



## INVITATION TO BID (SBD1)

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WATER RESEARCH COMMISSION (WRC)</b>					
BID NUMBER:	WRC-001-2019/20	CLOSING DATE:	28 MARCH 2019	CLOSING TIME:	11:00 AM
BID VALIDITY	90 days	BID ADVERTISEMENT DATE:	08 MARCH 2019		
DESCRIPTION OF GOODS/SERVICES	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF PRINTING SERVICES FOR THE WRC FOR A PERIOD OF THREE (3) YEARS				
<b>BID RESPONSE DOCUMENTS MAY BE DELIVERED TO:</b>					
BLOUKRANS BUILDING, LYNNWOODBRIDGE OFFICE PARK; SECOND FLOOR; 4 DAVENTRY STREET; LYNNWOOD MANOR; PRETORIA					
<b>COMPULSORY BRIEFING SESSION DETAILS:</b>					
PLACE, DATE AND TIME	N/A				
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	SCM Manager		CONTACT PERSON	Lawrence Chauke	
TELEPHONE NUMBER	012 761 9300		TELEPHONE NUMBER	012 761 9300	
E-MAIL ADDRESS	tenders@wrc.org.za		E-MAIL ADDRESS	tenders@wrc.org.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
a) ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		b) ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. 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 SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>
<b>3. TOTAL BID PRICE</b>
<p>TOTAL BID PRICE: R..... (Total bid price including VAT and any other charges) NB: Please note that all prices quoted should be inclusive of Value Added Tax (VAT) and Price Fluctuations (including exchange rates) for the duration of the contract. Where applicable the price should include Supply, Delivery, Maintenance and any other costs relating to this bid. Furthermore such prices should be presented in South African Rand (ZAR). Overheads and additional costs will be increased annually according to the latest available CPI rate. The Bid to be valid for 90 days.</p>

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

SIGNATURE OF BIDDER:.....

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

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

DATE:.....

**THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO SHALL RESULT IN YOUR BID BEING DISQUALIFIED)**

**BIDDING STRUCTURE**

Indicate the type of Bidding structure by marking with an 'X':	
Individual bidder	
Joint venture	
Consortium	
Subcontractors	
Other	

<b>If individual bidder, indicate the following:</b>	
Name of bidder	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

<b>If Joint Venture or Consortium, indicate the following:</b>	
Name of prime contractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

<b>If using sub-contractors:</b>	
Name of prime contractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

<b>If Joint Venture or Consortium, indicate the following: (to be completed for each partner)</b>	
Name of partners	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

<b>If using subcontractors:</b> <i>(to be completed for each sub-contractor)</i>	
Name of subcontractors:	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

**Checklist of compulsory documents to be submitted:**

***Please tick in the relevant block below***

**YES      NO**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | One original tender document (clearly marked as original, etc.)   |
| <input type="checkbox"/> | <input type="checkbox"/> | One copy of the tender document (clearly marked as a copy of the original)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Valid Current Tax Clearance certificate, with SARS Tax PIN.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Audited past three years Annual Financial Statements with signed audit report in case of a company.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Past three years Annual Financial Statements prepared by an independent accountant in case of a CC.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Certified copies ( <b>Copy with original stamp</b> ) of your CIPC company registration documents listing all members with percentages, in case of a CC. |
| <input type="checkbox"/> | <input type="checkbox"/> | Certified copies ( <b>Copy with original stamp</b> ) of all latest share certificates, in case of a company.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Shareholding breakdown per race, gender and percentage shareholding with shareholders of the bidding company who are not individuals.                   |
| <input type="checkbox"/> | <input type="checkbox"/> | List of references of past and present clients (Company name, department, branch, contact person with office telephone number and email address).       |

**Please ensure that the following documents are completed and signed where applicable:**

**YES      NO**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Bid Conditions – <b>Section 11</b> of this bid document  |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Specifications – <b>Annex A</b> of this bid document   |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Price Schedule (SBD 3) (with detailed breakdown) - <b>Annex B</b> of this bid document   |
| <input type="checkbox"/> | <input type="checkbox"/> | Declaration of Interest (SBD 4)– <b>Annex D</b> of this bid document   |
| <input type="checkbox"/> | <input type="checkbox"/> | National Industrial Participation - <b>Annex E</b> of this bid document (when applicable).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Economic Empowerment – <b>Annex F</b> of this bid document Completed Due Diligence   |
| <input type="checkbox"/> | <input type="checkbox"/> | Preferential Points Claim Form in terms of the Preferential Procurement Regulations 2017 (SBD 6.1) – <b>Annex G</b> of this bid document |
| <input type="checkbox"/> | <input type="checkbox"/> | Declaration of Bidder's Past Supply Chain Practices (SBD 8) – <b>Annex H</b> of this bid document  |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Independent Bid Determination (SBD 9) – <b>Annex I</b> of this bid document   |

**NB:** Should any of these documents not be included; the bidder may be disqualified on the basis of non-compliance.

The same documents must be submitted for all other companies that are involved in the tender in case of a consortium.

**I CERTIFY THAT THE INFORMATION FURNISHED ON THIS FORM IS TRUE AND CORRECT.**  
**I FURTHER ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

**SIGNATURE OF BIDDER (duly authorised)**  
.....

**DATE**  
.....

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

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**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**  
**Department:** Supply Chain Management  
**Contact Person:** The SCM Manager  
**Tel:** 012 761 9300  
**E-mail address:** tenders@wrc.org.za

**CONDITIONS AND UNDERTAKINGS BY BIDDER**

- 1.1 **The Bid forms should not be retyped or redrafted, but photocopies may be prepared and used.** However, only documents with the original signature in black ink shall be accepted. Additional offers against any item should be made on a photocopy of the page in question.
- 1.1.1 Black ink should be used when completing Bid documents.
- 1.1.2 Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. WRC will accept NO liability in regard to anything arising from the fact that pages are missing or duplicated.
- 1.2 I/We hereby Bid to supply all or any of the supplies and/or to procure all or any of the services described in the attached documents to WRC on the terms and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken as part of, and incorporated into, this Bid) at the prices inserted therein.
- 1.3 I/We agree that -
  - 1.3.1 The offer herein shall remain binding upon me/us and open for acceptance by WRC during the validity period indicated and calculated from the closing hour and date of the Bid;
  - 1.3.2 the laws of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose domicilium citandi et executandi in the Republic as indicated below; and
- 1.4 **NB: BIDDERS TERMS AND CONDITIONS ARE NOT ACCEPTABLE.**
- 1.5 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- 1.6 I/We hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this Bid as the Principal(s) liable for the due fulfilment of this contract.

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Signature(s) of Bidder or assignee(s)	Date
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Name of signing person (in block letters)

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Capacity

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Are you duly authorized to sign this bid?

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Name of Bidder [company name] (in block letters)

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Postal address (in block letters)

Domicilium citandi et executandi in the RSA (full street address of this place) (in block letters)

.....

.....

Telephone Number:..... Fax Number .....

Cell Number: ..... Email Address .....

## INSTRUCTIONS TO BIDDER

### 1 Confidential information disclosure notice

- 1.1 This document may contain confidential information that is the property of Water Research Commission (WRC).
- 1.2 No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this Bid, without prior written permission from WRC.
- 1.3 All copyright and Intellectual Property herein vests with WRC.

### 2 Introduction

#### 2.1 Purpose

- 2.1.1 The purpose of this Request for Bid (RFB) is an invitation to potential suppliers (hereinafter referred to as "Bidders") to submit Bids for the items/products/solutions as detailed under Annex A: Technical/solution specification.

#### 2.2 Objectives

- 2.2.1 The following objectives must be achieved with the implementation of the above required solution:
  - 2.2.1.1 Based on the Bids submitted and the outcome of the evaluation process according to the set evaluation criteria, WRC intends to select a preferred bidder/s with the view of concluding a service level agreement (SLA) where applicable with such successful bidder. The Bid shall be evaluated in terms of the PPPFA (80/20).

#### 2.3 Queries

- 2.3.1 Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFP document, please refer queries, in writing, to the contact person(s) listed below. Under no circumstances may any other employee within WRC be approached for any information. Any such action may result to disqualification of a response submitted in response to the RFP. WRC reserves the right to place responses to such queries on the website.

Name	Type of Query	Email address
SCM Manager	Bid Queries	<a href="mailto:tenders@wrc.org.za">tenders@wrc.org.za</a>

Enquiries should reference specific paragraph numbers, where appropriate.

All questions/enquiries must be forwarded in writing not later than **20 March 2019 at 11h00**.

Questions/enquiries received after **11h00** on **20 March 2019** will not be considered.



***Bidders are not allowed to contact any other WRC staff in the context of this tender other than the indicated official under 2.3.1.***

## **2.4 Bid Documents**

- 2.4.1 Bids must be **hand delivered or (if couriered) reach** to **WRC** by no later than **11h00 on 28 March 2019**.
- 2.4.2 Bid documents must contain **one original document, initialled on each page, and signed where required**. (Two separate envelopes: one for financials (Pricing) and the other for Technical document).

## **3 General rules and instructions**

### **3.1 Confidentiality**

- 3.1.1 The information contained in this document is of a confidential nature, and must only be used for purposes of responding to this RFP. This confidentiality clause extends to Bidder partners and/or implementation agents, whom the Bidder may decide to involve in preparing a response to this RFP.
- 3.1.2 For purposes of this process, the term “Confidential Information” shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and information relating to a party’s strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know-how, architectural information, information contained in a party’s software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or un-registered, or otherwise disclosed or communicated before or after the date of this process.
- 3.1.3 The receiving party shall not, during the period of validity of this process, or at any time thereafter, use or disclose, directly or indirectly, the confidential information of WRC (even if received before the date of this process) to any person whether in the employment of the receiving party or not, who does not take part in the performance of this process.
- 3.1.4 The receiving party shall take all such steps as may be reasonably necessary to prevent WRC’s confidential information coming into the possession of unauthorised third parties. In protecting the receiving party’s confidential information, WRC shall use the same degree of care, which does not amount to less than a reasonable degree of care, to prevent the unauthorised use or disclosure of the confidential information as the receiving party uses to protect its own confidential information.
- 3.1.5 Any documentation, software or records relating to confidential information of WRC, which comes into the possession of the receiving party during the period of validity of this process or at any time thereafter or which has so come into its possession before the period of validity of this process:
  - 3.1.5.1 Shall be deemed to form part of the confidential information of WRC;
  - 3.1.5.2 Shall be deemed to be the property of WRC;

3.1.5.3 shall not be copied, reproduced, published or circulated by the receiving party unless and to the extent that such copying is necessary for the performance of this process and all other processes as contemplated in; and

3.1.5.4 Shall be surrendered to WRC on demand, and in any event on the termination of the investigations and negotiations, and the receiving party shall not retain any extracts.

