



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

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ADVERTISEMENT
RFQ: 24/25 - 0065

APPOINTMENT OF A SERVICE PROVIDER TO RENDER PRINTING SERVICES.

Issued by:

Province of the Eastern Cape
Department of Social Development

Contact Person:

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Private Bag X0039
Bisho
5605

Name of Company/Bidder: _____

CSD/Supplier Number: MAAA _____

Company/Bidder's Tel/Cell: _____

Company Email Address: _____

QUOTATIONS MUST BE SUBMITTED BY 11H00 ON 10 DECEMBER 2024 IN THE TENDER BOX AT: DEPARTMENT OF SOCIAL DEVELOPMENT OFFICES, SITUATED AT 7 ALBERTINAH SISULU HOUSE, BEATRICE STREET, KING WILLIAMS TOWN

Closing Date: 10 DECEMBER 2024

Closing Time: 11H00

RFQ-24/25 - 0065

Building a Caring Society. Together



SPECIFICATION FOR APPOINTMENT OF SERVICE PROVIDER TO RENDER PRINTING SERVICES

1. BACKGROUND

The planning cycle for 2025/26 has commenced, as per the approved Planning and Budget process schedule for 2025/26 Financial Year. Subsequent to that the Department submitted the Draft Statutory planning documents to the Oversight Bodies (Office of the Premier and National Department of Social Development) as per the DPME Revised Framework for the development of Strategic Plans and Annual Performance Plans (2019).

The Department must now facilitate the printing of the final Departmental Statutory Planning Documents i.e. **(5-Year Strategic Plan 2025-2030, 2025/26 Annual Performance Plan, 2025/26 Annual Operational Plan, 2025/26 District Annual Performance Plan, 2025/26 District Annual Operational Plan, 2025/26 MEC Budget and Policy Speech, 2024/25 Annual Report, 2025/26 Half Year or Semester Report and 2025/26 Service Delivery Improvement Plan for 2025/26)**.

SCOPE OF WORK

NO	QUANTITY	DESCRIPTION
1.	60 copies	<u>2025- 2030 Strategic Plan</u> Size: A4 Portrait (±200 numbered pages) Cover: Full colour double sided on gloss paper Inner: Full colour double sided on matt Artwork: Design & layout, standardisation of printing formats, alignment of tables, editing and proof reading Finishing: To be cut and perfect bonded Printers proof: 05 x printers' proof to be provided Copy: 16 GB Memory stick with PDF and word document with the same information for the (Strategic Plan, Annual Performance Plan and Annual Operational Plan)
2.	60 copies	<u>2025/26 Annual Performance Plan Books</u> Size: A4 portrait (±350 numbered pages) Cover: Full colour double sided on gloss paper Inner: Full colour double sided on matt Artwork: Design & layout, standardisation of printing formats, alignment of tables, editing and proof reading Finishing: To be cut and perfect bonded Printers Proof: 05 x printers proof to be provided

NO	QUANTITY	DESCRIPTION
3.	60 copies	<p><u>2025/26 Annual Operational Plan Books</u></p> <p>Size: A4 portrait (± 180 numbered pages) Cover: Full colour double sided on gloss paper Inner: Black ink double sided on matt Artwork: Design & layout, standardisation of printing formats, alignment of tables, editing and proof reading Finishing: To be cut and perfect bonded Printers proof: 05 x printers' proof to be provided</p>
4.	8 Copies (1 Per District)	<p><u>2025/26 Districts Annual Performance Plan</u></p> <p>Size: A4 Portrait (±210 numbered pages) Cover: Full colour double sided on gloss paper Inner: Full colour double sided on matt Artwork: Design & layout, standardisation of printing formats, alignment of tables, editing and proof reading Finishing: To be cut and perfect bonded, Printers Proof: 08 x printers' proof to be provided (1 per District) Copy: 16 GB Memory stick with PDF and word document with the same information for the District Plans (<i>District APP and District AOP</i>)</p>
5.	8 Copies (1 Per District)	<p><u>2025/26 Districts Operational Plans</u></p> <p>Size: A4 Portrait (±120 numbered pages) Cover: Full colour double sided on gloss paper Inner: printed in black and white of normal paper Artwork: Design & layout, standardisation of printing formats, alignment of tables, editing and proof reading Finishing: To be cut and perfect bonded Printers proof: 08 x printers' proof to be provided (1 per District)</p>
6.	70 Copies	<p><u>2024- 2025 Annual Report</u></p> <p>Size: A4 Portrait (±200 numbered pages) Cover: Full colour double sided on gloss paper Inner: Full colour double sided on matt Artwork: Design & layout, standardisation of printing formats, alignment of tables, editing and proof reading Finishing: To be cut and perfect bonded Printers proof: 05 x printers' proof to be provided Copy: 16 GB Memory stick with PDF and word document with the same information for the (<u>Annual Performance Report</u>)</p>
7.	100 copies	<p><u>2025/26 Half Year/Semester Report</u></p> <p>Size: A5 Portrait (±150 numbered pages) Cover: Full colour double sided on gloss paper Inner: printed in black and white on normal paper Artwork: Design & layout, standardisation of printing formats, alignment of tables, editing and proof reading Finishing: To be cut and perfect bonded Printers proof: 05 x printers' proof to be provided Copy: 2 GB Memory stick with PDF and word document with the same information</p>

