



MICT SETA Head Office
Supply Chain Management
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E-mail: rfqs@mict.org.za

RFQ NUMBER	RFQ/MICT/74/2023
RFQ DESCRIPTION	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE PUBLICATION SERVICES TO MICT SETA FOR A PERIOD OF 24 MONTHS
RFQ ISSUE DATE	21 November 2023
BRIEFING SESSION	N/A
CLOSING DATE & TIME	28 November 2023 @ 11:00 AM RFQ submitted after the stipulated closing date and time will not be considered.
LOCATION FOR SUBMISSIONS	MICT SETA Head Office Tender Box @ Reception 19 Richards Drive Gallagher Convention Centre, Gallagher House Level 3 West Wing
NO: OF DOCUMENTS	1 HARD COPY + SAMPLES

For queries, please contact rfqs@mict.org.za before the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

NATIONAL TREASURY (CSD) SUPPLIER NUMBER: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E-MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

SUPPLIER REGISTRATION ON CSD

Prospective suppliers must register on the National Treasury Central Supplier database in terms of National Treasury circular no 4A of 2016/17. The bidder shall register prior submitting a proposal/bid.



RETURNABLE DOCUMENTS CHECKLIST

quotation invitation document must be completed, signed and submitted as a whole by the authorised Company representative. All forms must be properly completed, list below serve as a checklist of your RFQ submission.

(Tick in the relevant block below)

DESCRIPTION	YES	NO
CSD Central Supplier Database (CSD) Registration Report		
Pricing Schedule		
Valid Tax Clearance Certificate (S) and or proof of application endorsed by SARS and/or SARS-issued verification pin		
SBD 4 – Bidder’s Disclosure		
SBD 6.1 - Preference Procurement Claim Form		
CIPC registration documents		
Director(s) Certified ID copy		
Shareholder Certificate		

Note: This RFQ must be completed and signed by the authorised company representative



MICT SETA –QUOTATION CONDITIONS

1. QUOTATION CONDITIONS

NOTE: Quotation for the supply of goods or services described in this document are invited in accordance with the provision of Government Procurement: General Conditions of Contract available for download from <http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

- a. **MICT SETA** does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of the RFQ.
- b. No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of intent is prepared and executed.

1.1 **MICT SETA** reserves the right to:

- a. Not evaluate and award RFQ that do not comply strictly with the requirements of this RFQ.
- b. Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of the preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- c. Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders, and no change in the content of the RFQ shall be sought, offered, or permitted.
- d. Award a contract to one or more bidder(s).
- e. Withdraw the RFQ at any stage
- f. Accept a separate RFQ or any RFQ in part or full at its own discretion.
- g. Cancel this RFQ or any part thereof at any stage as prescribed in the PPPFA regulation.
- h. Select the bidder(s) for further negotiations based on the greatest benefit to MICT SETA and not necessarily on the basis of the lowest costs

2. COST OF BIDDING

The bidder shall bear all costs and expenses associated with the preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection processes.

TERMS OF REFERENCE

1. INTRODUCTION

The Media, Information, and Communication Technologies Sector Education and Training Authority (MICT SETA) invites qualified and experienced service providers to submit proposals for the provision of publication services. MICT SETA seeks to establish a panel of service providers capable of delivering various publications to support its communication and educational initiatives. The MICT SETA is dedicated to delivering information, promotions, and messages that resonate with our audience and our publications will serve as ambassadors of our brand, carrying our message to diverse audiences. To accomplish this, we require a panel of service providers who can translate our ideas into visually stunning, meticulously crafted publications that leave a lasting impression.

2. OBJECTIVES

The primary objective of this request is to create a panel of service providers who can produce high-quality printed and electronic publications, including A4 Gloss newsletters, DL brochures, flyers, A5 booklets and various corporate publications, that align with MICT SETA's goals and standards.

3. SCOPE OF WORK

Our publication needs vary from compact DL brochures that succinctly convey information to eye-catching flyers that demand attention, from A5 booklets that tell stories to A4 Gloss newsletters that keep our stakeholders informed. Each publication type has its unique requirements, but all share the common goal of excellence, ensuring compliance with the MICT SETA branding and quality standards.