### 3.2 **News and press releases**

3.2.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with WRC.

### 3.3 **Precedence of documents**

3.3.1 This RFP consists of a number of sections (see list). Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this RFP and the stipulations in any other document attached hereto, or the RFP submitted hereto, the relevant stipulations in this RFP shall take precedence.

3.3.2 Where this RFP is silent on any matter, the relevant stipulations addressing such matter and which appears in the PPPFA shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that WRC may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by WRC.

3.3.3 It is acknowledged that all stipulations in the PPPFA are not equally applicable to all matters addressed in this RFP. It however remains the exclusive domain and election of WRC as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of the WRC in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the vendor(s). The vendor(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

### 3.4 **Preferential Procurement Reform**

3.4.1 WRC supports Black Economic Empowerment as an essential ingredient of its business. In accordance with government policy, WRC insists that the private sector demonstrates its commitment and track record to Black Economic Empowerment in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.

3.4.2 WRC shall apply the principles of the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000) with its Preferential Procurement Regulation 2017 to this proposal.

3.4.3 Bidders shall complete the preference certificate attached to this proposal. In the case of a consortium and subcontractors, the preference certificate must be completed for each legal entity (Annex C).

### 3.5 **Security clearances**

3.5.1 Employees and subcontractors of the Bidders **may** be required to be in possession of valid security clearances to the level determined by NIA or/or WRC commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders. The Bidders shall supply and maintain a list of personnel involved on the project indicating their clearance status.

### 3.6 **Occupational Injuries and Diseases Act 13 of 1993**

- 3.6.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 ("COIDA") and that the cover shall remain in force for the duration of the adjudication of this bid and/ or subsequent agreement. WRC reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to WRC.

### 3.7 **Instructions for submitting a proposal**

- 3.7.1 One (1) original hard copy of the Bid shall be submitted on the date of closure of the Bid.
- 3.7.1.1 The original copy must be signed in black ink by an authorised employee, agent or representative of the bidder and each and every page of the proposal shall contain the initials of same signatories.
- 3.7.2 Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above.
- 3.7.3 Bid must be submitted in a prescribed response format herewith reflected as **Response Format**, and be sealed in an envelope. The envelope must be marked clearly (on the outside) with the Bid Number and be addressed to **The SCM Manager**.
- 3.7.4 Bid must be submitted on or before **28 March 2019 not later than 11h00**. The bids must be dropped in the tender box at the **Bloukrans Building Lynnwood bridge Office Park; Second floor; 4 Daventry Street; Lynnwood manor; Pretoria**.  
Bidders are urged to ensure that they clearly mark their bids with the Bid Number; register their bids and sign the register that will be provided at the reception. Failure to sign the register will lead to the bid being disqualified. Failure to submitted sealed bids could result to disqualification of bids. The onus is on the bidder to ensure that their bids get registered in the bids received register. Bidders must advise their courier companies of this instruction.
- 3.7.5 All Bids in this regard shall only be accepted if they have been registered on the bids received register before or on the closing date and stipulated time.
- 3.7.6 Bids received after the time stipulated shall not be considered.
- 3.7.7 Bid responses sent by courier must reach this office at least **36 hours** before the closing date to be registered on the bids received register. Failure to comply with this requirement shall result in your proposal being treated as a "late proposal" and shall not be entertained. Such proposal shall be returned to the respective Bidders.
- 3.7.8 **No proposal shall be accepted by WRC if submitted in any manner other than as prescribed above.**

### 4 **Reasons for disqualification**

- 4.1 WRC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder shall be notified in writing of such disqualification:
- 4.1.2 Bidders who do not submit a valid and original Tax Clearance Certificate on the closing date and time of the bid;
- 4.1.3 Bidders who submitted incomplete information and documentation according to the requirements of this RFP;

- 4.1.4 Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc.;
- 4.1.5 Bidders who received information not available to other bidders through fraudulent means;
- 4.1.6 Bidders who do not comply with *mandatory requirements* as stipulated in this RFP.
- 4.1.7 Bidders who made false declarations on the Standard Bidding Documents, or misrepresent facts; and/or
- 4.1.8 Bidders who are listed on the National Treasury's database of restricted suppliers

## **5 Closing of Bid**

- 5.1 There shall be **no public opening** of the Bid received. There shall be no discussions with any enterprise until evaluation of the proposal has been complete. Any subsequent discussions shall be at the discretion of WRC. Unless specifically provided for in the proposal document, bids submitted by means of telegram, telex, facsimile or similar means shall not be considered.
- 5.2 No Bids from any bidder with offices within the RSA shall be accepted if sent via the Internet or e-mail. However Bids from international bidders with no office or representation in the RSA shall be accepted if received via the Internet or e-mail before the closing date and time.
- 5.2.1 Such Bids shall not be made available for evaluation until the original signed documentation is received within three (3) working days after the closing date, otherwise the proposal shall be disqualified. International bidders must submit proof that they do not have any offices or representation in South Africa.

## **6 Bid preparation**

- 6.1 All additions to the proposal documents i.e. annexes, supporting documentation pamphlets, photographs, technical specifications and other support documentation covering the solution offered etc. shall be neatly bound as part of the schedule concerned.
- 6.2 All responses regarding questions posed in the annexes attached herewith shall be answered in accordance with the prescribed **RFB Response Format**.

## **7 Oral presentations and briefing sessions**

- 7.1 Bidders who submit Bids in response to this RFP may be required to give an oral presentation, which may include, but is not limited to, an equipment/service demonstration of their proposal to WRC. This provides an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. WRC shall schedule the time and location of these presentations. Oral presentations are an option of WRC and may or may not be conducted.

## **8 Evaluation Criteria for BEE**

- 8.1 Points awarded for B-BBEE Status Level of Contribution
- 8.2 The value of this bid is estimated not to exceed R 50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
- 8.3 In terms of Regulation 5 (2) and 6 (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.
- 8.4 Preference points for this bid shall be awarded for:
  - (a) Price; and

(b) B-BBEE Status Level of Contribution.

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

- 8.5 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 8.6 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 8.7 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 8.8 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 8.9 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 8.10 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 8.11 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## 9 Evaluation criteria and methodology

### 9.1 Functional evaluation criteria

“Functionality” means the measurement according to predetermined norms of a service or commodity designed to be practical and useful, working or operating, taking into account quality, reliability, viability and durability of a service or commodity.

The need to invite and evaluate bids on the basis of functionality depends on the nature of the required commodity or service.

When inviting bids, WRC indicates: -

- (i) Whether the bids will be evaluated on functionality;
- (ii) The evaluation criteria for measuring functionality;
- (iii) The weight of each criterion; and
- (iv) The applicable values as well as the minimum threshold for functionality

### **FUNCTIONAL / TECHNICAL EVALUATION CRITERIA**

This will bid will not be evaluated on Functionality only Price and Preference evaluation will apply.

### 9.2 Price and preference evaluation criteria

Subsequent to the eligibility screening phase, the second phase of evaluation of the Bids shall be based on the **80/20** PPPFA principle and the points for evaluation criteria are as follows:

Price points	80
Preferential points/BEE	20
<b>Total</b>	<b>100 points</b>

All Bid received shall be evaluated by a panel using the preference points system as stipulated in the Preferential Procurement Regulations.

SBD 1

## 10. BIDDING CONDITIONS

10.1 Bidders shall provide full and accurate answers to all (including mandatory) questions posed in this document, and, are required to explicitly state either "Comply" or "Not Comply" or "Partial" (with a ✓) regarding compliance with the requirements. Where necessary, the bidder shall substantiate their response to a specific question.

10.2 A “✓” under “Comply” will be interpreted as full compliance/acceptance to the applicable paragraph. A “✓” under “Comply” will be interpreted that the Bidder/s has/have read and understood the paragraph, but the bidder does **not accept** the content of the applicable paragraph. A “✓” under “Partial” will be interpreted and evaluated objectively against explanations and supporting documentation accordingly.

**NOTE:If PARTIAL is indicated as the level of compliance and NO supporting documentation is provided that clearly clarifies the Bidder/s position, the paragraph will be evaluated as “Non-Comply”.**

**It is mandatory for the bidders to comply with the following bid conditions.**

10.3 The following bid conditions will govern the contract between the WRC and the successful bidder:

<b>Requirement</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
10.3.1 Bidders are invited to offer the Services in accordance with the attached Specifications and the conditions within this document.		
10.3.2 The successful Bidder/s will be contracted to procure the Services for a period to be agreed after which WRC reserves the right to review and extend the contract for further period/s at the WRC's discretion.		
10.3.3 The fees will be negotiated.		
<b>Interpretation of requirements</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
10.3.4 The Bidder/s shall accept WRC's interpretation of any specific requirement in the Bid documents or Specifications should there be a difference of interpretation between the Bidder/s and WRC.		
10.3.5 Should any dispute arise as a result of this of this Bid and/or the subsequent contract, which cannot be settled to the mutual satisfaction of the Bidder/s and WRC's, it shall be dealt with in terms of paragraph 3.0 of this document.		
10.3.6 Should there be any discrepancies between the Bid conditions and any other documentation that forms part of this RFP, the Bid conditions shall take preference.		

<b>Documentation</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
10.3.7 Fully comprehensive service documentation shall be supplied in English by each Bidder, which shall explicitly and detail, describe the service/s offered. This documentation shall include sufficient detail to clearly give the reader a precise and unambiguous description of the service/s offered. Incomplete or incomprehensive service documentation will result in rejection of the offer.		
10.3.8 Bidder's name and address should clearly appear on the outside of tender documents and on envelope.		

<b>Selection</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
10.3.9 WRC reserves the right to evaluate and consider any Bids that do not comply strictly to this RFP.		
10.3.10 Acceptance of any Bids will only indicate, without any obligations on the part of either WRC and/or a Bidder, the willingness of such parties to enter into negotiations, which may or may not result in a contract/order as the case may be.		
10.3.11 WRC reserves the right to make a selection solely on the information received in the Bids or to negotiate further with one or more Bidder/s.		

