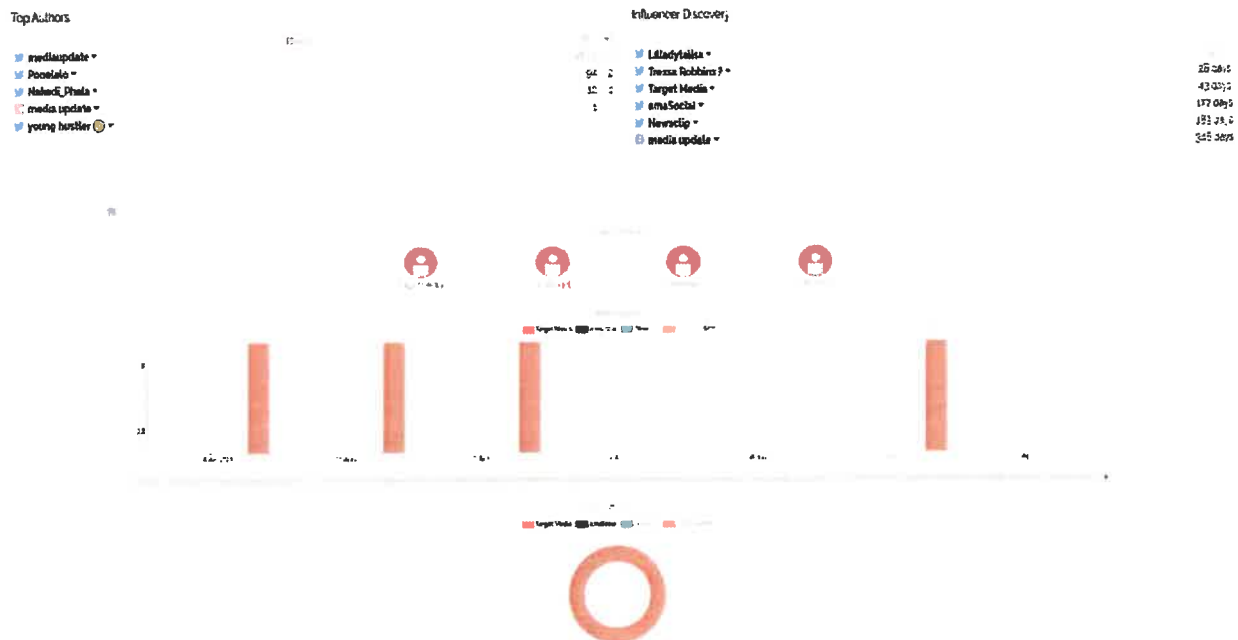
The University of Cape Town's Jagger Library has been gutted by the fires with fears that priceless African Collections may have been lost in the tragic fire.

27 R 120 250

The interactive **Hourly Insights** is unique to amaSocial and allows your team to visualise social media conversations. The heat map groups content into hourly intervals. This helps with spotting trends across specific time frames and pinpoint the exact timeline of a crisis or event.



The system locates influencers for the brand by their following and number of mentions. Therefore, the team will be able to assess the impact a user has on the brand's reputation. The identified authors can be moved into **Influencer Discovery** where share of voice and brand impact can be assessed.



Data segmentation is enabled with a specialised **Subfolder** structure which segments data according to key business focus areas/campaigns in order to streamline data management which cuts down on search times during reporting.

The subfolder system would include:

- Campaigns
- Issues Management/Crisis Management
- Product/Service segmentation
- Key business focus areas

Word Bins are enabled to instantly notify the team of crisis related mentions which require action in the form of an on-platform or off-platform alert.

We also provide crisis communication assistance with the following tool kit:

- Before a crisis: <https://bit.ly/2SpA3wh>
- During a crisis: <https://bit.ly/2weLVZp>
- After a crisis: <https://bit.ly/2HIHKaw>

The regional breakdown of mentions allows for quick data extraction per exact location with the assistance of a **World Map** and **Cluster Map**.



amaSocial has extensive quantitative analysis reports, from which the team may select any variation.

This includes, but are not limited to:

1. The **Who Report**, which identifies potential influencers based on their overall contribution to the brand.
2. The **Social Cloud Report**, which provides an overview of key themes, topics, #hashtags and @handles.
3. The **Daily Insights Graph**, which identifies when people are talking about the brand or topics related to the keywords within a 24-hour time span.
4. The **Listing Report**, for all mentions.
5. The **Subfolder Report**, which allows reporting on key business focus areas.

The team has the ability to generate analysis reports (PDF or Excel) as and when required from the amaSocial application.