The panel of service providers shall be responsible for the following:

- 3.1 Conceptualisation, and content creation, of A4 Gloss newsletters, DL brochures, flyers, and A5 booklets in collaboration with MICT SETA's internal stakeholders.
- 3.2 Design in collaboration with the in-house designer, layout, and desktop publishing (DTP) of A4 Gloss newsletters, DL brochures, flyers, corporate publications and A5 booklets.
- 3.3 Editorial for all publications: writing, proofreading, and editing of all content to ensure accuracy, clarity, and consistency.

Editorial Scope for Quarterly Newsletter (Printed and Electronic)

- 3.3.1 Be required to attend editorial meetings/ brainstorm sessions and design a Measuring Instrument to gather the desired information.
- 3.3.2 Where applicable, be responsible for interviewing the MICT SETA internal stakeholders (Executives, Management, employees, external stakeholders (employers, skills development providers and learners/beneficiaries)
- 3.3.3 Be required to attend graduation ceremonies, strategic stakeholder engagements where required for data collection that will aid in writing appropriate captions and selecting the best pictures for illustrating stories in the publication.
- 3.3.4 Source high quality stock photography aligned to the MICT SETA sub-sectors namely: (advertising, electronics, film and electronic media, information technology, telecommunications).
- 3.3.5 Service provider to provide editable template for the e-newsletter.
- 3.3.6 MICT SETA to provide content, service provider to do proof reading, design, and layout of the HTML emailer in collaboration with in-house designer.
- 3.3.7 E-Newsletter must be adaptable to MICT SETA operating systems (SharePoint, WordPress), and accessible to mobile, tablet and desktop users.
- 3.3.8 Report ethically and professionally to record and produce facts and descriptions.

- 3.3.9 All content and image assets will remain the property of the MICT SETA
- 3.4 Develop a Project Production Schedule (all publications): in consultation with MICT SETA's internal stakeholders (Marketing and Communications team) to gather input, feedback, and approvals throughout the publication production process.
- 3.5 Ensure compliance with the MICT SETA branding and quality standards.
- 3.6 Printing and production of the aforementioned publications, ensuring timely delivery, competitive pricing, provision of samples prior to production finalisation and any value-added services to offer.
- 3.7 Delivering printed materials to specified MICT SETA locations or as directed.
- 3.8 Meeting deadlines and providing timely updates on project progress.
- 3.9 Maintaining confidentiality of all information and materials shared by MICT SETA.
- 3.10 Ability to produce material within tight deadlines and impeccable quality.

4. REQUIREMENTS

Service providers interested in participating in this panel must meet the following requirements:

- 4.1.1. Proven experience in graphic design, layout, and DTP services.
- 4.1.2. A well-equipped printing facility capable of producing high-quality publications.
- 4.1.3. Demonstrated ability to adhere to strict deadlines.
- 4.1.4. Compliance with environmental sustainability practices in printing.
- 4.1.5. Financial stability and capacity to handle the required volume of publications within specified timeframes.
- 4.1.6. Portfolio showcasing previous work in similar projects (conceptualisation, design, layout, editing, printing and distribution of booklets, flyers, brochures, magazines, newsletters, electronic publications, and corporate publications).
- 4.1.7. Compliance with all legal and regulatory requirements.

4.2 Requirements for Newsletters (electronic and printed) and Corporate Publications

- 4.2.1 Experience should include but not be limited to the full production process of newsletters, magazines and various publications, and journalism projects including pitching stories; identifying data requirements; sourcing, verifying etc. Proof of experience should be submitted with responses to the bid invitation.
- 4.2.2 The Service Provider should be able to write creatively, demonstrate experience in preparing content for publications on various projects (skills development advantageous), and plan fieldwork.
- 4.2.3 Photojournalism experiences an advantage.
- 4.2.4 Razor-sharp news sense and mastery of storytelling
- 4.2.5 Experience with the full lifecycle of communicating effectively with interview subjects, sources, the public, and teams.
- 4.2.6 The professionals/service providers must have experience in tackling critical issues and crises.