10.3.12 The Bidder/s selected for further negotiations, if any, will be chosen on the basis of the greatest benefit to WRC and not necessarily on the basis of lowest price or any other criteria.		
10.3.13 Should WRC consider it necessary, the Bidder/s shall agree to an inspection of the resources and works of the Bidder, if so required.		
10.3.14 Should WRC consider it necessary, WRC will visit the Bidder/s customer sites.		
10.3.15 WRC reserves the right:		
10.3.15.1 to cancel this RFP at any time;		
10.3.15.2 not to accept any Bids;		
10.3.15.3 to accept one or more Bids for further negotiation and;		
10.3.15.4 To contact any Bidder during the evaluation period, to clarify information only, without informing any other Bidder.		

<b>Copyright</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
10.3.16 The specifications are the intellectual property of WRC.		
10.3.17 The contents of any specifications are the property of WRC and are confidential. It shall not in any manner be reproduced, destroyed, lent or given away without the permission.		

<b>Precedence</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
10.3.18 All details, dimensions and instructions shown on any drawings, diagrams and specifications quoted, shall form part of this bid document.		
10.3.19 If there is any contradictory requirements between the specifications, the drawings referred to and other specifications that have been quoted, the order of precedence, from highest to lowest is: <ul style="list-style-type: none"> <li>• Statutory and mandatory requirements,</li> <li>• This bid document,</li> <li>• Contract Conditions.</li> </ul>		

<b>Alternative suppliers</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
10.3.20 The Bidder accepts that the WRC will have the right to contract with any other Service Provider for provision of services not covered by this specification.		
10.3.21 Bidder must also submit: A written statement to the specification of WRC by the bidder, that none of his personnel have any involvement or interest in the bidder's business.		

<b>Submission of Bid</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
10.3.22		



WRC will also reject an offer if the Bidder/s fail to complete the compliance Certificate/s in the format as described in paragraphs 10.1.1 and 10.1.2.		
<b>Service approval</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
10.3.23 The Procuring of the Services shall not take place until WRC has given final approval of all procedures.		
<b>Additional Criteria</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
10.3.24 WRC will evaluate the bids against the following criteria: <ul style="list-style-type: none"> <li>• Compliance to the Specifications/ Functionality</li> <li>• Price</li> <li>• Economic Empowerment</li> <li>• Compliance to Bid Condition</li> </ul>		
<b>Black Economic Empowerment</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
10.3.25 WRC has established a programme of economic empowerment in our procurement strategies. In this regard, companies are required to indicate their involvement, current and planned, with black businesses and professionals. This will for an important part of the evaluation criteria to be used. WRC reserves the right to request all relevant information, agreements and other documents to verify information supplied in response hereto.		
<b>Addenda</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
10.3.26 In the event that modifications, clarifications or additions to the RFP become necessary, all Bidders will be notified, in writing, addenda to this RFP.		
<b>Preparation Costs</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
10.3.27 All costs incurred in the preparation, presentation and demonstration of the response shall be for the account of the bidder. All supporting documentation and manuals submitted with RFP will become WRC property unless otherwise stated by the Bidder/s at the time of submission.		
<b>Confidential Material</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
10.3.28 Any material submitted by the Bidder/s, which is considered to be confidential in nature, must be clearly marked as such.		
<b>Payment Terms – Local Creditors</b>	<b>ACCEPT</b>	<b>NOT ACCEPT</b>
10.3.29 Payments of invoices will be effected on by last day of the calendar month following the calendar month of receipt of a correct and original invoice. Invoices/statements should be submitted <u>after</u> WRC has acknowledged receipt of the services procured or goods supplied. A correct and original monthly statement reflected the above invoices must be submitted to WRC by the 5 <sup>th</sup> of each month.		

**Please note that the following clauses of WRC conditions and Procedures governing the Procurement of Services.**

#### **10.4 Contract Termination**

**10.4.1** contract/s with a successful Bidder/s may be terminated by the WRC on the grounds of valid commercial or operational requirements that were not foreseen at the time of the Request for Bid being submitted and the contract being entered. The WRC, if it wishes to terminate the contract, shall be required to give 30 (thirty) days written notice of its intention to terminate the contract. Such notice must be preceded by bona fide discussion between the WRC and the successful Bidder. In this instance the WRC shall only remain liable for all amounts due to the successful Bidder with respect to the period ending on the date of the cancellation and shall not be held liable for any damages or losses based on such a termination of the contract.

#### **10.5 DISPUTE RESOLUTION**

10.5.1 All disputes arising out of this RFP or relating to the legal validity of this RFP or any part thereof shall be resolved under this paragraph. The parties must refer any dispute to be resolved by:

- Negotiation, in terms of paragraph 2.5.3; failing which
- Mediation, in terms of paragraph 2.5.4; failing which
- Arbitration, in terms of paragraph 2.5.6.

10.5.2 Paragraph Clause 2.5.1 shall not preclude any party from access to an appropriate court of law for interim relief in respect of urgent matters by way of an interdict, or mandamus pending finalisation of the dispute resolution process contemplated in paragraph 2.5.1, for which purpose the parties irrevocably submit to the jurisdiction of a division of the High Court of the Republic of South Africa.

10.5.3 Within ten (10) days of notification, the parties must seek an amicable resolution to the dispute by referring the dispute to designated and authorized representatives of each of the parties to negotiate and resolve the dispute. If an amicable resolution to the dispute is found the authorized representatives of the parties must sign, within the ten (10) day period, an agreement confirming that the dispute has been resolved.

10.5.4 If negotiation in terms of paragraph 2.5.3 fails, the parties must, within fifteen (15) days of the negotiations failing, refer the dispute for resolution by mediation under the rules of the Arbitration Foundation of Southern Africa (or its successor or body nominated in writing by it in its stead).

10.5.5 The periods for negotiation (specified in paragraph 2.5.3) or for referral of the dispute for mediation (specified in paragraph 2.5.4), may be shortened or lengthened by written agreement between the parties.

10.5.6 In the event of the mediation contemplated in paragraph 2.5.4 failing the parties shall refer the dispute, within fifteen (15) days of the mediation failing, for resolution by expedited arbitration under the current rules of the Arbitration Foundation of Southern Africa (or its successor or body nominated in writing by it in its stead).

10.5.7 A single arbitrator shall be appointed by agreement between the parties within ten (10) days of the dispute being referred for arbitration, failing which the arbitrator shall be appointed by the Secretariat of the Arbitration Foundation of Southern Africa (or its successor or body nominated in writing by it in its stead).

10.5.8 At all times, every reasonable effort shall be made to ensure that such arbitrator has the necessary technical skills to enable him to adjudicate the dispute in a satisfactory manner.

10.5.9 The arbitration shall be held at Sandton, South Africa, in English.

10.5.10 The South African law shall apply.

10.5.11 The parties shall be entitled to legal representation.

10.5.12 The award of the arbitrator shall be final and binding on the parties, who hereby agree to give effect to the award. Either party shall be entitled to have the arbitrator's award made an order of court at the cost of the party requesting same.

10.5.13 This paragraph shall constitute the irrevocable consent of the parties to the dispute resolution proceeding in terms hereof and neither of the parties shall be entitled to withdraw there from or to claim at any arbitration proceedings that they are not bound by the arbitration provisions of this RFP.

10.5.14 Both parties shall comply with all the provisions of the RFP and with all due diligence during the determination of such dispute should the latter arise during the course of the RFP.

## **10.6 PAYMENT TERMS - LOCAL CREDITORS**

10.6.1 Original, detailed, correct and complete tax invoices, monthly statements (where applicable), VAT registration numbers (where applicable), verification of bank details (in the format required) and any other relevant supporting documents must be submitted to the Fund after it has acknowledged receipt in writing of the services procured or goods received, to its satisfaction.

10.6.2 Tax invoices and all necessary supporting documents contemplated in 9.1 above must be submitted to the Fund by the 1<sup>st</sup> (first) business day of a calendar month in order for payment to be effected by the end of the same calendar month. Otherwise payment shall be effected by the end of the following calendar month. Payments shall furthermore only be made on condition that the required documentation submitted are the originals, correct and complete.

10.6.3 No penalty interest shall be permitted to be charged in the event of the requirements referred to in 9.1 and 9.2 above not being complied with.

10.6.4 Payment shall be effected by electronic bank transfer or any other method of payment decided to be used by the Fund from time to time and at the Fund's sole discretion.

10.6.5 Payment shall furthermore be subject to the Fund's standard Special Terms and Conditions of Contract, which if applicable shall prevail over this clause in all instances; and a copy whereof shall be furnished upon request.

## **10.7 TERMINATION**

10.7.1 The following clause will be applicable to all contracts entered into/orders placed by WRC:

If, at any time during the currency of this Bid and subsequent contract/order, WRC in its reasonable discretion determines that the other party has, in respect of this bid, contract/order or any other contract/order or agreement to which they were or are parties to:

- Acted dishonestly and/or in bad faith, and/or
- Has made any intentional or negligent misrepresentation to WRC whether in any negotiations preceding the conclusion of, or in the execution of this RFP or any other agreement between the parties,

Then WRC shall be entitled by written notice to the other party forthwith to cancel this contract/order. Upon such cancellation, WRC shall be entitled, in addition to all other remedies available to it, to recover from the other party all damages it has suffered by virtue of such conduct by the other party. Should, at the time of such cancellation, WRC be indebted to the other party for any amounts whatsoever, WRC shall be entitled to withhold payment in respect thereof for a period of 90 (ninety) days from the date of cancellation in order to investigate the party's conduct and any

damages suffered by WRC. NO payment by WRC to the other party after the lapse of such period shall preclude WRC thereafter, from recovering from the other party any such damages as it may have suffered.

## **10.8 SPECIFIC INFORMATION REQUIRED**

For ease of reference and evaluating purposes, please furnish replies under the same headings and refer individually to all specific paragraph numbers. Please be clear in your response and use definite answers.

## **10.9 COPIES REQUIRED**

It is a condition that the Bidder/s shall furnish an offer comprising of one original for the supply of products and services enumerated in this Request for Bid Document. The Bidder/s shall ensure that all the relevant information and documentation is submitted with the original as well as the copies. WRC shall not be liable should it become evident that a Bidder/s offer/s is/are not accepted and the reason for such non-acceptance is as a result of the Bidder/s failure to include the information in all copies.