Please refer to [Annexure D](#) for an example of the amaSocial Statistical Reports.

Delivery

1. Website Portal

Gate5 is Newsclip's web-based, password protected delivery platform. All media content that is generated for the Department of Small Business Development is immediately available on Gate5 where it can be securely accessed.

The print clips are processed in full colour, as text or an image in the published size and format. Formats currently include PDF, JPEG, .txt and .xm. Clip details include the publication date, headline, page number, journalist (if mentioned), media type and group, AVE, circulation, readership, region and language.

The broadcast clips include the synopsis, date, time, station/channel and programme, AVE, duration of the clip, audience, media type, region and language, along with the digital audio/video inserts. They are accessible for immediate playback at a minimal cost (this has been included in the quote).

The online clips include the headline, date, AVE, word count, website, region, language, unique browsers and the first 250 characters of text, which is electronically extracted, along with a link to view the full article online and the full text.

As an information management tool, Gate5 offers multiple 'keyword' searchability; allowing for the sorting and managing of clips, along with the ability to load historically archived data. Additionally, the filters allow for quick and easy access to specific media coverage; they include service, region and media type, to name a few.

Scheduled statistical reports can be generated from the platform (PDF and Excel) and archived for later use.

Gate5 also has an export feature where selected data can be exported to MS Excel for custom analysis and reporting.

Gate5 is accessible to the Department of Small Business Development University on a 24/7 basis. The requirements for this service are RealPlayer, Windows Media Player Compatible (MP4, AVI), JavaScript, and CSS. The delivery platform runs on the following browsers: Internet Explorer (version 10 and up), Chrome (any recent version) and Firefox (any recent version).

Please refer to [Annexure E](#) for examples of some of the features available on the Gate5 portal as well as examples of projects that use the Gate5 portal.

Kindly note that only the overview page has been included. It details the number of clips allocated across each media service, the headline of the last clip allocated, Sortbins and a list of filters including a word cloud. The overview page provides quick insight into the media coverage received, metadata, along with easy access to clips and features.

2. Email Delivery

Batch Email

The Department of Small Business Development will receive batch email notifications, consolidating individual alerts from all media platforms into one email. Batch emails can be sent at hourly intervals, seven days a week, of which the Department of Small Business Development may choose three alerts from the following times: (06:20, 07:00, 07:20, 07:45, 08:00, 08:05, 08:20 08:30, 09:00, 09:20, 10:20, 11:20, 12:00, 12:20, 13:20, 14:20, 15:00, 15:20, 16:00, 16:20, 17:20, 18:20, 19:20).

This alert will include the name and date of the publication, website, station, the AVE, unique browsers, circulation and the PDF and JPEG. Additionally, or txt link is provided, which will redirect the Department of Small Business Development to the clip and full article text on the Gate5 delivery platform.

Please refer to [Annexure F](#) for an example of an Email Notification.

Research, Analysis and Business Intelligence (Qualitative and Quantitative Analysis)

Focal Points' objective is to analyse and quantify the media coverage received by the Department of Small Business Development across print, broadcast, online, and social media.

Focal Points will use favourability analysis to identify trends within the editorial and social media mentions received by the Department of Small Business Development.

Analysis:

- ✓ Favourability (Department of Small Business Development)

Data Source:

South African Editorial Media Coverage – Newsclip

- ✓ Print
- ✓ Broadcast
- ✓ Online

Social Media Coverage – amaSocial

- ✓ Twitter
- ✓ Facebook Media
- ✓ Instagram
- ✓ YouTube

Statistical Reports

There are over 100 comprehensive Statistical Reports, including Clip Count (Volume), Media Group, Geographic Reach, Byline (Journalist), Media Breakdown, Top Publications/Stations/Websites, Month on Month, AVE, Circulation, Media Coverage Lists, Favourability (Positive, Negative, Neutral and Mixed) and many other metadata values.

Statistical Reports are delivered electronically via email, as scheduled (daily, weekly, monthly, quarterly or annually), and can be generated from the Gate5 delivery platform as required using a custom date range.

Please refer to [Annexure G](#) for an example of Newsclip's Statistical Reports.

Translation

Newsclip's Broadcast Department listens to the audio/video clips and then creates synopses of the content in English. This includes the theme/topic and main points being covered.

Print and online coverage can be viewed in the Department of Small Business Development's preferred language by making use of the Google Translate feature on Gate5.

For example, if a print or an online article has been written in Sesotho, the Department of Small Business Development may change the language to English.

Please refer to [Annexure H](#) for examples of clip translations.