5. PUBLICATION SPECIFICATIONS

A4 Gloss Newsletters:

- 5.1.1. Size: A4 (210 x 297 mm)
- 5.1.2. Orientation: Portrait
- 5.1.3. Paper Type/Quality: Aqua Varnish/Glossy paper, 100-130gsm
- 5.1.4. Inner pages: 90 - 100 Gsm Gloss art
- 5.1.5. Cover: 128- 130 Gsm Hi Q Titan Gloss art
- 5.1.6. Colour: Full-colour, CMYK
- 5.1.7. Number of Pages: Variable, typically 24 pages

- 5.1.8. Ending: Saddle stitching
- 5.1.9. Artwork Resolution: 300 DPI minimum
- 5.1.10. File Format: High-resolution PDF
- 5.1.11. Bleed: 3mm on all sides
- 5.1.12. Margins: 5mm on all sides
- 5.1.13. Proof: PDF proof for approval before printing
- 5.1.14. Quantity: 2000 copies per issue; A3 folded to A4 portrait; approximately 24 pages self-cover. Print in 250-unit batches – clear plastic.
- 5.1.15. Delivery: Shipped to MICT SETA Head Office, all Regional and Satellite offices and key MICT SETA Stakeholders (Addresses to be provided).

Booklets are to be packaged in batches of 250, in a sealed transparent plastic, to be delivered at 5 sites across the country as follows:

Region	Office	Quantity
Midrand	Head Office	1 000
Cape Town	Regional Office	250
Durban	Regional Office	250
East London	Regional Office	250
Free State/Klerksdorp	Regional Office	250

- 5.1.16. Delivery Deadline: As per project requirement

DL Brochures:

- 5.2.1. Size: DL (99 x 210 mm)
- 5.2.2. Orientation: Landscape or Portrait
- 5.2.3. Paper Type: Glossy paper, 100-130gsm
- 5.2.4. Color: Full-color, CMYK
- 5.2.5. Number of Pages: Single or double-sided
- 5.2.6. Artwork Resolution: 300 DPI minimum
- 5.2.7. File Format: High-resolution PDF
- 5.2.8. Bleed: 3mm on all sides
- 5.2.9. Margins: 5mm on all sides
- 5.2.10. Proof: PDF proof for approval before printing
- 5.2.11. Quantity: 5 000
- 5.2.12. Delivery: As per above requirements
- 5.2.13. Delivery Deadline: As per project requirement

Flyers:

- 5.3.1. Size: Various sizes (A5, A6, or custom)
- 5.3.2. Orientation: Landscape or Portrait
- 5.3.3. Paper Type: Glossy or matte paper, 100-130gsm
- 5.3.4. Colour: Full-colour, CMYK
- 5.3.5. Artwork Resolution: 300 DPI minimum
- 5.3.6. File Format: High-resolution PDF
- 5.3.7. Bleed: 3mm on all sides
- 5.3.8. Margins: 5mm on all sides
- 5.3.9. Proof: PDF proof for approval before printing
- 5.3.10. Quantity: 5 000
- 5.3.11. Delivery: As per the above requirements
- 5.3.12. Delivery Deadline: As per project requirement

A5 Booklets:

- 5.4.1. Size: A5 (148 x 210 mm)
- 5.4.2. Orientation: Portrait

- 5.4.3. Paper Type: Glossy or matte paper, 100-130gsm
- 5.4.4. Colour: Full-colour, CMYK
- 5.4.5. Number of Pages: Variable, typically 14 pages
- 5.4.6. Binding: Perfect binding or saddle stitching
- 5.4.7. Artwork Resolution: 300 DPI minimum
- 5.4.8. File Format: High-resolution PDF
- 5.4.9. Bleed: 3mm on all sides
- 5.4.10. Margins: 5mm on all sides
- 5.4.11. Proof: PDF proof for approval before printing
- 5.4.12. Quantity: 10 000
- 5.4.13. Delivery: As per above requirements
- 5.4.14. Delivery Deadline: As per project requirement

6. CONTRACT PERIOD

The contract period is 24 months. Each financial year the service provider will be required to produce:

Newsletters - Two (2) printed newsletters and Two (2) e-newsletters per annum.