## **10.10 DUE DILIGENCE**

Bidder/s must supply Financial Information as requested in par 2.11.10 and Annexure C.

## **10.11 GENERAL VENDOR INFORMATION**

The following general information is required from the prospective vendor:

### **10.11.1 NAME OF COMPANY/TRADING AS:**

- Postal Address
- Street Address
- Telephone and facsimile numbers

### **10.11.2 COMPANY HEAD OFFICE:**

- Postal Address
- Street Address
- Telephone and facsimile numbers

10.11.3 Contact person

10.11.4 List of Directors/Partners/affiliated companies with proof of shareholding with this companies/trust - Compulsory

10.11.5 List of shareholders (**Certified** original copies of individual share certificates/**certified** original copies of Cipro registration document indicating members with percentage interest).

10.11.6 Date of registration – [if applicable]

10.11.7 Company registration number. – [if applicable]

### **10.11.8 Draw or attach the organizational structure of your company:**

- a) Ownership structure, i.e. the % shareholding by major investors and controlling interest in affiliated companies.
- b) Basic functional structure, i.e. the administrative section of your company with which WRC will be dealing on a day-to-day basis.

10.11.9 **Valid Tax Compliance** as verified via Central Supplier Database Compliance History Report – **Compulsory to submit CSD Compliance History Report as obtainable from CSD website – [www.csd.gov.za](http://www.csd.gov.za)**

10.11.10 **Audited Financial Statements** with auditor's report of the company for the past three years. / Financial Statements of a CC for the past three years prepared by an independent accountant with proof.

## 10.12 **INFRASTRUCTURE**

- a) Would you describe your business as international, national or regional?
- b) List all branches and offices of your company countrywide (Republic of South Africa) together with telephone numbers.

## 10.13 **ACTIVITY AND SERVICE PROFILE**

10.13.1 Detailed description of main field of expertise/area of operation of company.

10.13.2 Range of services offered.

10.13.3 Reference list of some contracts completed during the last 3 to 5 years, including value, duration, location and contact persons

10.13.4 List of current contracts and value thereof. Submit a list of current contracts, contact person and contract numbers. Has any contract with your company ever been cancelled by a client? If YES, provide details.

## 10.14 **TRAINING CAPABILITIES**

10.14.1 Does your company have any in-house training capabilities? (Infrastructure)

10.14.2 If YES, provide an overview of:

- Activities included in this process (in-house training).
- Method used for evaluating the effectiveness of the in-house training capabilities to ensure the required level of service is maintained.

10.14.3 What training is done by the company?

10.14.4 What type of training is done for you by other companies and who are these companies? (Provide details please)

10.14.5 What type of continuing/supplementary training is done by the company? Give details of subjects, schedules, etc.

10.14.6 Do you have staff in your training department employed on a contract basis? If YES, give details.

## 10.15 **MANAGEMENT AND SERVICING**

10.15.1 Please supply a full description of how the company is organized together with an organization organogram.

10.15.2 Please indicate a breakdown of staff compliment into management/ supervisors/ administration/ other services (specify).

10.15.3 Please provide details of qualifications and selection process with regards to management/supervisory expertise in the company.

10.15.3.1 Are all these personnel employed on a full-time basis? If not, provide details.

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# THE FOLLOWING ANNEXES MUST BE FURNISHED

(FAILURE TO DO SO SHALL RESULT IN YOUR BID BEING DISQUALIFIED)

- Annexure A:** Scope of Work
- Annexure B:** **SBD3.1:** Pricing Schedule – Firm Prices
- Annexure C:** Supplier SARS Tax Compliance Status - TAX COMPLIANCE SYSTEM PIN must be submitted for Water Research Commission to verify Tax Compliance status on SARS efilling
- Annexure D:** **SBD4:** Declaration of Interest
- Annexure E:** **SBD6.1:** Preference Claim Forms in terms of Preferential Procurement Regulations
- Annexure F:** **SBD8:** Declaration of Bidder's Past Supply Chain Practices
- Annexure G:** **SBD9:** Certificate of Independent Bid Determination
- Annexure H:** Certified copies (Copy with original stamp) of your CIPC company Registration documents listing all members with percentages, in case of a CC
- Annexure I:** Certified copies (Copy with original stamp) of all latest share certificates, in case of a company
- Annexure I:** Record of Addenda issued to bidders before the bid closing date
- Annexure J:** Initialled each page of the General Condition of Contract
- Annexure K:** List of traceable references of past and present clients, (Company name, department, branch, contact person with office telephone number)
- Annexure L:** Central Supplier Database Compliance History Report (CSD Report)
- Annexure M:** Original or certified copy of B-BBEE certificate or original Sworn Affidavit B-BBEE Certificate for EME and QSE

# **Annex A: SPECIFICATION – PROVISION OF THE PRINTING SERVICES TO THE WRC FOR A PERIOD OF THREE (3) YEARS**

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## **1. SPECIAL INSTRUCTIONS TO VENDORS**

Scope of work shall form part of the contract.

Should a vendor have reasons to believe that the Technical Specification is not open and/or is written for a particular brand or product; the vendor shall notify Procurement Services within seven (07) days after publication of the bid.

Bidders shall provide full and accurate answers to the mandatory questions posed in this document, and, where required explicitly state either "Comply/Not Comply" regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional requirements. All documents as indicated must be supplied as part of the submission.

## **2. BACKGROUND TO THE PROJECT**

The Water Research Commission (WRC) is a national public entity (Schedule 3A) established in terms of the Water Research Act (Act No 34 of 1971). The organisation is a dynamic hub for water and sanitation knowledge, innovation and intellectual capital which provides leadership and supports the research, development and innovation of water and sanitation solutions.

WRC requires the services of a reputable printing company to assist with the printing work for a period of three (3) years.

## **3. REQUIREMENT**

The WRC seek to appoint a service provider for the provision of the Printing Services for the WRC for a period of three (3) years.

## **4. SPECIFICATION (OUTPUTS)**

The solution MUST cater for the following.

WRC requires the services of a reputable printing company to assist with the printing work for a period of three (3) years.

## **5. SPECIFICATION (OUTPUTS)**

The WRC has a huge volume of printing material, from reports to special editions as well as magazines. Proposals are, therefore, invited from suitably qualified and reputable service providers who will be able to provide such services as indicated below.

Companies are invited to submit proposals for one category or all four categories:

- 5.1 Conventional and consultancy (i.e. KV) reports
- 5.2 Special publications
- 5.3 Technical Transfer Reports, , DVDs, etc.
- 5.4 Water Wheel Magazine

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## **5.1 SPECIFICATION CONVENTIONAL AND KV REPORTS**

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Conventional and KV or consulting reports are research knowledge reports and guidelines published following completed research projects.

### **1. Conventional WRC reports**

Frequency: 80 to 100 reports a year (on average)

Quantity: 100, 200, 300, 400 or 500 copies per report

#### Specification:

Size: A4

Pages: 100, 200, 300, 400 or 500 depending on report

Cover: Full colour one side only, 250 gsm Power matt, UV varnish outer cover only

Inside: Black and white, Hi-Q, uncoated Bond white, 80 gsm

Finishing: Perfect bound

### **2. USBs**

Frequency: 50 to 80 types of 8GB printed card-type USBs a year (on average)

Quantity: 500 depending on associated report

Card USBs printed on both sides, loaded with supplied material and attached to the back of reports.

### **3. KV reports**

Frequency: 20 to 40 reports a year (on average)

Quantity: 100, 200, 300, 400 or 500 copies per report

#### Specification:

Size: A4

Pages: 100, 200, 300, 400 or 500 depending on report

Cover: Full colour one side only, 250 gsm Power matt, UV varnish outer cover only

Inside: Black and white, Hi-Q, uncoated Bond white, 80 gsm

Finishing: Perfect bound

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## **5.2 SPECIFICATION SPECIAL PUBLICATIONS**

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General description: 'Special publications' are high-specification, full-colour specifications of different sizes and volumes printed throughout the year.

### **4. Career Guide**

Frequency: Once a year

Quantity: 20 000



Specification:

Size: A5 portrait

Pages: 192 pages + cover

Cover: 4 pages full colour both sides, Hi-Q titan plus matt, 250 gsm, white, matt laminated one side only

Inside: full colour, Hi-Q titan plus matt, 128 gsm, white

Finishing: Pur bind

**5. WRC Graphic Novel**

Frequency: Once a year

Quantity: 5 000

Specification:

Size: 265 mm x 195 mm

Pages: 24 pages self-cover

Cover and inside: full colour throughout, Hi-Q titan plus (gloss), 90 gsm, white

Finishing: saddle stitched

**6. Water cycle posters**

Frequency: Once a year

Quantity: 5 000

Specification:

Size: 594 mm x 420 mm

Print spec: 170 gsm on Hi-Q (gloss) white, full colour, one side only

**7. Annual Report**

Frequency: Once a year

Quantity: 250

Specification:

Size: A4

Pages: 164-250 + Cover

Cover: MagnoMatt Satin 350 gsm, Full colour outside, black only inside

Inside: MagnoMatt Satin, 135 gsm, full colour throughout

Finishing: Pur bind, machine varnish throughout

Thermal Matt laminate outside only

**8. Knowledge Tree report**

Frequency: Once a year

Quantity: 350

Specification:

Size: A4

Pages: 24 + cover

Cover: full colour outside only, 350 gsm MagnoMatt satin

Inside: full colour throughout, 150 gsm MagnoMatt satin

Finishing: Machine varnish throughout, thermal matt laminate cover outside only, saddle stitch

**9. CSR Report**

Frequency: Once a year

Quantity: 500

Specification:

Size: A4

Pages: 56 + cover

Cover: MagnoMatt Satin 350 gsm, full colour one side only

Inside: MagnoMatt Satin 150 gsm, full colour throughout

Finishing: machine varnish throughout, thermal matt cover outside only, Pur bind

**10. Annual Report Summary booklet & USB**

Frequency: Once a year

Quantity: 250

**Specification:**

Size: A5 portrait

Pages: 20 + cover

Cover: Full colour both sides, 300 gsm Hi-Q Matt and gloss UV varnish outer covers

Inside: Full colour, 148 gsm Hi-Q Matt

Finishing: Saddle stitch

**USBs:**

8GB USB card printed on both sides, material loaded, and adhered to inside back of Annual Report Summary booklet.

