



## NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street  
Private Bag X397  
Pretoria  
0001

5 Queen Victoria Street  
Cape Town  
8001

**APPOINTMENT OF A PANEL OF PUBLISHING SERVICE PROVIDERS TO EDIT, PROOFREAD, DESIGN AND LAYOUT, ILLUSTRATE, PRINT AND DELIVER 300 COPIES OF BOOKS PER TITLE OF FICTION WORKS IN SOUTH AFRICAN LANGUAGES TO THE NATIONAL LIBRARY OF SOUTH AFRICA FOR A PERIOD OF 36 MONTHS.**

**CLOSING DATE: 12 November 2020**

**TIME: 11H00**

**Bid No: NLSA.PUBLISHERS 08/2020**

**NB.** Note that Saturday will be treated as the normal working day. Should you want to deliver Bid documents, please note that the NLSA opens at **08:00** and closes at **17:00**. Upon the submission of the Bid documents Service Providers are requested to sign the register at the Reception.

### **BID DOCUMENTS ARE AVAILABLE ON:**

- NLSA website ([www.nlsa.ac.za](http://www.nlsa.ac.za))

**NB.** Completed Bid Documents must be deposited in the Tender Box at the NLSA, 75 Thabo Sehume Street, Pretoria CBD before the closing date and time of 12 November 2020 at **11H00**.

### **1. BACKGROUND**

1.1 The National Library of South Africa, hereafter referred to as the NLSA, is a world class African National Library and Information Hub. The NLSA is responsible for collecting, recording, preserving and making available, the national documentary heritage of South Africa. The NLSA promotes awareness, appreciation and access to published documents, nationally and internationally, and in

doing so, contributes to the development and prosperity of South Africa. The NLSA has Campuses in Pretoria and Cape Town.

- 1.2 The purpose of this tender is to develop a pool of publishing service providers who will work with the Community Publishing Programme of the NLSA's Centre for the Book, to publish manuscripts of authors writing in all official South African languages. The services required include editing, proof reading, design and layout, illustration and printing of 300 copies per manuscript. The printed books can be delivered at two locations, the NLSA's Pretoria and/or Cape Town Campuses based on the operational needs.

The NLSA annually awards publishing grants to authors through its outreach unit: Centre for the Book. We hereby call for bid proposal from publishing companies that meet the NLSA's requirements, to respond to this Tender to be a member of a panel of publishers who will assist the NLSA to publish manuscripts for the Community Publishing Project.

## **2. SCOPE OF WORK**

- 2.1 The NLSA seeks to appoint a panel of publishers per language that may be used to edit, proofread, design and layout, illustrate, print and deliver 300 copies of books per title of fiction works. Prospective Bidders are expected to indicate in their proposal one or more languages of specialization in which they are able to render services on an ad-hoc basis as and when required.

## **3. SUBMISSION FORMAT**

- 3.1 The proposal should be submitted in the following format:
- 3.1.1 The proposal must provide an executive summary not exceeding three pages detailing proposal's offering, the approach and the value proposition.
- 3.1.2 Bidders must indicate in their proposals the relevant experience and exposure as well as the capacity of the Bidder in relation to the selected service categories (refer section 5.2). The information must include a description of the qualification, knowledge, and relevant experience as well as certifications or other professional credentials that clearly demonstrate that the individual is qualified to perform the required work. The Bidder must submit résumés of their proposed project participants.
- 3.1.3 The Bidder should include at least three (3) contactable reference letters detailing similar work undertaken.

#### 4. NLSA'S RIGHTS

4.1 The NLSA is entitled to amend any Bid conditions, Bid validity period, Bid terms of reference, or extend the Bid's closing date, all before the Bid closing date. All Bidders, to whom the Bid documents have been issued and where the NLSA has record of such Bidders, may be advised in writing of such amendments in good time. Any such changes will also be posted on the NLSA's website under the relevant Bid information. All prospective Bidders must, therefore, ensure that they visit the NLSA's website regularly and before they submit their Bid response to ensure that they are kept updated on any amendments in this regard.

#### 5. DURATION OF THE PROJECT

5.1 The duration of the panel is for thirty-six (36) months from the date of appointment.

5.2 Bidders must indicate the language(s) of specialization in which they are able to render services on an ad-hoc basis as and when required and provide at least one book cover as proof of work published in each of the said language(s).

No.	Languages of Service	(Tick <input type="checkbox"/> )	Provide covers of a books published
1.	Afrikaans		
2.	English		
3.	IsiNdebele		
4.	IsiXhosa		
5.	IsiZulu		
6.	Sepedi		
7.	Sesotho		
8.	Setswana		
9.	SiSwati		
10.	Tshivenda		
11.	Xitsonga		

5.3 Project Management

5.3.1 Appointed company will work closely with the Director of the Centre for the Book.

5.3.2 The design brief will be coordinated by the NLSA's Community Publishing Programme.

5.3.3 The bidder will present three cover design concepts options to the NLSA.

5.3.4 The NLSA will sign off the proofs before full print of the 300 copies per publishing project.

5.3.5 Time frames will be allocated as per the NLSA's operating procedure for each book development stage per manuscript.

## **6. CONDITIONS OF THE BID**

6.1 The NLSA reserves the right not to accept the lowest proposal.

6.2 The NLSA reserves the right to appoint one or more Bidder.

6.3 The NLSA reserves the right not to award the contract.

6.4 The NLSA reserves the right to have any documentation, submitted by the successful Bidder verified or inspected by any other person or organisation.

6.5 The General Conditions of Contract will be applicable to this Bid.

6.6 Bidders must obtain at least 70 points in the technical evaluation to qualify for placement on the panel of publishers.

6.7 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the Bid.

6.8 Bidders are to ensure that the personnel assigned to the engagement per the Bid proposal are the same that will be responsible to perform work should the Bidder be successful. Should the respective personnel not be available, the Bidder will be required to replace said personnel with another individual with the same or greater experience, qualifications and exposure.

6.9 The NLSA reserves the right to conduct site visits at the Bidder's corporate offices and/or at client sites if so required.

6.11 The Bidder may be required to prepare for a possible presentation should the NLSA require such and the Bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of services as called for in this Bid.

6.12 The appointment to the NLSA's panel of publishers does not guarantee assignment of work to any of the successful service providers. The NLSA aims to rotate work amongst the panel, however cannot guarantee an equal amount of work to each Bidder.

6.13 For every assignment, an assignment letter will be issued to the assigned publisher with the agreed number of hours per engagement.

6.14 Bids shall be valid for a period of 120 days and may be extended at the discretion of the NLSA.

## **7. INDEPENDENCE AND CONFIDENTIALITY**

- 7.1 In carrying out the work, the service provider must ensure that its staff maintain their objectivity by remaining independent of the activities they execute.
- 7.2 The publisher (s) will be required to sign confidentiality and/or indemnity agreements with the NLSA.

## **8. EVALUATION CRITERIA**

### **8.1 Mandatory - Pre evaluation**

- 8.1.1 Certified ID copies, of shareholders / directors / members not older than 6 months.
- 8.1.2 CSD registration summary report.
- 8.1.3 CIPC company registration documents must be submitted with the Bid.
- 8.1.4 One (1) original copy and four (4) copies of the Bid document; and
- 8.1.5 Fully completed SBD1, SBD3.3, SBD4, SBD6.1, SBD8, SBD7.1 and SBD9 forms.
- 8.1.6 Proof of necessary insurance indemnity in place.
- 8.1.7 Detailed CV's of Graphic Designer and Editor(s) per language(s).
- 8.1.8 Company profile of the Bidders should be submitted.
- 8.1.9 Proposal that clearly displays the language(s) of specialization in which the bidder is tendering services for together with at least one book cover(s) as proof of work published in each of the said language(s).
- 8.1.10 Minimum of three (3) contactable reference letters should be provided for similar work done.
- 8.1.11 Latest Annual Financial Statements or signed management accounts confirming financial ability (including liquidity / solvency) to undertake engagement

**NB: Failure to submit the documents listed above shall result in the disqualification of your Bid.**

- 8.2 Bidders are expected to obtain a minimum of **seventy (70) points** out of one hundred (100) points available to proceed to the next evaluation stage. Failure to obtain the prescribed points will automatically disqualify the Bid offer from proceeding to the next evaluation stage.