DL Brochures – up to two print runs per annum

A5 Booklets x4 - up to two print runs per annum, based on rate of distribution.

Other publications – based on need and request.

7. CONDITIONS FOR RFQ PARTICIPATION AND PENALTIES

- 7.1. Prices quoted by the service provider under the contract shall not vary from the price quoted at the time of appointment, unless otherwise states or subject to escalations.
- 7.2. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
- 7.3. For delays in Supply of publications a penalty of 2 % of the purchase order value will be calculated and deducted.
- 7.4. If the contractor fails to execute the order, within stipulated time, the order will be cancelled and procured from the other service providers, in addition the difference will be recovered from the contractor.
- 7.5. Failure to supply the items during the validity of the contract may result in removing the service provider from the panel.

Declaration:

I declare that I have read and understood the above terms, conditions and requirements of the Delivery/Performance and Conditions for RFQ Participation and Penalties. I acknowledge and agree to comply with the above outlined terms, conditions, and requirements for the duration of the contract.

Bidder representative: _____ Signature: _____

PRICING SCHEDULE

Name of bidder _____

RFQ number: _____

Closing date _____

RFQ submission shall remain valid for acceptance for a period of **90 days** counted from the closing date.

Bidders are to provide further cost breakdown where necessary under each line item, and sub-total and the overall RFQ price (Total) should be included. The below table is for illustration only:

Item	Requirement Description APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE FULL SERVICE PUBLICATION SERVICES TO MICT SETA FOR A PERIOD OF 24 MONTHS	Quantity	Year 1		Year 2	
			Unit Cost Incl. VAT	Total Cost Incl. VAT	Unit Cost Incl. VAT	Total Cost Incl. VAT
1.	A4 Gloss Newsletter	2 000	R	R	R	R
2.	DL Brochures	5 000	R	R	R	R
3.	Flyers	5 000	R	R	R	R
4.	A5 Booklets	10 000	R	R	R	R
5.	Delivery Costs	1	R	R	R	R
6.	Other related costs	1	R	R	R	R
TOTAL AMOUNT – YEAR 1						
TOTAL AMOUNT – YEAR 2						
TOTAL CONTRACT VALUE						

**** Bidders are requested to submit a separate cost breakdown that covers the entire scope of work.**

Complete below:

1. Delivery Address: **MICT SETA Head office**
Level 3 West wing, Gallagher House
19 Richards Drive, Halfway House
Midrand
2. Indicate Delivery period after order receipt.....
3. Is delivery period fixed? **Yes/No**
4. Is the price(s) fixed? **Yes/No**
5. Is the quote strictly to specification? **Yes/No**

I/We, the undersigned, agree that this bidding price shall remain binding on me/us and open for acceptance for the period stipulated above.

Authorised Company Representative:

Capacity under which this quote is signed.....

Signature:

Date:

EVALUATION CRITERIA

EVALUATION CRITERIA

RFQs received will be evaluated on functional Criteria.

FUNCTIONAL EVALUATION CRITERIA

RFQ proposals submitted will be evaluated on technical functionality out of a maximum of **100 points**. A threshold of **75 points** out of **100 points** has been set.

Only bidders who have met or exceeded the qualification threshold on technical functionality of **70 points** will move to the next stage of evaluations.

Note: All bidders achieving less than the set threshold of **75 points** will be declared non-responsive and will not move to the next stage of evaluations.