**11. Soft cover booklet 1**

Frequency: Once a year

Quantity: 1 000

Specification:

Size: 210 mm x 240 mm

Pages: 80 + cover

Cover: 4 pages full colour both sides, Hi-Q titan plus matt, 300 gsm, gloss UV varnish one side

Inside: full colour, Hi-Q titan plus matt, 148 gsm, white

Finishing: pur bind, machine varnish throughout

**12. Soft cover booklet2**

Frequency: Once a year

Quantity: 300-1 000

Specification:

Size: 240 mm x 190 mm

Pages: 84 + cover

Cover: Full colour one side, IR varnish both sides on Hi-Q titan plus (matt), 300 gsm, white

Inside: Full colour, Hi-Q titan plus matt, 148 gsm, white

Finishing: pur bind, Gloss UV varnish one side only (cover)

**13. Hard cover booklet**

Frequency: Once a year

Quantity: 2 000

Specification:

Size: 180 mm x 210 mm

Pages: 200

Cover: Full colour, Magno Satin (Matt), 135 gsm, white

End papers: Full colour, Magno Satin (Matt), 135 gsm, white

Inside: Full colour, Magno Satin (Matt), 135 gsm, white

Finishing: Section sewn case bind drawn on cover and trimmed to size, spot gloss UV varnish one side only, matt laminated one side.

#### **14.Folders**

Frequency: Once a year

Quantity: 2 000

##### Specification:

Size: 594 mm x 428 mm

No printing, foil one side only, die cut, Hi-Q gloss white (300 gsm), folders made up, 2 scores, 1 pocket

#### **15.Note pads**

Frequency: Once a year

Quantity: 1 000

##### Specification:

Size: 297 mm x 210 mm

20 sheets/pad all the same print), printed full colour front only

80 gsm Bond Status, white

Soft backing board of 175 gsm, EMTINI Kraft Liner

#### **16.Z-fold brochure**

Frequency: Twice a year

Quantity: 500 to 2 000, full colour

#### **17.Report brochures**

Frequency: Up to six times a year

Quantity: 500 per brochure

##### Specification:

Size: A5 landscape

Pages: 60 pages, self-cover

Cover and inside: Full colour, 128 gsm, Hi-Q Titan Plus (gloss)

Finishing: Saddle stitched

#### **18.Dialogue/workshop programmes**

Frequency: Up to 10 times a year

Quantity 80-120

##### Specification:

A4, full colour, folder to A5

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### **5.3 SPECIFICATION TECHNICAL TRANSFER REPORTS, CDs, DVDs**

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Technical Transfer (TT) reports are research knowledge reports and guidelines published following completed research projects.

#### **19.Technical Transfer (TT) reports**

Frequency: 50 to 80 reports a year

Quantity: 100, 200, 300, 400 or 500 copies per report

Specification:

Size: A4

Pages: 100, 200, 300, 400, 500 depending on report

Cover: Full colour one side only, 250 gsm Power matt, Gloss UV varnish outer cover only.

Inside: Full colour throughout, 128 gsm Power matt

Finishing: Perfect bound

**20.USBs**

Frequency: 50 to 80 types of 8GB printed card-type USBs a year (on average)

Quantity: 500 depending on associated report

Card USBs printed on both sides, loaded with supplied material and attached to the back of reports.

**21.DVDs**

Frequency: Up to 3 times a year

Quantity 500 to 1 000 copies

Specification: DVDs printed and duplicated and packed in black/white cases with inserted printed cover.

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**5.4 SPECIFICATION WATER WHEEL**

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The Water Wheel magazine is a glossy, colourful magazine, produced by the WRC every 2 months (i.e. six times a year).

Frequency: 6 times a year + 1 Special Edition

Copies: 1 500 copies per issue

Printing specification:

**Description:** A4, full colour throughout

**Paper:** 130 gsm Power Gloss

**Finishing:** Fold collate, saddle stitch, trim flush

**Pages:** May vary, quotations must please be provided for 36, 40, 44, 48, and 72 pages (Water Kidz edition).

**WRC will supply:** CD containing artwork, layout.

**6. PERIOD / DURATION OF PROJECT / ASSIGNMENT**

The term of agreement will be for a period of three (3) years.

**7. PREFERENTIAL PROCUREMENT POINTS ALLOCATION**

**80/20** points system will shall be applied for this project in line with applied PPPFA regulation 2017.

## 7.1 EVALUATION CRITERIA

The bid will be evaluated in accordance with the PPPFMA as follows:

- 7.1.1 **Phase 1: Screening of minimum requirement Criteria** - Only bidders that have complied with the minimum screening requirements may be eligible for further evaluation.
- 7.1.2 **Phase 2: Gatekeeping Criteria** - Only bidders that have complied with the Gatekeeping Criteria will be eligible for further evaluation.
- 7.1.3 **Phase 3: Technical / Functionality Evaluation** – Only bidders that meet the cut off mark of 75 points on the functionality will be evaluated further for presentation.
- 7.1.4 **Phase 4: Commercial** - Price on 80 and BBBEE on 20
- 7.1.5 **Phase 5: Due Diligence** – The WRC reserves the rights to conduct a due diligence exercise on the top 2 bidders that scored highest points in commercial evaluation.

### 7.1.1 Screening of minimum requirement Criteria

*In this phase All bids received will be verified for **compliance** and **completeness** of the submitted proposal per the below set of mandatory requirements. Bidders who fails to comply with the below requirements WILL be eliminated and bidders who comply with the below progresses to the next phase of technical evaluation.*

- Bid forms must be properly received on the bid closing date and time specified on the invitation, fully completed, dated and signed in ink.
- Bid forms must be properly fully completed, dated, signed in ink and initial every page of the bid.
- Submission of the bid document must be binded and is without tearing any pages off.
- Invitation to Bid (SBD 1) must be fully completed,
- Submission of a Valid SARS Tax Clearance Certificate together with Supplier SARS Tax Compliance Status Verification PIN to enable Water Research Commission to verify Tax Compliance status on SARS eFiling. NB: Bidders whom their Tax matters are not in order will not be considered for this bid.
- Submission of fully completed Pricing Schedule (Purchases – Goods - SBD 3.1),
- Submission of fully completed SBD 4 (Declaration of Interest),
- Submission of fully completed SBD 6.1 (Preference Claim Certificate),
- Submission of the original or certified B-BBEE Status Level Verification Certificate or original B-BBEE Sworn Affidavit in case of EME and QSE)
- Submission of fully completed SBD8 (Declaration of Bidders Past SCM Practice),
- Submission of fully completed SBD9 (Certificate of Independent Bid Determination),
- Business Registration Certificate e.g. CK 1, certificate of incorporation
- Familiarise yourself and Initial every page of the General Condition of Contract
- Submission of Central Supplier Database (CSD) Compliance History Report.

**NB: Any bidders who did not sign and submit any of the requested documents may be disqualified.**

**7.1.2 Gatekeeping Criteria**

Bidders must submit the **mandatory** documents / proof which would sufficiently cover the gate keeping requirements below. **Failure to comply with the gate-keeping criteria will result in the bid being deemed as non-responsive and will not be further evaluated.**

Bidders are required to submit the below listed requirements in order to comply with Phase 2 of the evaluation; failure to comply with the pre-qualification shall lead to elimination. Only bidders who complied with the listed requirements will proceed to the next phase of evaluation. Either of the below listed certificates will be acceptable.

In terms of printing certification, the service provider must submit / include FSC (Forest Stewardship Council) Certification in the name of the print house,	Attached	Not attached

OR

Submit the SFM (Sustainable Forest Management) Certification, PEFC (Programme for Endorsement of Forest Certification)	Attached	Not attached

OR

Submit the PEFC (Programme for Endorsement of Forest) Certification	Attached	Not attached

Green printing technology and practices are important for the Water Research Commission. The purpose of requesting the certificate/s is to ascertain if the printing company is actively investing in green technology and making efforts to limit negative impacts on the environment as far as possible. FSC® (Forest Stewardship Council) and PEFC™(Programme of Forest Certification) are both independent international verifications that the products printed can be traced back from their point of origin to responsible, well-managed forestry, controlled and recycled resources. Printing plants also have to comply with strict environmental conditions to receive FSC certification. The printing requirements of the WRC, with a print run on average of 40 000 copies, consumes over 20 tons of paper. Using a print supplier with FSC certification ensures environmentally sound paper stocks and printing processes.

### **7.1.3 Technical / Functionality Evaluation**

NB: Qualification Threshold – Bidders must achieve 75% per the criteria below to be considered for phase (04) of the evaluation. Bidders who fail to comply with the set minimum threshold of 75% per the below requirements WILL be eliminated and bidders who comply with the below will progress to the next stage of evaluation.

In this stage, the following criteria shall be applicable, and the maximum points of each criterion are indicated in the table below. Bidders scoring 75 out of 100 on functional / technical criteria will be further evaluated on Price and BEE. Bidders who do not achieve the minimum of 75 points on functional / technical criteria will not progress to the next and final phase (04) being price and preference points.