EVALUATION CRITERIA	SCORE	WEIGHT
<p><b>Previous Experience from Clients</b></p> <p>Proven track record of similar publishing projects completed in the past 5 years.</p>	<p>No portfolio of evidence = 0 points</p> <ul style="list-style-type: none"> <li>• 1 Similar projects completed successfully = 2 Point</li> <li>• 2 Similar projects completed successfully = 4 Points</li> <li>• 3 Similar projects completed successfully = 6 Points</li> <li>• 4 Similar projects completed successfully = 8 Points</li> <li>• 5 Similar projects completed successfully = 10 Points</li> </ul>	<b>10</b>
<p><b>Previous Experience per Languages</b></p> <p>Bidder will prove competence in publishing in official languages with evidence in the form of book covers of the books published (evidence to be of separate titles and not translated manuscripts) provide languages and sample of published book cover per language.</p> <p>One point will be allocated for each book published supported by evidence of the manuscript published (<i>scores will be pro-rated based on languages tendered for</i>)</p>	<ul style="list-style-type: none"> <li>• No portfolio of evidence = 0 Points</li> <li>• 1 book = 5 Points</li> <li>• 2 books = 10 Points</li> <li>• 3 or more books = 20 Points</li> </ul>	<b>20</b>
<p><b>Experience of the Book Production Team</b></p> <p>Provide detailed CV of: Graphic Designer</p>	<ul style="list-style-type: none"> <li>• No experience = 0 points</li> <li>• 1 year of relevant experience = 1 points</li> <li>• 2 years of relevant experience = 2 points</li> <li>• 3 years of relevant experience = 5 points</li> <li>• 4 years of relevant experience = 10 points</li> <li>• 5 or more years of relevant experience = 15 points</li> </ul>	<b>30</b>
<p>Provide detailed CV of Editor(s) per language.</p> <p>Number of editors cv years of experience provided will be cumulative scored.</p>	<ul style="list-style-type: none"> <li>• No experience = 0 points</li> <li>• 1 year of relevant experience = 1 points</li> <li>• 2 years of relevant experience = 2 points</li> <li>• 3 years of relevant experience = 5 points</li> <li>• 4 years of relevant experience = 10 points</li> <li>• 5 or more years of relevant experience = 15 points</li> </ul>	

<p><b>Contactable References</b></p> <p>Proven track record of similar work concluded: Provide reference letter on letterhead for publishing projects successfully completed</p> <p>Reference letters must include the following details:</p> <ul style="list-style-type: none"> <li>• Quality of work done</li> <li>• Contact Person</li> <li>• Scope of publishing project</li> <li>• Completion of Publishing project within timeframes.</li> </ul>	<ul style="list-style-type: none"> <li>• No reference letters = 0 Points</li> <li>• 1 Reference letter = 7 Points</li> <li>• 2 Reference letters = 14 Points</li> <li>• 3 Reference letters = 20 Points</li> </ul>	<b>20</b>
<p><b>Delivery Methodology</b></p> <p>Project Plan that clearly outlines the following:</p> <ul style="list-style-type: none"> <li>- Methodology/Clear plan</li> <li>- Production stages</li> <li>- Timeframes</li> <li>- Project Team</li> <li>- Contingency plans</li> </ul>	<ul style="list-style-type: none"> <li>• No project plan = 0 points</li> <li>• Project plan with 1 requirement addressed = 1 points</li> <li>• Project plan with 2 requirements addressed = 5 points</li> <li>• Project plan with 3 requirements addressed = 10 points</li> <li>• Detailed Project plan with 4 requirements addressed = 15 points</li> <li>• Detailed Project plan with 5 requirements addressed = 20 points</li> </ul>	<b>20</b>
<p><b>Maximum points</b></p>		<b>100</b>
<p><b>Minimum points requires to proceed to next evaluation stage</b></p>		<b>70%</b>

### 8.3 Evaluation Stage Three: Preference Point System

8.3.1 The 80/20 preference point system shall be applicable to this Bid, where 80 points represent maximum obtainable points for the lowest acceptable price, and 20 points represents the B-BBEE level status. Points will be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below.

B-BBEE Contributor	Status Level of	Number of points
	1	20
	2	18
	3	14
	4	12
	5	8
	6	6
	7	4
	8	2
Non-compliance contributor		0

## 10. PRICING

10.1 Bidders to complete the table below based on the following spec: 120-page manuscript including 4 cover pages, size of book – A5, inside pages to be black-and-white, cover to be in full colour; and gloss finish, perfect binding, 3 cover concept designs to be supplied, editing and proofreading of text with 2 rounds of changes and quantity of 300 copies.

	Production stage	Cost/Price Year 1	Percentage increase in year 2	Percentage increase in year 3
1.	Editing per page			
2.	Proof reading per page			
3.	Typesetting and layout			
4.	3 cover design concepts			
5.	Printing of 300 copies			
6.	Delivery to the NLSA premises			



10.2 Based on prices tendered, NLSA will endeavor to establish panels per language specialism. Based on prices tendered and evaluation thereof, bidders may be invited to participate (applicable to those that pass stage 2), at a pre-determined price / rate.