Assessment of evaluation of the functional/ technical criteria will be based on the table below:

FUNCTIONAL CRITERIA		
Category	Description	Maximum Points
Portfolio of evidence (Samples)	<p>The bidder must submit a portfolio of evidence of five different examples of previous work done, in the form of printed samples of booklets (A5 booklets and DL brochure).</p> <p>The bidder must submit the samples as follows:</p> <p><u>A5 booklets (10 Points)</u></p> <p>The bidder must submit 3 different examples of A5 booklets previously produced from different clients.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none">▪ 3 portfolios of evidence from different clients in the form of printed samples of A5 booklets = 10 Points▪ 2 portfolios of evidence from different clients in the form of printed samples of A5 booklets = 6 Points▪ 1 portfolio of evidence from the same client in the form of printed sample of A5 booklet = 2 Points▪ No portfolio of evidence = 0 Points <p><u>DL Brochures (5 Points)</u></p> <p>The bidder must submit 2 different examples of DL brochure previously produced from different clients.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none">▪ 2 portfolios of evidence from different clients in the form of printed samples of DL brochures = 5 Points▪ 1 portfolio of evidence from the same client in the form of printed sample of DL brochure = 3 Points	25

	<ul style="list-style-type: none"> ▪ No portfolio of evidence = 0 Points <p><u>Newsletters (10 points)</u></p> <p>The bidder must submit a portfolio of evidence in a form of printed samples or working links to displaying at least three examples of previous work done of newsletters from different clients.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> ▪ 3 portfolios of evidence from different clients in the form of printed samples of newsletters or working links = 10 Points ▪ 2 portfolios of evidence from different clients in the form of printed samples of newsletters or working links = 6 Points ▪ 1 portfolio of evidence from the same client in the form of printed sample of newsletter or working link = 2 Points ▪ No portfolio of evidence = 0 Points 	
<p>Reference letters (Aligned to Samples provided)</p>	<p>The bidder must submit signed, contactable client reference letters aligned to the samples submitted. The letters must be on the client's letterhead.</p> <p>The reference letters must be submitted as follows:</p> <p><u>A5 booklets (5 Points)</u></p> <p>The bidder must submit three (3) reference letters aligned to the samples of A5 booklets submitted from different clients.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> ▪ 3 reference letters aligned to the samples of A5 booklets submitted from different clients = 5 Points ▪ 2 reference letters aligned to the samples of A5 booklets submitted from different clients = 3 Points ▪ 1 reference letter aligned to the sample of A5 booklet submitted from the client = 2 Points ▪ No reference letters = 0 Points <p><u>DL Brochures (5 Points)</u></p> <p>The bidder must submit two (2) reference letters aligned to the samples of DL brochure submitted from different clients.</p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> ▪ 2 reference letters aligned to the samples of DL brochures submitted from different clients = 5 Points ▪ 1 reference letter aligned to the sample of DL brochure submitted from the client = 2 Points ▪ No reference letter submitted = 0 Points <p><u>Newsletters (5 Points)</u></p> <p>The bidder must submit three (3) reference letters aligned to the samples of newsletters submitted from different clients.</p>	<p>15</p>

	<p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> ▪ 3 reference letters aligned to the samples of newsletters submitted from different clients = 5 Points ▪ 2 reference letters aligned to the samples of newsletters submitted from different clients = 3 Points ▪ 1 reference letter aligned to the sample of newsletter submitted from the client = 1 Point ▪ No reference letters = 0 Points 	
<p>Methodology and Project Plan</p>	<p>The bidder must provide a detailed methodology and approach, project plan including phases and timelines demonstrating the ability to interview, write, edit content print and within stipulated timeframes.</p> <p>Bidder must provide detailed project plan:</p> <ol style="list-style-type: none"> 1. Methodology and approach <ol style="list-style-type: none"> a. Phase 1: Collation, interviewing, writing articles. b. Phase 2: Design concept and layout c. Phase 3: Editing and at least 2 rounds of proof reading. d. Phase 4: Printing, production, and distribution 2. Timelines <ol style="list-style-type: none"> a. Highlight Key milestones and duration for each phase mentioned above. <p><u>Methodology and approach (20 Points)</u></p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> ▪ Methodology and approach include all four (4) phases = 20 Points ▪ Methodology and approach include only three (3) phases = 15 Points ▪ Methodology and approach include only two (2) phases = 10 Points ▪ Methodology and approach include only one (1) phase = 5 Points ▪ No methodology and approach = 0 Points <p><u>Timelines (15 Points)</u></p> <p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> ▪ Highlight key milestones and duration for each phase mentioned above = 15 points ▪ Highlight key milestones and duration for only three (3) phases mentioned above = 10 Points ▪ Highlight key milestones and duration for only two (2) phases mentioned above = 5 Points ▪ Highlight key milestones and duration for only one (1) phase mentioned above = 3 Points ▪ No timelines = 0 Points 	<p>35</p>
<p>Capabilities and experience of the proposed project team</p>	<p>Bidders must provide the CVs and /or profiles of the team members that will be servicing the MICT SETA that displays at least five years relevant experience in content production, design and compilation of industry newsletters.</p> <p>The Project team must comprise of the following members:</p> <ul style="list-style-type: none"> ▪ Project Manager 	<p>25</p>