No	Functionality criteria	Weighting factors	Points	Documents to be submitted for evaluation purposes	Points allocation
1	<p><b>Supplier Profile</b></p> <p>Information in response to this criterion should be placed under Annexure "T" or "20" labelled as "Supplier profile"</p>	<b>15</b>	<b>5</b>	<p><b>Requirements of the Bidder:</b></p> <p>Potential suppliers must provide the following information:</p> <p>2.1 General information including: company's legal and trading name, inception date, physical addresses of all offices, contact telephone numbers and email addresses.</p> <p>2.2 Details of the company's ownership structure and shareholder participation, specifically indicating nationality.</p> <p>2.3 Bidders to indicate the level or years of experience for the criteria in question.</p>	<p>1 = Bidder did not indicate key staff, skills and experience.</p> <p>2 = Bidder meets some (less than 50%) but not all the requirements in terms of the supplier profile but has less than 2 years relevant experience.</p> <p>3 = Bidder meets some (less than 50%) but not all the requirements in terms of the supplier profile and experience but has 3-5 years relevant experience.</p> <p>4 = Bidder meets most (more than 50%) of the requirements in terms of the supplier profile and has between 3- 5 years relevant experience.</p> <p>5 = Bidder meets most or all of the requirements in terms of supplier profile and has 5 or more years relevant experience.</p>



No	Functionality criteria	Weighting factors	Points	Documents to be submitted for evaluation purposes	Points allocation
2	<p><b>Relevant References</b></p> <p>Information in respond to this criterion should be placed under Annexure "N" labelled as "<b>Relevant References of the bidder Annexure N</b>" (see page 50)</p>	<b>20</b>	<b>5</b>	<p><b>List of at least 3 (three) contactable / traceable references</b> that the bidder:</p> <ul style="list-style-type: none"> <li>* Is currently engaged with</li> <li>* Provided services to in the past</li> </ul> <p><b>NB:</b> Proven record of Printing Services for a client.</p> <p>Signed and Reference letters / appointment letters, with contact details, as obtained from the organisation in which projects were executed to be attached.</p>	<p>1 = Bidder have one (1) relevant references supported by attached signed reference letter from a contactable reference.</p> <p>2 = Bidder have two (2) relevant references supported by attached signed reference letters from contactable references.</p> <p>3 = Bidder have three (3) relevant references supported by attached signed reference letters from contactable references.</p> <p>4 = Bidder have four (4) relevant references supported by attached signed reference letters from contactable references.</p> <p>5 = Bidder have five (5) relevant references supported by attached signed reference letters from contactable references.</p>

No	Functionality criteria	Weighting factors	Points	Documents to be submitted for evaluation purposes	Points allocation
3	<b>Company Technical Capacity</b>	<b>30</b>	<b>5</b>	List Company's capacity in terms of machinery, equipment to produce high quality printing of materials.	<p><b>3</b> = Bidder does not have machinery or equipment of their own; however, they outsource the printing services to the third party.</p> <p>Bidder provided list of printing machinery all relevant equipment that complement the printing services, such as cutting and binding machines, web press and/or shoot feed Litho press.</p> <p>Written proof of the parties' agreement to utilize each other's printing machinery. Agreement signed and stamped by a Commissioner of Oaths.</p> <p><b>5</b> = Company has provided the list of the printing machinery and all relevant equipment that complement the printing services, such as cutting and binding machines, web press and/or shoot feed Litho press.</p>
No	Functionality criteria	Weighting factors	Points	Documents to be submitted for evaluation purposes	Points allocation
4	<b>Green technology and practices regarding printing</b>	<b>10</b>	<b>5</b>	Environmental print and production aspects:	<b>1</b> = Bidder has no environmental print and production policy.

	<p>The purpose is to ascertain if the printing company is actively investing in green technology and making efforts to limit negative impacts on the environment as far as possible.</p>		<p>To get an accurate idea of how the printing plant is impacting the environment please include an environmental policy document outlining the following criteria, with implanted examples:</p> <ul style="list-style-type: none"> <li>• Production efficiency</li> <li>• Emissions</li> <li>• Energy and water consumption</li> <li>• Waste management</li> <li>• Impact of print production process on the natural resources.</li> </ul> <p>Include any certification the printing plant has in terms of ISO or international standards.</p>	<p><b>5</b> = Company provided Environmental Policy regarding print and production, and provided examples of Production efficiency, Emissions, Energy and Water consumption, Waste management and provided proof of certification based on international standards (ISO 9001, FSC etc.)</p>
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No	Functionality criteria	Weighting factors	Points	Documents to be submitted for evaluation purposes	Points allocation
5	<b>Ability to handle urgent printing requests</b>	<b>15</b>	<b>5</b>	Bidder to indicate plans that the company has capability as well as capacity to handle urgent printing requests – bidder to indicate how tasks are prioritized or scheduled for printing purpose.	<p><b>1</b> = Machinery does not permit interruption for urgent cases.</p> <p><b>3</b> = The Bidder did indicate how the printing work is scheduled and how prioritization will be implemented in case of urgent printing, but the printing equipment / machinery do not permit interruption for prioritization purpose.</p> <p>The bidder did not indicate if they have alternative machinery in case of urgent requests to be utilized.</p> <p><b>5</b> = The Bidder did provide plans how the printing work is scheduled and how prioritization will be implemented in case of urgent printing.</p> <p>The printing equipment / machinery do permit interruption for prioritization purpose – proof provided.</p> <p>The bidder has alternative machinery in case of urgent requests to be utilized.</p>

No	Functionality criteria	Weighting factors	Points	Documents to be submitted for evaluation purposes	Points allocation
6	Examples of quality work produced in the past	10	5	<p>Bidder to provide examples of ability to produce quality materials – High quality printed materials of the following items:</p> <p><b>1. Conventional Report</b></p> <p><u>Specification:</u>  Size: A4  Pages: 100 or more  Cover: Full colour one side only, 250 gsm Power matt, UV varnish outer cover only  Inside: Black and white, Hi-Q, uncoated Bond white, 80 gsm  Finishing: Perfect bound</p> <p><b>2. Career Guide</b></p> <p><u>Specification:</u>  Size: A5 portrait  Pages: 192 pages + cover  Cover: 4 pages full colour both sides, Hi-Q titan plus matt, 250 gsm, white, matt laminated one side only  Inside: full colour, Hi-Q titan plus matt, 128 gsm, white  Finishing: Pur bind</p> <p><b>3. Annual Report</b></p> <p><u>Specification:</u>  Size: A4  Pages: 164-250 + Cover</p>	<p><b>1</b> = The bidder did not provide the requested listed samples of the printed materials.</p> <p><b>3</b> = The bidder did not provide all requested samples; only selected samples have been submitted. The provided samples match the provided specification.</p> <p><b>5</b> = Company demonstrated their capability to produce high quality materials – examples of printed materials were provided, all samples match / complied with the provided specification.</p>

				<p>Cover: MagnoMatt Satin 350 gsm, Full colour outside, black only inside Inside: MagnoMatt Satin, 135 gsm, full colour throughout Finishing: Pur bind, machine varnish throughout Thermal Matt laminate outside only</p> <p><b>4. <u>Soft cover booklet</u></b></p> <p><u>Specification:</u> Size: 240 mm x 190 mm Pages: 84 + cover Cover: Full colour one side, IR varnish both sides on Hi-Q titan plus (matt), 300 gsm, white Inside: Full colour, Hi-Q titan plus matt, 148 gsm, white Finishing: pur bind, Gloss UV varnish one side only (cover)</p> <p><b>5. <u>Hard cover booklet</u></b></p> <p><u>Specification:</u> Size: 180 mm x 210 mm Pages: 200 Cover: Full colour, Magno Satin (Matt), 135 gsm, white End papers: Full colour, Magno Satin (Matt), 135 gsm, white Inside: Full colour, Magno Satin (Matt), 135 gsm, white Finishing: Section sewn case bind drawn on cover and trimmed to size, spot gloss UV varnish one side only, matt laminated one side.</p> <p><b>6. <u>The Water Wheel magazine</u></b></p>	
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			<p><u>Printing specification:</u>  <b>Description:</b> A4, full colour throughout  <b>Paper:</b> 130 gsm Power Gloss  <b>Finishing:</b> Fold collate, saddle stitch, trim flush  <b>Pages:</b> May vary, 36 or more.</p> <p>NB: The supplied materials shall be used as sample of the quality of the materials the successful bidder will be expected to produce as a benchmark.</p>	
	<b>Total Points</b>	<b>100</b>		

**Qualification Criteria:**

- Technical Evaluation: Service providers are expected to meet a minimum 75% threshold out of possible 100 points on the above technical / functional evaluation phase to qualify to the next phase of Price and B-BBEE.

Functionality and presentation scoring will be on the sliding scale as per the below table:

<b>SCORE</b>	<b>DESCRIPTION</b>
<b>1</b>	Poor
<b>2</b>	Average
<b>3</b>	Good
<b>4</b>	Very Good
<b>5</b>	Excellent

### 7.1.4 Commercial : Price and B-BBEE Evaluation Phase

This bid will be evaluated on 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to BBEE	20/100	Points will be awarded to bidders according to their BBEE status level of contributor as indicated in the BBEE accreditation certification as indicated below:
BBEE LEVELS		SCORES
Level 1		20
Level 2		18
Level 3		14
Level 4		12
Level 5		8
Level 6		6
Level 7		4
Level 8		2
Non- compliant Contributor		0

#### Price Formula

The following PPPFA formula was used to evaluate the price proposals submitted by bidders, this formula was used because price was the only criterion that was scored i.e. the whole 80 points were allocated to price.

$$PS = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Pmin

Ps = Points scored for price of the bid under consideration.

Pt = Rand value of bid under consideration.

Pmin = Rand value of lowest acceptable bid

Bidder who obtains highest total points on PRICE and B-BBEE claimed points shall be awarded the contract.

WRC reserves the right to not to appoint, to appoint one or more service providers for this project.



# Annex B :PRICING SCHEDULE – FIRM PRICE

This annexure should be completed and signed by the Bidder’s authorised personnel as indicated below:

1 Please indicate your total bid price here: R.....

2 **Important: It is mandatory to indicate your total bid price as requested above. This price must be the same as the total bid price you submit in your pricing schedule. Should the total bid prices differ, the one indicated above shall be considered the correct price.**

3 **NOTE: All prices must be VAT inclusive (15%) and must be quoted in South African Rand (ZAR).**

4 Are the rates quoted firm for the full period of the contract? 

YES	NO
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5 **Mandatory:** If not firm for the full period, provide details of the basis on which adjustments shall be applied e.g. CPI, and also details of the cost breakdown.