Updating Keywords

amaSocial allows clients to manage their monitoring requirements as needed by notifying their account manager who will make the requested changes on the Department of Small Business Development's behalf. The Department of Small Business Development will be able to track an unlimited number of keywords in relation to the Department of Small Business Development (and its variations).

Should the Department of Small Business Development wish to track keywords that do not relate to the Department of Small Business Development (receive coverage that does not mention the Department of Small Business Development) amaSocial will require all information before providing a quote.

Support and Training

amaSocial's account managers will provide extensive Gate5 and amaSocial training and navigation. This will include ongoing one-on-one training with the Department of Small Business Development officials as and when required, as well as telephonic, video conferencing, and email support.

Tutorial videos on Gate5 and amaSocial assist clients with navigation and training, which the Department of Small Business Development has access to on a 24/7 basis.

amaSocial has a maximum 24-hour turnaround time for all requests and queries.

The Department of Small Business Development will receive acknowledgement from the account manager soon after a request has been received. Thereafter, the query will be attended to.

Our dedicated staff has adapted an "always-on" approach to ensure client satisfaction is at its highest level. amaSocial's client relationship consultants are available during office hours (8:00am – 4:30pm) Monday to Friday for any routine requests and queries. Should the Department of Small Business Development have any ad-hoc, emergency and after-hours requests, this can be discussed with the appointed account manager with prior arrangement.

Experience and Knowledge in the Field of Media Monitoring

Newsclip has over 37 years' experience in media monitoring and analysis with a client base of just under 1 000 clients and over 2 298 active Reads.

Newsclip's Company Profile includes details of the infrastructure and risk management systems that are in place.

Please refer to [Annexure I1](#) for Newsclip's Company Profile and [Annexure I2](#) for Newsclip's Company Overview, which outlines all the services offered by Newsclip. The Department of Small Business Development may request any additional services offered by Newsclip, at an additional cost.

Please refer to [Annexure J1](#) for amaSocial's Company Profile and [Annexure J2](#) for amaSocial's Company Overview.

References and Contact Details of Current Clients

Mall of the South

Contact : Krystal Coconas – (011) 682 8780
 Services : Social Media Monitoring Service
 Client Since : 2018 – Current

Pixykorner

Contact : Blessing Katsidzira – (011) 484 0066
 Services : Social Media Monitoring Service
 Client Since : 2018 – Current

Sparta

Contact : Miejon van Zyl – (057) 916 7700
 Services : Social Media Monitoring Service
 Client Since : 2018 – Current

Public Investment Corporation

Contact : Deon Botha – (012) 742 3414 or dalene.pillay@pic.gov.za
 Services : Social Media Monitoring Service
 Client Since : 2015 – Current

Uppe Marketing

Contact : Danielle Laufs – (011) 396 1265
 Services : Social Media Monitoring Services
 Client Since : 2018 – Current

Arena Holdings

Contact : Taryn Westoby – (011) 280 5254
 Services : Full Monitoring and Social Media Monitoring Services
 Client Since : 2020 – Current

Please refer to [Annexure K1 – K6](#) for Reference Letters from amaSocial Clients.

Project Team

amaSocial Sales Team

Leading Role: Petrumarie Jacobs

Petrumarié Jacobs completed her Bachelors of Commerce in Communication Management in 2016. While completing her tertiary education, Jacobs started working at TUKS FM as a presenter and content producer. She joined the team at Cathay Pacific Airways South Africa as a Marketing Assistant, where she managed their social media content and digital marketing strategies.

Jacobs was approached by Newsclip Media Monitoring in 2017 while completing her Honours Degree in Communication Management at the University of Pretoria. In February 2018, she headed up the social media tracking division, amaSocial, within Newsclip where she develops client portfolios and has expanded the team.

Jacobs is currently working as a Client and Brand Experience Manager at amaSocial.

Newsclip Sales Team

Leading Role: Nicole Udeman

Nicole Udeman is currently leading a Sales team as the Client Relationship Manager: New Business. She completed her Bachelor's Degree, majoring in Film, Media and English from the University of Cape Town in 2010, and holds an Honors Diploma in Marketing. She started her career as an Account Executive and Marketing Coordinator.

In 2014 she joined the Newsclip team as a Client Support Consultant and soon moved into Junior Business Development Consultant. In 2016 she advanced to a Business Development Consultant role in which she mainly focused on obtaining new business and building valuable client relationships.

Udeman was appointed as the Client Relationship Manager: New Business in 2020. Part of her role is to ensure staff is trained effectively when pursuing new business engagements and ensuring the business strategy is executed. She is a product specialist and an expert on the various platforms that ensure a high level of client satisfaction.