NO	QUANTITY	DESCRIPTION
8.	150 copies	<p><u>2025/26 MEC Budget and Policy Speech</u></p> <p>Size: A5 Portrait (±40 numbered pages) Cover: Full colour double sided on gloss paper Inner: printed in black and white on normal paper Artwork: Design & layout, standardisation of printing formats, alignment of tables, editing and proof reading Finishing: To be cut and perfect bonded Printers proof: 05 x printers' proof to be provided Copy: 2 GB Memory stick with PDF and word document with the same information.</p>
9.	100 copies	<p><u>Service Delivery Improvement Plan</u></p> <p>Size: A5 Portrait (±80 numbered pages) Cover: Full colour double sided on gloss paper Inner: printed in black and white on normal paper Artwork: Design & layout, standardisation of printing formats, alignment of tables, editing and proof reading Finishing: To be cut and perfect bonded Printers proof: 05 x printers' proof to be provided 2 GB Memory stick with PDF and word document with the same information.</p>

2. EXPECTED DELIVERABLES

- 2.1 A Graphic Designed document.
- 2.1 Aligned document in portrait and landscape.
- 2.2 Alignment of all tables.
- 2.3 An Edited and proof-read document.
- 2.5 Final PDF and word document in a memory stick.

3. COMPETENCIES AND EXPERTISE REQUIRED

The Service Provider must:

- 3.1 Submit reference letters from three contactable references within the public sector detailing the scope of work performed and their satisfaction with the end product.
- 3.2 Samples of similar work done must be submitted together with the quotation. *(A sample must be the same size or higher than the one required in terms of this specification).*
- 3.3 Have a printing facility within the Buffalo City Municipality to ensure easy access to the facility while the printing, editing and design is in progress. *(A physical address should be clearly stated in Annexure C)*

4. SPECIAL CONDITIONS

- 4.1 Submit a detailed schedule with activities and timeframes.
- 4.2 The successful bidder may be required to work after hours when necessary without additional costs involved.
- 4.3 The service provider should be able to deliver a printer's proof within a period of 2 working days after receipt of a draft document.
- 4.4 The successful bidder must deliver the final printing within a period of three (3) working days after receipt of the signed printer's proof from the Department.
- 4.5 Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website, www.treasury.gov.za. The Department will not award a contract to a bidder that is not registered on the CSD.

5. DELIVERY PERIOD

- 5.1 The service provider should be able to deliver a printer's proof within a period of 2 working days after receipt of an official documents.
- 5.2 The final printing must be received within 3 working days after returning the printers proof by the Department back to the service provider.

6. MANAGEMENT REPORTING REQUIREMENTS

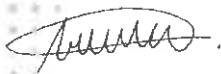
- 6.1 There will be regular engagements between service provider and Department.
- 6.2 The successful bidder shall report, administratively, to the Director Strategic Planning services.

7. PRICING

- 7.1 Bidders must submit all-inclusive quotations which includes all the costs for the completion of services.
- 7.2 Bidders must quote for all the items in the scope of work as no variations will be accepted unless mutually agreed to by department and the appointed service provider prior to contract acceptance.
- 7.3 Bidders must ensure that the quotes submitted have no arithmetic errors as department will not rectify any errors on the quotations received.
- 7.4 The price quoted must be inclusive of VAT. If not, the Department will assume that the price is inclusive of VAT. The Department does not pay VAT to services providers that are not registered with SARS as VAT vendors. It is compulsory for bidders with taxable supplies exceeding R1, 000,000.00 (excluding VAT) in a 12-month period to register for VAT.
- 7.5 Bidders must also complete annexure A which is attached hereto.
- 7.6 Bidders will carry the responsibility of ensuring that the proposal submitted have been signed by a dully authorized person. Should it be established after the submission of proposal that the signatory authorizing the proposal is not legally appointed by the service provider, the offer/proposal will be disqualified from the evaluation process.
- 7.7 All prices submitted should be typed or hand written in black ink. No proposals written in pencil will be accepted or evaluated.