Basis of adjustment:		
Cost Breakdown:		

6

The cost of delivery, etc. must be included in this proposal.	Comply	Not comply	Not Applicable
Substantiate / Comments			

7

Yearly increases in the maintenance cost must be clearly indicated.	Comply	Not comply	Not Applicable
Substantiate / Comments			

8

No price adjustments that are 100% linked to exchange rate variations shall be allowed.	Comply	Not comply	Not Applicable
Substantiate / Comments			

9

The bidder must indicate clearly which portion of the service price as well as the monthly costs is linked to the exchange rate.	Comply	Not comply	Not Applicable
Substantiate / Comments			

10

All additional costs must be clearly specified.	Comply	Not comply	Not Applicable
Substantiate / Comments			

11

The following increases can be requested from the WRC but would be subject to the necessary approvals:  Statutory wage increases announced in the Government Gazette.  Annual tariff increase (percentage per year)	Comply	Not comply	Not Applicable
Substantiate / Comments			

**COSTING MODEL:**

**PRICING SCHEDULE – ANNEXURE**

Item to be printed	Printing spec	Frequency	Pricing (per estimated copies)					
<b>Category 1: Conventional, KV reports &amp; associated CDs</b>								
<b>Conventional Reports</b>	<b>Size:</b> A4. <b>Pages:</b> 100-500, depending on report. <b>Cover:</b> Full colour one side only, 250 gsm Power Matt, UV varnish outer cover only. <b>Inside:</b> Black and white, Hi-Q, uncoated Bond white, 80 gsm, <b>Finishing:</b> perfect bound <b>Copies:</b> 100-500	100 reports a year maximum		<b>100 copies</b>	<b>200 copies</b>	<b>300 copies</b>	<b>400 copies</b>	<b>500 copies</b>
			100 pp					
			200 pp					
			300 pp					
			400 pp					
			500 pp					
<b>USBs</b>	Frequency: 50 to 80 types of 8GB printed card-type USBs a year. Quantity: 500 depending on the associated report Card USB printed on both sides, loaded with supplied	50 to 80 (estimate)						

	material and attached to the back of reports.							
<b>KV (Consultancy) Reports</b>	<b>Size:</b> A4. <b>Pages:</b> 100-500, depending on report. <b>Cover:</b> Full colour one side only, 250 gsm Power Matt, UV varnish outer cover only. <b>Inside:</b> Black and white, Hi-Q, uncoated Bond white, 80 gsm, <b>Finishing:</b> perfect bound <b>Copies:</b> 100-500	40 reports a year maximum		<b>100 copies</b>	<b>200 copies</b>	<b>300 copies</b>	<b>400 copies</b>	<b>500 copies</b>
			100 pp					
			200 pp					
			300 pp					
			400 pp					
			500 pp					
<b>Category 2: Special publications</b>								
<b>Career Guide</b>	<b>Size:</b> A5 portrait <b>Pages:</b> 192 + cover <b>Cover:</b> 4 pages full colour both sides, Hi-Q titan plus matt, 250 gsm, white, matt laminated 1 side only <b>Finishing:</b> pur bind <b>Copies:</b> 20 000	Once a year						
<b>WRC Graphic Novel</b>	<b>Size:</b> 265 mm x 195 mm <b>Pages:</b> 24 pp self-cover <b>Cover &amp; inside:</b> Full colour throughout, Hi-Q titan plus (gloss), 90 gsm, white <b>Finishing:</b> saddle stitched <b>Copies:</b> 5 000	Once a year						
<b>Water cycle posters</b>	<b>Size:</b> 594 mm x 420 mm <b>Print:</b> 170 gsm on Hi-Q (gloss) white, full colour one side only <b>Copies:</b> 5 000	Once a year						
<b>Annual Report</b>	<b>Size:</b> A4 <b>Pages:</b> 250 <b>Cover:</b> MagnoMatt Satin 350 gsm, Full colour outside, black only inside <b>Inside:</b> MagnoMatt Satin, 135 gsm, full colour throughout <b>Finishing:</b> Pur bind, machine varnish throughout. Thermal Matt laminate outside only <b>Copies:</b> 250	Once a year						
<b>Knowledge Tree Report</b>	<b>Size:</b> A4 <b>Pages:</b> 24 + cover <b>Cover:</b> full colour outside only, 350 gsm MagnoMatt Satin <b>Inside:</b> Full colour throughout, 150 gsm MagnoMatt Satin <b>Finishing:</b> Machine varnish throughout, thermal matt laminate cover outside only, saddle stitch <b>Copies:</b> 350	Once a year						

<b>CSR Report</b>	<p><b>Frequency:</b> once a year  <b>Quantity:</b> 500  <b>Specification:</b> A4 size  <b>Pages:</b> 56 + cover  <b>Cover:</b> MagnoMatt Satin 350 gsm, full colour one side only  <b>Inside:</b> MagnoMatt Satin 150 gsm, full colour throughout  <b>Finishing:</b> Machine varnish throughout, thermal matt cover outside only, PUR bind</p> <p><b>Packaging:</b> plastic sleeves  500 CDs to be fitted on inside back cover of Knowledge Review, 200 CDs to be supplied loose</p>	Once a year	
<b>Annual Report booklet + USB</b>	<p><b>Size:</b> A5 portrait  <b>Pages:</b> 20 + cover  <b>Cover:</b> Full colour both sides, 300 gsm, Hi-Q Matt and gloss UV varnish outer covers  <b>Finishing:</b> Saddle stitch  <b>Copies:</b> 250</p> <p><b>8GB USBs</b> to be printed on both sides, material loaded, and adhered to inside back of Annual Report Summary booklet</p>	Once a year	
<b>Soft cover booklet 1</b>	<p><b>Size:</b> 210 mm x 240 mm  <b>Pages:</b> 80 + cover  <b>Cover:</b> 4 pages full colour both sides, Hi-Q titan plus matt, 300 gsm, gloss UV varnish one side  <b>Inside:</b> Full colour, Hi-Q titan plus matt, 148 gsm, white  <b>Finishing:</b> Pur bind, machine varnish throughout  <b>Copies:</b> 1 000</p>	Once a year	
<b>Soft cover booklet 2</b>	<p><b>Size:</b> 240 mm x 190 mm  <b>Pages:</b> 84 + cover  <b>Cover:</b> Full colour one side, IR varnish both sides on Hi-Q titan plus (matt), 300 gsm, white  <b>Inside:</b> Full colour, Hi-Q titan plus matt, 148 gsm, white  <b>Finishing:</b> Pur bind, Gloss UV varnish one side only (cover)  <b>Copies:</b> 1 000</p>	Once a year	
<b>Hard cover booklet</b>	<p><b>Size:</b> 180 mm x 210 mm  <b>Pages:</b> 200  <b>Cover:</b> Full colour, Magno Satin (Matt), 135 gsm, white</p>	Once a year	

	<p><b>End papers:</b> Full colour, Magno Satin (Matt), 135 gsm white</p> <p><b>Inside:</b> Full colour, Magno Satin (Matt), 135 gsm, white</p> <p><b>Finishing:</b> Section sewn case bind drawn on cover and trimmed to size, spot gloss UV varnish one side only, matt laminated one side</p> <p><b>Copies:</b> 2000</p>							
<b>Folders</b>	<p><b>Size:</b> 594 mm x 428 mm</p> <p>No printing, foil one side only, die cut, Hi-Q gloss, white (300 gsm), folders made up, 2 scores, 1 pocket</p> <p><b>Quantity:</b> 2 000</p>	Once a year						
<b>Note pads</b>	<p><b>Size:</b> 297 mm x 210 mm</p> <p>20 sheets/pad (all same print), full colour front only</p> <p><b>Paper:</b> 80 gsm, Bond Status, white</p> <p><b>Finishing:</b> Soft backing board of 175 gsm, EMTINI Kraft Liner</p> <p><b>Quantity:</b> 1 000</p>	Once a year						
<b>Z-fold brochure</b>	<p><b>Size:</b> A4 folded, full colour</p> <p><b>Copies:</b> 500-2 000</p>	Twice a year	500 copies	1 000 copies	2 000 copies			
<b>Report brochures</b>	<p><b>Size:</b> A5 landscape</p> <p><b>Pages:</b> 60 pp, self-cover</p> <p><b>Cover &amp; inside:</b> Full colour, 126 gsm, Hi-Q Titan Plus (gloss)</p> <p><b>Finishing:</b> Saddle stitched</p> <p><b>Copies:</b> 500</p>	Six times a year (max)						
<b>Dialogue/workshop programmes</b>	<p><b>Size:</b> A4, folded to A5</p> <p><b>Pages:</b> 8, self-cover, 126 gsm, Hi-Q Titan Plus (gloss)</p> <p><b>Copies:</b> 100 (Estimate)</p>	10 times a year (max)						
<b>Category 3: Technical transfer reports, CDs, DVDs</b>								
<b>Technical transfer (TT) reports</b>	<p><b>Size:</b> A4</p> <p><b>Pages:</b> 100-500 depending on report</p> <p><b>Cover:</b> Full colour one side only, 250 gsm Power matt, Gloss UV varnish outer cover only.</p> <p><b>Inside:</b> Full colour throughout, 128 gsm Power matt</p> <p><b>Finishing:</b> Perfect bound</p> <p><b>Copies:</b> 100-500 depending on report</p>	80 reports a year (max)		<b>100 copies</b>	<b>200 copies</b>	<b>300 copies</b>	<b>400 copies</b>	<b>500 copies</b>
			100 pp					
			200 pp					
			300 pp					
			400 pp					
			500 pp					
<b>USBs</b>	<p><b>Quantity:</b> 1 000 (max)</p> <p>Report USBs to be printed from master copy, in paper</p>	50 different USBs (max)						

	sleeves and inserted at back of reports						
<b>DVDs</b>	<b>Quantity:</b> 1 000 copies (max) DVDs printed and duplicated, packed in black/white cases with inserted printed cover.	Three times a year (max)					
<b>Category 4: The Water Wheel</b>							
<b>The Water Wheel magazine</b>	<b>Size:</b> A4, full colour throughout <b>Paper:</b> 130 gsm Power Gloss <b>Finishing:</b> Fold, collate, saddle stitch, trim flush <b>Pages:</b> 36-72 pages <b>Copies:</b> 1 500	Seven times a year	36 pp	40 pp	44 pp	48 pp	72 pp

**TOTAL BID PRICE:**

<b>ITEM/SERVICE DESCRIPTION</b>	<b>TOTAL</b>
Total price incl. VAT of Category 1: Conventional, KV reports & associated CDs	<b>R</b>
Total price incl. VAT of Category 2: Special publications	<b>R</b>
Total price incl. VAT of Category 3: Technical transfer reports, USBs, DVDs	<b>R</b>
Total price incl. VAT of Category 4: The Water Wheel	<b>R</b>
<b>TOTAL BID PRICE (INCL. VAT @ 15%)</b>	<b>R</b>

**Price Declaration Form**

Dear Sir,

Having read through and examined the Tender Document, Tender no. **WRC-001-2019/20** the General Conditions, The Requirement and all other Annexes to the Tender Document, we offer to render **the printing services to the WRC for a period of three (3) years** as the RFP, for the total tendered contract sum of: R \_\_\_\_\_ (including VAT)

In Words: R \_\_\_\_\_ (including VAT)

We confirm that this price covers all activities associated with the rendering of **the printing services to the WRC for a period of three (3) years.**

We undertake to hold this offer open for acceptance for a period of 90 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with delivery when required to do so by the Client.