**11 ENQUIRIES**

11.1 For any Bid related enquiries please sent to the following email address quoting the Bid Number, Bid Description as a Reference;

[bidsabove500@nlsa.ac.za](mailto:bidsabove500@nlsa.ac.za)

**Please refer all enquiries pertaining to the technical terms of reference to:**

**Project Manager: Centre for the Book**

Mr. Mandla Mona

NLSA

(012) 401 9753

[Mandla.Mona@nlsa.ac.za](mailto:Mandla.Mona@nlsa.ac.za)

## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

#### 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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  
 YES  NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  YES   
NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  
 YES  NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  
 NO

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

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)

BID NUMBER: NLSA.PUBLISHERS 08/2020 CLOSING DATE: 12 NOVEMBER 2020 CLOSING TIME: 11:00

DESCRIPTION: APPOINTMENT OF A PANEL OF PUBLISHING SERVICE PROVIDERS TO EDIT, PROOFREAD, DESIGN AND LAYOUT, ILLUSTRATE, PRINT AND DELIVER 300 COPIES OF BOOKS PER TITLE OF FICTION WORKS IN SOUTH AFRICAN LANGUAGES TO THE NATIONAL LIBRARY OF SOUTH AFRICA FOR A PERIOD OF 36 MONTHS

The successful bidder will be required to fill in and sign a written Contract Form (SBD7).

BID DOCUMENTS MAY BE POSTED

TO:.....

.....

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

.....

.....

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING

NAME OF BIDDER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER .....

FACSIMILE NUMBER CODE ..... NUMBER.....

E-MAIL ADDRESS .....

VAT REGISTRATION NUMBER .....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) .....

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR .....

A REGISTERED AUDITOR .....

[TICK APPLICABLE BOX]

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE 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 or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER .....

DATE .....

CAPACITY UNDER WHICH THIS BID IS SIGNED .....

**TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED .....**

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department:** .....

**Contact Person:** .....

**Tel:** .....

**Fax:** .....

**E-mail address:**.....

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**Contact Person:** .....

**Tel:** .....

**Fax:** .....

**E-mail address:**.....

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: ..... BID NO. <b>NLSA.PUBLISHERS 08/2020</b> CLOSING TIME <b>11:00</b> CLOSING DATE <b>12 NOVEMBER 2020</b>
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OFFER TO BE VALID FOR .....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.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	.....	R.....	.....
	.....	R.....	.....
	.....	R.....	.....
	.....	R.....	.....
	.....	R.....	.....
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	.....	R.....	..... days
	.....	R.....	..... days
	.....	R.....	..... days
	.....	R.....	..... 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
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....

TOTAL: R.....

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

Bid No.: .....

Name of Bidder: .....

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? \*YES/NO

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. ....

.....  
.....  
.....

\*[DELETE IF NOT APPLICABLE]



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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:

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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 a price quotation, advertised competitive bid, limited bid or proposal). 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: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

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.

<sup>1</sup>"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.

<sup>2</sup>"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 **YES / NO**  
presently employed by the state?

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 attached 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 Reference Number	Tax	State Employee Number / Persal Number

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....

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 IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder

**- CONTRACT FORM - PURCHASE OF GOODS/WORKS**

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

**- PART 1 (TO BE FILLED IN BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of 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);
    - Technical Specification(s);
    - 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 goods and/or works 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 fulfillment 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 .....

<b>WITNESSES</b>	
1	.....
2.	.....
-	---

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**- PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)		DELIVERY PERIOD	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 AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1. ....

....

2. ....

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

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

1.2

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the ..... preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	<b>POINTS</b>
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of

contribution are not claimed.

- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) certificate issued by an authorized body or person; B-BBEE Status level
  - 2) prescribed by the B-BBEE Codes of Good Practice; A sworn affidavit as
  - 3) prescribed in terms of the B-BBEE Act; Any other requirement
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20**

**or**

**90/10**

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

**or**

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

Where



Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

#### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

#### 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

#### 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

#### 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation

**1. 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	<p>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?</p> <p>(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).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 <input type="checkbox"/>	No <input type="checkbox"/>
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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME).....

**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**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(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: \_\_\_\_\_ 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 consortium<sup>3</sup> will not be construed as collusive bidding.

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.

<sup>3</sup> 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.

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	Date
.....	.....
Position	Name of Bidder

Js914w 2

**NB: PLEASE DOWNLOAD GENERAL CONDITIONS OF THE CONTRACT FROM TREASURY WEBSITE AND NLSA WEBSITE, SUBMIT ALONG WITH THE TENDER DOCUMENT**