- Graphic Designer
- Editor

Experience of the Project Manager (10 Points)

Project Manager must have experience in managing publications or similar projects.

Points will be allocated as follows:

- 4 – 5 years' experience displayed in the following fields: advertising, public relations, Marketing, Communications related = **10 Points**
- 2 – 3 years' experience displayed by displayed in the following fields: advertising, public relations, Marketing, Communications related = **5 Points**
- 0 – 1 year of experience = **0 Points**

Experience of the Editor (10 Points)

Bidder's editor must have experience in writing, proofreading and editing publications.

Points will be allocated as follows:

- 4 – 5 years' experience displayed in writing, proofreading and editing for publications = **10 Points**
- 2 – 3 years' experience displayed in writing, proofreading and editing for publications= **5 Points**
- 0 – 1 year of experience = **0 Points**

Experience of the Graphic Designer (5 Points)

Bidder's Graphic Designer must have experience in the field of design, desktop publishing (DTP) and layout of publications.

Points will be allocated as follows:

- 4 – 5 years' experience displayed in the field of design- (DTP), and layout of publications = **5 Points**
- 2 – 3 years' experience displayed in the field of design (DTP), and layout of publications = **3 Points**
- 0 – 1 year of experience = **0 Points**

	70
TOTAL	100

PRICE AND SPECIFIC GOALS EVALUATION

Evaluation of the quotations received is based on the 80/20 preference point system as per PFMA regulation of 2022.

Specific Goal to be evaluated out of **20 Points**:

Special Goal Criteria	Points
Enterprises which are at least 51% owned by historically disadvantaged persons.	10
Enterprises which are at least 51% owned by historically disadvantaged women.	5
Enterprises which are at least 51% owned by historically disadvantaged youth.	5
Total	20

**** Enterprises that are not owned by historically disadvantaged persons will be allocated 0 points.**

Bidder must submit the following documents:

- Certified ID copies of the company's directors as per the CIPC documents. (Certified copies must not be older than six (6) months)
- CIPC Documents and/or Shareholder Certificate (for companies that have two or more directors as per CIPC document)

Failure on the part of a service provider to submit proof or documentation required in terms of this RFQ to claim points for specific goals will be interpreted to mean that preference points for specific goals are not claimed.

Award:

The 3 or more highest ranking bidders on price and specific goals will be selected to form part of panel of service provider (s) to print and deliver MICT SETA publications.

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

2.1.2. 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:

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.

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation

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.

PREFERENCE PROCUREMENT CLAIM FORM

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

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

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

1 GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

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

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2 DEFINITIONS

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

3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

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 DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

Table 1: Specific goals for the tender and points claimed are indicated per the table below. 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)
Enterprises which are at least 51% owned by historically disadvantaged persons.	10	
Enterprises which are at least 51% owned by historically disadvantaged women.	5	
Enterprises which are at least 51% owned by historically disadvantaged youth.	5	

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.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p> <p>SURNAME AND NAME:</p> <p>DATE:</p> <p>ADDRESS:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