8. PAYMENT

- 8.1 The successful bidder will bill the Department after the job has been completed (As per the printing schedule).
- 8.2 Payment will be made within 30 days of submission of a properly completed invoice.



MRS N. MABUSELA- MORRISON
DIRECTOR- INTEGRATED STRATEGIC PLANNING

26 November 2024
DATE

9. EVALUATION CRITERIA

9.1 Pre-qualification criteria:

- 9.1.1 Copy of signed agreement in the case of Joint Venture / Consortium in accordance with conditions stipulated in paragraph 11.1
- 9.1.2 Correction fluid of any kind **MUST NOT** be used. Any corrections made **ON PRICE** must be made by drawing a line across the incorrect statement, writing in the correct details above the same and subsequently endorsing the entry with the bidder's signature.
- 9.1.3 Completed and signed SBD4.
- 9.1.4 Completed and signed of Annexure A and B
- 9.1.5 Provide details of warehouse (Annexure C to be completed and signed)
- 9.1.6 Provide minimum of two contactable references on similar work done.
- 9.1.7 Sample of a previous work done.

N.B: Failure to fully comply with the pre-qualification criteria may lead to the automatic disqualification of this Bid. The department may conduct. In Loco Inspection on the shortlisted bidders.

9.2 Evaluation as per PPPFA

Bid proposals will be evaluated in accordance with the 80/20-preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). Bids will be evaluated on price and specific goals.

MATRIX FOR EVALUATION

NO.	Criteria	Points
1.	Price	80
2.	Specific Goals	20
3.	Specific Goal	NUMBER OF POINTS
4.	▪ Gender (women ownership)	6
5.	▪ No franchise	2
6	▪ Disability	3
7	▪ Locality (Buffalo City Metro)	8
8	▪ Youth	1
	TOTAL POINTS FOR PRICE & SPECIFIC GOALS	100

- *In order to obtain preference points for specific goals, bidders must complete SBD 6.1.*
- *Locality will be confirmed as follows:*
 - a. *The preferred address on CSD is the only address to be considered provided the address was updated on CSD on date prior to the invitation to bid was published.*
 - b. *If the preferred address on CSD was updated on a date after publication of the invitation to bid, then the address registered on CIPC will used as the only address to consider for awarding of locality points; Or*

- c. A lease agreement where offices are leased together with evidence (Bank statement) that rental has been paid for at least 3 months prior to the incitation to bid was published; Or
 - d. Copy of water and lights account from the municipality (Municipal Account, not a councilor's letter) or Eskom statement. The proof of address must be in the name of the company.
 - e. In case of a joint venture, the preferred address on CSD will be considered provided the JV partner has more than 30% interests in the JV,
- In order to be awarded points for disability, a medical report confirming permanent disability must be submitted together with this bid.

10. BID POLICIES, PROCEDURES AND CONDITIONS:

In addition to those stipulated in any other sections of the bid documents, bidders must be especially aware of the following terms and conditions:

- a) Quotations are valid for 60 days.
- b) Bidders must be registered in the Central Supplier Database (CSD). If not registered, bidders must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website, www.treasury.gov.za. The Department will not award a contract to a bidder that is not registered on the CSD.
- c) d) Service Providers must complete the preferential points claim forms (SBD 6.1) in order to claim preference points.
- e) The Department reserves the right to verify the validity of the Tax Clearance Certificate before the signing of the contract and shall be entitled to cancel the contract in the event that the service providers Tax Affairs not being in order and or the service provider not having made suitable arrangements with SARS to settle outstanding tax obligations.
- f) The Department may, if necessary, negotiate a market related price.
- g) The Department reserves the right not to award a bid to a bidder that has failed to perform in a contract previously awarded to it by the Department.
- h) This RFQ 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 legislation or special conditions of contract.
- i) Service providers must submit, on a company letterhead, a resolution stating the official with authority to sign on behalf of the company

11. CONSORTIUM / JOINT VENTURE

It is recognized that bidders may wish to form consortia to provide the Services. A bid, in response to this invitation to bid, by a consortium must comply with the following requirements:-

- 11.1 Copy of agreement signed by all the members must be submitted. One of the members must be nominated as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members. The lead member must be the only authorized party to make legal statements, communicate with the Department and receive instructions for and on behalf of any and all the members of the Consortium;
- 11.2 A copy of the Central Supplier Database (CSD) registration report must be submitted by all parties.