Leading Role: Lienneke Pieterse

Lienneke is currently fulfilling the role of Senior Internal and Tender Support Consultant. She graduated in 2016 from North-West University Potchefstroom where she completed her Bachelor of Commerce Honours in Communication Management. She has been in client management roles since 2017 and joined the Newsclip team in 2020.

She liaises with both local and international clients as well as private and government institutes. She provides training to all relevant stakeholders and she practices excellent client relationship management by delivering high quality costing structures to clients according to their needs.

Analysis Team

Analyst Role: Siobhan Canavan

Siobhan is employed as an Internal Support Analyst in Focal Points. She obtained her Bachelor's Degree in Communication Science at the University of Free State in 2013 and completed her Honours degree in Communication Science in 2015.

She started her career as an Intern in Communication and Brand Management whereafter she moved into Conference Manager and Digital Events Coordinator roles before joining Focal points in 2019.

During her time with Focal Points, she has gained extensive knowledge of the media industry as well as the specific industries that she reports on. Her experience with market research and the creation of content for communication platforms during campaigns has enabled her to accurately analyse data and sentiment. Her experience with client management also contributes to her excellent client management etiquette within her role at Focal Points.

Analyst Role: Brandon Ely

Brandon is currently employed as an Internal Media Analyst with Focal Points. He completed his Bachelor's degree with distinction, with the University of Witwatersrand in 2017 majoring in Psychology and Portuguese. There after he completed his Honours degree in Psychology with distinction in 2018. He is currently pursuing his Master's Degree in Publishing studies.

Brandon is a goal driven individual with a talent in the academic and research sphere, which is evident from his various awards, certificates and scholarships. His experience with conducting research through various research methods and reporting on the data has enabled him to apply his research and analysis methods to any industry and is conducive to accurate sentiment and media analysis within his current role at Focal Points.

Please refer to [Annexure L1 – L5](#) for the Curriculum Vitae's of the amaSocial and Newsclick employees involved.

Methodology

Production Methodology

Newsclick starts processing all priority media at 5:00am and it is captured by 8:30am. The daily content is processed on the day. As soon as clips have been electronically cut and processed, they are allocated to the client immediately by the automated allocation system.

The Factory's Media Department keeps the media profile up to date and is also constantly on the lookout for new publications to add to its media database.

Please refer to the above for further details on the volume of data that the Factory receives and processes.

Analysis Methodology

The analysis methodologies are current, based on proven technologies and numerical references, and are continuously updated to align with world trends. Newsclip's long-standing affiliation with both AMEC and FIBEP certified analysis techniques ensures internationally accredited, empirically proven methodologies.

amaSocial's service is unique in that it supports all methodologies; therefore, DSI can advise if they require an alternative methodology not mentioned.

Archived Content

All the media coverage received from the start of the monitoring period will be available on Gate5 and amaSocial. This means that the Department of Small Business Development will be able to access archived media content.

Should the Department of Small Business Development require media content prior to the start of monitoring, amaSocial offers the BackSearch service; for traditional (editorial) media. This will be at an additional cost.

BackSearch Facility

amaSocial has access to a five-year BackSearch facility for editorial media (print, broadcast and online). Please note that due to copyright laws and storage facilities, we are only allowed to store broadcast clips for 60 days. Thereafter, only the synopsis text and metadata will be provided.

Print clipping PDF and JPEG files are stored for 12 months; thereafter, only the article text and metadata will be available. Online clips are available for as long as the website keeps the article; thereafter, the article text and metadata is archived.

This service is at an additional cost.

Copyright

amaSocial adheres to all copyright laws applicable to all media monitored.

The Dramatic, Artistic and Literary Rights Organisation (DALRO) is a licensing organisation tasked with collecting copyright fees on behalf of publishing houses and their individual publications.

Kindly note that the Department of Small Business Development will not be charged additionally for copyright; all the costs are included in the total cost of services. However, the Department of Small Business Development is required to comply with

the copyright laws, as detailed in the T&C's, regarding the distribution of content and the penalties therewith.

Quality Assurance

amaSocial uses both technology and procedures to ensure data integrity, validity, security and quality throughout the supply chain. Throughout the whole organisation, the IT Department has employed various quality control procedures to ensure the highest service for our clients.

Deviations

Monitoring of International Print and Broadcast Media:

We currently monitor South African and African print, broadcast, and online media as well as International online media. International print and broadcast media are not currently part of our media monitoring services.

International News Reader:

We do not provide a subscription to News/Press Reader. As we do monitor publications that are available on Press Reader, all articles that mention the Department of Small Business Development will be available on the Gate5 delivery platform.