Moreover, we agree that until formal Contract Documents have been prepared and executed, this Form of Tender, together with a written acceptance from the Client shall constitute a binding agreement between us, governed by the terms and conditions set out in this Request for Proposals.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.

We hereby undertake for the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to which the tender is submitted, any information relating to the submission of this tender or the details therein except where such is necessary for the submission of this tender.

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

**(Print name of signatory)** \_\_\_\_\_

**Designation** \_\_\_\_\_

**FOR AND ON BEHALF OF: COMPANY NAME** \_\_\_\_\_

**Tel No** \_\_\_\_\_

**Email** \_\_\_\_\_

**Cell No** \_\_\_\_\_

**Annex C : Attach a valid SARS Tax Clearance Certificate together with Supplier SARS Tax Compliance Status Verification PIN to enable Water Research Commission to verify Tax Compliance status on SARS eFiling**

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## Annex D : Complete the SBD4 - Declaration of Interest

### 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 presently employed by the state?

**YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....  
Name of state institution at which you or the person  
connected to the bidder is employed : .....  
Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

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

2.7.2.1 If yes, did you 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.

<b>Full Name</b>	<b>Identity Number</b>	<b>Personal Tax Reference Number</b>	<b>State Employee Number / Pearsal Number</b>

**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

# Annex E : Complete the SBD 6.1 Preference Claim Form in terms of Preferential Procurement Regulations 2017

## 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

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 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:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
<b>Total points for Price and B-BBEE</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) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (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 PREFERENCE POINT SYSTEMS

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

**80/20**

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of 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>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6

7	4
8	2
Non-compliant contributor	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 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
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificates, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

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

<p>..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:.....</p> <p>ADDRESS.....</p> <p>.....</p> <p>.....</p>
---



**Annexure F: Submission of the Original or Certified copy of B-BBEE certificate or original Sworn Affidavit certificate in case of EME or QSE**

## Annex G: SBD 8 Declaration of Bidder's Past Supply Chain Practices

### 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><b>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?</b> (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**

# **Annex H: SBD 9 – Certificate of Independent Bid Determination**

## **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.

.....  
SignatureDate

.....  
Position Name of Bidder

**Annex I: Certified Copies of your CIPC Company Registration Documents**

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**Annex J: Certified Copies of the Latest Share Certificates, (In case of a Company)**

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**Annex K: Record of Addenda**

I / We confirm that the following communications amending the tender documents that I / we received from the employer or his representative before the closing date for submission of this tender offer have been taken into account in this tender offer.

<b>ADDENDUM No</b>	<b>DATE RECEIVED</b>	<b>TITLE OR DETAILS</b>

SIGNATURE: ..... DATE: .....  
(of person authorized to sign on behalf of the Tenderer)

## **Annex L: General Conditions of Contract**

PLEASE INITIAL EACH PAGE OF THE GENERAL CONDITIONS OF CONTRACT

### **GOVERNMENT PROCUREMENT**

### **GENERAL CONDITIONS OF CONTRACT July 2010**

#### **NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific Bid, should be compiled separately for every bid (if Applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions In the SCC shall prevail.

## TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

## General Conditions of Contract

- 1. Definitions**
1. The following terms shall be interpreted as indicated:
    - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
    - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
    - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
    - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
    - 1.5 “Countervailing duties” are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
    - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
    - 1.7 “Day” means calendar day.
    - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
    - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
    - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
    - 1.11 “Dumping” occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
    - 1.12 “Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may

include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 “GCC” means the General Conditions of Contract.
- 1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 “Project site,” where applicable, means the place indicated in bidding documents.
- 1.21 “Purchaser” means the organization purchasing the goods.
- 1.22 “Republic” means the Republic of South Africa.
- 1.23 “SCC” means the Special Conditions of Contract.
- 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4. Standards**

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. Use of contract documents**

**documents**

**and**

**information;**

**inspection**

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf, of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

- 6. Patent rights** 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance Security**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms: (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
- 8. Inspections, tests and analyses**
- 8.1 All pre-bidding testing will be for the account of the bidder
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these

inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the

cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. Packing**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## **10. Delivery and documents**

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

## **11. Insurance**

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.



- 12. Transportation**      12.1    Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
- 13. Incidental services**      1      The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a)      performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b)      furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c)      furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d)      performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e)      training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2    Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
- 14. Spare parts**      14.1    As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
- 15. Warranty**      15.1    The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of

the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

**17. Prices**

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

**18. Contract amendments**

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

**19. Assignment**

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

**20. Subcontracts**

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid

or later, shall not relieve the supplier from any liability or obligation under the contract.

**21. Delays in the supplier's performance**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause
- 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

**22. Penalties**

- 22.1 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.

**23. Termination  
for default**

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
  - (ii) the date of commencement of the restriction
  - (iii) the period of restriction; and

(iv) the reasons for the restriction.  
These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping and countervailing duties and rights**

24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

**25. Force Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrued thereafter to the purchaser.

- 27. Settlement of Disputes**
- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.
- 28. Limitation of liability**
- 28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
  - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language**
- 29.1 The contract shall be written in English. All correspondence and other document pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law**
- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices**
- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the

address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and Duties**

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

**33. National Industrial Participation (NIP) Programme**

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

**34. Prohibition of Restrictive practices**

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

## **Annex M: List of Traceable References of similar services**



## **Annex N: Submit the Central Supplier Database Compliance History Report (CSD Report)**

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**Annex O: Submit the FSC® (Forest Stewardship Council) and / or PEFC™ (Programme of Forest Certification) and / or SFM (Sustainable Forest Management) Certification**

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## **Annex P: Submit the Supplier Profile (In response to technical evaluation 1)**

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Potential suppliers must provide the following information:

2.1 General information including: company's legal and trading name, inception date, physical addresses of all offices, contact telephone numbers and email addresses.

2.2 Details of the company's ownership structure and shareholder participation, specifically indicating nationality.

2.3 Bidders to indicate the level or years of experience for the criteria in question.

## **Annex Q: Submit at least 3 (three) contactable / traceable references (In response to technical evaluation 2)**

Provide the list of references and attached the reference letters as mentioned on the provided list of references that your company is:

- \* Currently engaged with
- \* Provided services to in the past

NB: Proven record of Printing Services for clients.

## **Annex R: Submit the Company Technical Capacity (In response to technical evaluation 3)**

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List Company's capacity in terms of machinery, equipment to produce high quality printing of magazines.

## **Annex S: Green technology and practises regarding printing (In response to technical evaluation 4)**

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Environmental print and production aspects:

To get an accurate idea of how the printing plant is impacting the environment please include an **environmental policy document** outlining the following criteria, with implanted examples:

- Production efficiency
- Emissions
- Energy and water consumption
- Waste management
- Impact of print production process on the natural resources.

Include any certification the printing plant has in terms of ISO or international standards.

## **Annex T: Submit the examples of quality work and ability to handle urgent printing requests (In response to technical evaluation 5)**

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Bidder to provide examples of ability to produce quality materials – High quality magazines, according to the WRC printing requirements as listed under specification in line with the technical specifications

Submit at least one example of your previous work of the following requirement:

<b>SPECIFICATION CONVENTIONAL AND KV REPORTS</b>	
Conventional and KV or consulting reports are research knowledge reports and guidelines published following completed research projects.	
<b>1. Conventional WRC reports</b>	
<b>Specification:</b>	
Size: A4	
Pages: 100, 200, 300, 400 or 500 depending on report	
Cover: Full colour one side only, 250 gsm Power matt, UV varnish outer cover only	
Inside: Black and white, Hi-Q, uncoated Bond white, 80 gsm	
Finishing: Perfect bound	
<b>2. Career Guide</b>	
<b>Specification:</b>	
Size: A5 portrait	
Pages: 192 pages + cover	
Cover: 4 pages full colour both sides, Hi-Q titan plus matt, 250 gsm, white, matt laminated one side only	
Inside: full colour, Hi-Q titan plus matt, 128 gsm, white	
Finishing: Pur bind	
<b>3. Annual Report</b>	
<b>Specification:</b>	
Size: A4	
Pages: 164-250 + Cover	
Cover: MagnoMatt Satin 350 gsm, Full colour outside, black only inside	
Inside: MagnoMatt Satin, 135 gsm, full colour throughout	
Finishing: Pur bind, machine varnish throughout	
Thermal Matt laminate outside only	
<b>4. Soft cover booklet<sup>2</sup></b>	
<b>Specification:</b>	
Size: 240 mm x 190 mm	
Pages: 84 + cover	
Cover: Full colour one side, IR varnish both sides on Hi-Q titan plus (matt), 300 gsm, white	
Inside: Full colour, Hi-Q titan plus matt, 148 gsm, white	
Finishing: pur bind, Gloss UV varnish one side only (cover)	
<b>5. Hard cover booklet</b>	
<b>Specification:</b>	
Size: 180 mm x 210 mm	
Pages: 200	

Cover: Full colour, Magno Satin (Matt), 135 gsm, white	
End papers: Full colour, Magno Satin (Matt), 135 gsm, white	
Inside: Full colour, Magno Satin (Matt), 135 gsm, white	
Finishing: Section sewn case bind drawn on cover and trimmed to size, spot gloss UV varnish one side only, matt laminated one side.	
<b>6. The Water Wheel Magazine</b>	
<u>Printing specification:</u>	
<b>Description:</b> A4, full colour throughout	
<b>Paper:</b> 130 gsm Power Gloss	
<b>Finishing:</b> Fold collate, saddle stitch, trim flush	
<b>Pages:</b> May vary, quotations must please be provided for 36, 40, 44, 48, and 72 pages (Water Kidz edition).	

Bidder to indicate plans that the company has capability as well as capacity to handle urgent printing requests – bidder to indicate how tasks are prioritized or scheduled for printing purpose.

**NB:** The service provider will be expected to deliver ordered goods to the WRC at last between 5 to 10 working days after issued with purchase order.