12. DISCLAIMER

12.1 Whilst all due care has been taken in connection with the preparation of this Bid, the Department makes no representations or warranties that the content in this Bid or any information communicated to or provided to bidders during the Bidding process is, or will be, accurate, current or complete. The Department, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.

12.2 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the Bid or any other information provided by the Department (other than minor clerical matters), the bidder must promptly notify Department in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary (if any).



DIRECTOR
SUPPLY CHAIN MANAGEMENT
DATE: 27/11/24

ANNEXURE A: PRICE SCHEDULE

PRICE SCHEDULE (Update)

Item	Quantity	Estimated No. of printed pages	Price per copy	Total
5 Year Strategic Plan 2025-30	60	±200 (Cover page included)	R.....	R.....
Total price for printing of 5 Year Strategic Plan 2025-2030: Sub-Total				
Annual Performance Plan 2025/26	60	±350 (Cover page included)	R.....	R.....
Total price for printing of Annual Performance Plan 2025/26: Sub-Total				R.....
Item	Quantity	Estimated No. of printed pages	Price per copy	Total
Annual Operational Plan 2025/26	60	±180 (Cover page included)	R.....	R.....
Total price for printing of Annual Operational Plan 2025/26: Sub-Total				R.....
Item	Quantity	Estimated No. of printed pages	Price per copy	Total
District Annual Performance Plan 2025/26	08	±210 (Cover page included)	R.....	R.....
Total price for printing of District Annual Performance Plan 2025/26: Sub-Total				R.....
Item	Quantity	Estimated No. of printed pages	Price per copy	Total
District Annual Operational Plan 2025/26	08	±120 (Cover page included)	R.....	R.....
Total price for printing of District Annual Operational Plan 2025/26: Sub-Total				R.....
Item	Quantity	Estimated No. of printed pages	Price per copy	Total
Annual Report 2024/25	70	±200 (Cover page included)	R.....	R.....
Total price for printing of Annual Report 2024/25: Sub-Total				R.....

Item	Quantity	Estimated No. of printed pages	Price per copy	Total
Half Year or Semester Report 2025/26	100	±150 (Cover page included)	R.....	R.....
Total price for printing of Half Year/Semester Report 2025/26: Sub-Total				R.....
Item	Quantity	Estimated No. of printed pages	Price per copy	Total
MEC Budget and Policy Speech 2025/26	150	±40 (Cover page included)	R.....	R.....
Total price for printing of MEC Budget and Policy Speech 2025/26: Sub-Total				R.....
Item	Quantity	Estimated No. of printed pages	Price per copy	Total
Service Delivery Improvement Plan 2025/26	100	±80 (Cover page included)	R.....	R.....
Total price for memory sticks (storage of information PDF and Word): Sub-Total				R.....

VAT	R.....
Grand Total (Including VAT)	R.....

Each bidder must submit a detailed breakdown of costs in addition to this price schedule. Please note that the Department does not pay VAT to service providers that are not registered with SARS as VAT vendors.

Bidder's Name

(Company): _____

CSD Number: _____

Name of representative: _____

Signature: _____

Date: _____



ANNEXURE B: LIST OF REFERENCES

STATEMENT OF SERVICES SUCCESSFULLY CARRIED OUT

Each Bidder has to submit written references in respect of services successfully performed by them for verification by Department. The information must be supplied by accurately completing the table set out below, which the Bidder hereby warrants is true and correct in every respect by virtue of his signature to this document.

Bidders must fully complete the table provided below.

For whom done	Description	Date completed	Contact Person	Contact Details

Bidder's Name (Company): _____

CSD Number: _____

Name of representative: _____

Signature: _____

Date: _____

ANNEXURE C: DETAILS OF THE PRINTING FACILITY

Physical address	Available equipment

Bidder's Name (Company): _____

Name of representative: _____

Signature: _____

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. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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.

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with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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

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.

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contract.

- 3.6 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.
- 3.7 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 ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

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

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Gender (Women ownership)	6	
No Franchise (Black ownership)	2	
Disability (Disabled person ownership)	3	
Locality (Buffalo City Metro)	8	
Youth	1	

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:

.....

.....

.....

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)..... in accordance with the requirements and task directives / proposals 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 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;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder’s Disclosure form;
 - 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 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

WITNESSES	
1
2
DATE:	

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	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE: