



Corner Bonaero Drive and Cote D'Azur Avenue • Jewellery Manufacturing Precinct-
 Building 4 • OR Tambo • SEZ Ortia SEZ Precinct 1 • Bonaero Park
 P O Box 16001 • Doornfontein • 2028 • South Africa
 +27 (0) 11 223 7000 • info@sadpmr.co.za • www.sadpmr.co.za
 @sadpmr • [sadpmr](https://www.facebook.com/sadpmr) • [sadpmr](https://www.linkedin.com/company/sadpmr)

REQUEST FOR QUOTATION

RFQ NO: 111-2025 DESCRIPTION: LAYOUT, DESIGN, PROOF READING/EDITING AND PRINTING OF THE SOUTH AFRICAN DIAMONDS AND PRECIOUS METALS REGULATOR'S 2024/25, 2025/26 AND 2026/27 ANNUAL REPORTS.

Kindly furnish us with a written quotation as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and on a spreadsheet submitted not late 10 March 2025 @ 11h00 AM to email address: quotations@sadpmr.co.za

The following conditions will apply:

- 1) Price(s) quoted must be valid for thirty (30) from the closing date of the tender.
- 2) Price(s) quoted must be firm and inclusive of VAT.
- 3) A firm delivery period must be indicated.
- 4) These quotations will be evaluated in terms of Preferential Procurement Regulations, 2022:

80 points for price

20 points for specific goals as follows:

- Entities owned by black women - 5 points
 - Entities owned by Youth-5
 - Entities owned by black people - 5 points
 - Enterprises owned by youth - 5 points.
- 5) Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as this is a requirement from the National Treasury.
 - 6) BBBEE certificate / BBBEE Sworn Affidavit
 - 7) Copies of ID's_& CIPC_& Latest downloaded CSD full registration report.
 - 8) Late responses will not be considered.

ISSUED BY:	CONTACT (SPECIFICATION)	PERSON	CONTACT (ADMINISTRATION)	PERSON
THE CHIEF EXECUTIVE OFFICER SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR P.O. BOX 16001 DOORFONTEIN 2028 Tel: (011) 223 7000	Mr. Mmoloki Makume E-mail: mmolokim@sadpmr.co.za		Ms. Shalati Mabunda E-mail: shalatim@sadpmr.co.za	

TABLE OF CONTENT

- 1. INVITATION OF BIDS (SBD 1)**
- 2. DECLARATION OF INTEREST (SBD 4)**
- 3. PREFERENCE POINTS CLAIM FORM (SBD 6.1)**
- 4. TERMS OF REFERENCE.**

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR								
BID NUMBER:		RFQ 111-2025	CLOSING DATE & TIME:		10 March 2025 @11:00AM			
DESCRIPTION		LAYOUT, DESIGN, PROOF READING/EDITING AND PRINTING OF THE SOUTH AFRICAN DIAMONDS AND PRECIOUS METALS REGULATOR'S 2024/25, 2025/26 AND 2026/27 ANNUAL REPORTS.						
BID RESPONSE DOCUMENTS MUST BE SUBMITTED TO THE EMAIL ADDRESS PROVIDED BELOW								
Kindly furnish us with a written quotation as detailed in the enclosed schedule.								
The quotation must be submitted on the letterhead of your business and a excel spreadsheet submitted not later than 10 March 2025 @11hH00 AM to email address: quotations@sadpmr.co.za								
BIDDING		PROCEDURE	ENQUIRIES	MAY	TECHNICAL	ENQUIRIES	MAY	BE
		BEDIRECTED TO			DIRECTED TO:			
CONTACT PERSON		M Makume			CONTACT PEOPLE		M Mabunda	
TELEPHONE NUMBER		(011 223 7000			TELEPHONE NUMBER		(011) 223 7000	
FACSIMILE NUMBER					FACSIMILE NUMBER			
E-MAIL ADDRESS		mmolokim@sadpmr.co.za			E-MAIL ADDRESS		shalatim@sadpmr.co.za	
SUPPLIER INFORMATION								
NAME OF BIDDER								
POSTAL ADDRESS								
STREET ADDRESS								
TELEPHONE NUMBER		CODE		NUMBER				
CELLPHONE NUMBER								
FACSIMILE NUMBER		CODE		NUMBER				
E-MAIL ADDRESS								
VAT REGISTRATION NUMBER								
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE			

				No:		MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]			B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]		
Yes ☐ No ☐				Yes ☐ No ☐			

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes ☐ No ☐ [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes ☐ No ☐ [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
---	--	---	---

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA) YES ☐ NO ☐

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES ☐ NO ☐

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES ☐ NO ☐

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES ☐ NO ☐

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES ☐ NO ☐

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B

1. BID SUBMISSION: 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE- TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER(PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

Proof of authority must be submitted e.g. company resolution) DATE:

.....

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

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

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

2. Bidder's declaration

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

employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

submit or not to submit the bid, bidding with the intention not to win the bid and conditions of delivery particulars of the products or services to which this bid invitation relates.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

1. POINTS AWARDED FOR SPECIFIC GOALS

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

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.
Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises owned by black people.		5		
Entities owned by black women.		5		
Enterprises owned by youth.		5		

Entities owned by Small, Medium and Micro Enterprises		5		
---	--	---	--	--

NB: Please submit all supporting documents to substantiate the above, failure to submit will result in non-allocation of points.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Public Company

☐ Personal Liability Company

☐ (Pty) Limited

☐ Non-Profit Company

☐ State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....
.....

SBD 6.1

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

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

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

2. GENERAL CONDITIONS

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

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

2.2 To be completed by the organ of state

The applicable preference point system for this tender is 80/20.

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

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

2.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 2.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 2.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

3. DEFINITIONS

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

4. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR GOOD AND SERVICES

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{cc} \text{80/20} & \text{or 90/10} \\ \text{max} & \\ P \text{ max} & \end{array} \quad P_s = 80 \left(1 + \frac{P_t - P}{P_{\text{max}}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P_{\text{max}}}{P_{\text{max}}} \right)$$

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

5. POINTS AWARDED FOR SPECIFIC GOALS

4.3. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.4. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises owned by black people.		5		
Entities owned by black women.		10		
Enterprises owned by youth.		5		

NB: Please submit all supporting documents to substantiate the above, failure to submit will result in non-allocation of points.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.7. TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Public Company

☐ Personal Liability Company

☐ (Pty) Limited

☐ Non-Profit Company

☐ State Owned Company

[TICK APPLICABLE BOX]

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

v) The information furnished is true and correct;

- vi) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- vii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- viii) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
- (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....



SPECIFICATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DO LAYOUT, DESIGN, PROOF READING/EDITING AND PRINTING OF THE SOUTH AFRICAN DIAMONDS AND PRECIOUS METALS REGULATOR'S 2024/25, 2025/26 AND 2026/27 ANNUAL REPORTS.

1. INTRODUCTION

The SADPMR seeks to appoint a service provider to do layout, design, proof reading / editing and printing of the South African Diamonds and Precious Metals Regulator's 2024/2025, 2025/26 and 2026/27 Annual reports.

2. PURPOSE

The purpose is to produce the Annual Reports in line with the Public Finance Management Act and the Treasury Regulations requirements. This report provides information on the entity's activities and financial performance throughout the preceding year. It should amongst others, contain information pertaining to the entity's annual financial statements as well as achievements against strategic objectives.

3. OBJECTIVES AND SCOPE

The project objective is to do layout, design, proof reading / editing and printing of the South African Diamonds and Precious Metals Regulator's 2024/2025, 2025/26 and 2026/27 Annual reports.

4. REQUIREMENTS

Below are the basic requirements for the procurement of the Annual Report:

4.1 SCOPE OF SERVICE

Items	Description
Frequency	Once per year over three years
Design and layout	Produce concept design, look and feel of cover pages, section divides, financial dividing pages using SADPMR theme (gold, diamonds and platinum)
Quantity in print:	100 copies per year
Quantity of storage device	PDF file on memory stick (5 copies)
Size	A4 portrait (297 X 210 mm)
Pages	± 135 pages indexed (tabs)

Paper quality (text pages):	• 130gsm matt
Paper quality (cover pages)	• 4 pages on 300gsm matt • Finishing on the cover • Matt lamination on outer cover • Spot UV varnish on outer cover • Foiling (A5 block) on front cover only
Printing	• Full colour print throughout
Binding	• Polyurethane Reactive (Pur) binding
Delivery & Distribution	• SADPMR Offices (Head Office)
Pictures	• +_15 images of diamonds, precious metals gold and platinum (and/or industry related)
Photography	• Best digital, best quality, high resolution photos of 16 members of the board (edited and photo shopped)

4.2 Other requirements

- Ensure editing / proof-reading of publication to client satisfaction
- Copyrights to the SADPMR
- Compile power point presentation of the Annual Report using the design outlay of the report with guidance of the SADPMR officials every year over three years (+_ 40 slides).

4.3 PROJECT OUTPUT AND / OUTCOMES

- It is expected that the service provider delivers the SADPMR 2024/2025, 2025/26 and 2026/27 Annual reports at the South African Diamond and Precious Metals Regulator, Head Office.

4.4 REPORTING REQUIREMENT

- The service provider should report progress to the SADPMR Governance Office (the Company Secretary).
- Reporting should be done at least twice a week or after each draft has been circulated.

4.5 COMPLETION DATE

- It is expected that the service provider should provide a draft report in the middle of May of each year and the project will be completed on or before the middle of August of each year.

5 COMPULSORY INFORMATION SESSION

- None

6 EVALUATION CRITERIA

Criteria	Points
Company Experience: • Provide a company profile showing a minimum of 5 years' experience in document design, layout, editing and printing. 0 - 4 years = 0 point 5 years or more = 25 points	25
Reference letters: • Submit a minimum of 3 signed contactable reference letters on the letterhead of the respective companies indicating that similar services/projects were provided. 0 – 3 reference letters – 0 point 3 reference letters or more – 25 points	25
Team Leader Experience and CV's: • Project team members CV's should be submitted and the team leader should have a minimum of 10 years' experience in document design, layout, editing and printing. 0 – 9 years = 0 point 10 or more years = 20 points	20
Portfolio of Evidence: • Provide/submit portfolio of evidence including minimum of 3 annual reports previously produced. 0 – 3 = 0 point 3 or more = 20 points	20
Project Plan/ Methodology: • Attach the road map to be followed in the execution of the required service. This should include a project plan with milestones, timeframes and the plan to do photography. 0 plan = 0 point 1 plan = 10 points	10
Total	100

NB: ONLY BIDDERS OBTAINING 70 POINTS OR MORE SHALL PROCEED TO PHASE TWO OF EVALUATION WHICH IS PRICE AND PREFERENCE POINTS.

Refer to Annexure A for the scoring sheet that will be used to evaluate functionality.

PHASE 2: The 80/20 Principle is based on Price and specific goals for SADPMR.

The following formula is to be used to calculate the points out of 80 for price inclusive of all applicable taxes.

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

$$P_s = 80 \left(1 - \frac{P_t - p_{\min}}{p_{\min}} \right)$$

Where

P_s - Points scored for price of bid under consideration

P_t - Price of bid under consideration

$p_{\min}$ - Price of highest acceptable bid

A maximum of 20 points to be awarded to a bidder for the specific goals listed on the SADPMR preferential procurement policy as follows:

Special Goals	80/20 Points System	Relevant Evidence
Enterprises owned by black people	5	BEE certificate / Sworn Affidavit
Enterprises owned by black women	5	BEE certificate / Sworn Affidavit
Enterprises owned by black youth	5	BEE certificate / Sworn Affidavit
Entities owned by Small, Medium and Micro Enterprises	5	BEE certificate / Sworn Affidavit CSD