



The term "Bid" Includes price quotations, advertised competitive bids, limited bids and proposals.

Document	Check Bidder	Verified SCM Unit
Invitation to bid (SBD 1)		
Declaration of interest (SBD 4)		
Preference Points Claim (SBD 6.1)		
Declaration of past supply chain management practices (SBD 8)		
Certificate of Independent Bid Determination (SBD 9)		
Valid B-BBEE status level certificate bearing SANAS accreditation logo ( <b>Original or Certified Copy</b> )		
Valid tax clearance certificate ( <b>Original</b> – No copies permitted)		
Copies of company registration documents		
<b>Additional documentation required for certain types of bids. If applicable the additional documents will be distributed as part of the tender / bid documentation</b>	<b>Check Bidder</b>	<b>Verified SCM Unit</b>
Declaration certificate for local production and content for designated sectors (SBD 6.2)		

Declaration			
<ul style="list-style-type: none"><li>I have read and agree to the General Conditions of Contract related to Government procurement (Available on DPME tenders web page or from National Treasury)</li><li>I have completed and submitted all the documents indicated in the above checklist</li><li>I have read and agree with the conditions applicable to all bids</li><li>I am the authorised signatory of the applicant</li><li>For the purposes of section 256 of the Tax Administration Act of 2011 I authorise the South African Revenue Service to disclose "taxpayer information" as contemplated under the provisions of Chapter 6 of the Act in relation to the compliance status of tax registration, tax debt and filing requirements to the Department of Planning, Monitoring and Evaluation.</li></ul>			
Signature		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

## CONDITIONS APPLICABLE TO ALL BIDS

### 1. GENERAL

This request is issued in terms of the Public Finance Management Act 1 of 1999 as amended (PFMA), Treasury Regulations, the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), the Preferential Procurement Regulations, 2011 (PPR), Supply Chain Management regulations issued by the National Treasury and the B-BBEE Act as well as applicable Departmental Policies.

- Lead times / delivery periods should be clearly indicated in the quotation / proposal where applicable. The Department reserves the right to cancel any order where the delivery period indicated in the quotation / proposal is extended.
- The Department reserves the right to require delivery of the goods as specified, at the price quoted, regardless of any differences in specifications contained in the quotation.
- The department reserves the right NOT to appoint any Service Provider or to withdraw this request for bids.
- The department reserves the right to split the award of the bid between two or more Service Providers or to award only a part of the bid.
- The Department reserves the right to call bidders that meet the minimum functional requirements to present their proposals. The Bid Evaluation Committee may decide to amend the scoring assigned to a particular bid based on the presentation made.

### 2. ADMINISTRATIVE COMPLIANCE

Only proposals that comply with all administrative requirements will be considered acceptable for further evaluation. Incomplete and late bids may be rejected. All documents indicated on page 1 must be submitted with each bid.

All quoted prices should be valid (firm) for at least three months from the closing date indicated on SBD 1 and must be **inclusive of VAT**. Prices dependent on the **exchange rate** should include reference to the exchange rate used. Price escalations and the conditions of escalation should be clearly indicated. No variation of contract price or scope creep will be permitted unless specifically allowed in the ToR.

### 3. FUNCTIONAL EVALUATION

Functional criteria and/or specifications are contained in the specifications sheet or Terms of Reference.

### 4. PRICE EVALUATION: THE PPPFA

Only bids that meet the minimum functional requirements / specifications indicated in the ToR will be evaluated in terms of the Preferential Procurement Framework Act and related regulations. Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table contained in SBD 6.1. The applicable evaluation method is indicated in SBD 6.1.

Consortia or joint ventures must take note of SBD 6.1, paragraphs 5.4 and 5.5 regarding requirements for B-BBEE certificates.

In the application of the 80/20 preference point system, if all bids received exceed R1,000,000, the bid will be cancelled. If one or more of the acceptable bid(s) received are within the R1,000,000 threshold, all bids received will be evaluated on the 80/20 preference point system.

In the application of the 90/10 preference point system, if all bids received are equal to or below R1,000,000, the bid will be cancelled. If one or more of the acceptable bid(s) received are above the R1,000,000 threshold, all bids received will be evaluated on the 90/10 preference point system.

### 5. REJECTION OF QUOTES / PROPOSALS

Any effort by a bidder to influence the evaluation, comparisons or award decisions in any manner, may result in rejection of the quote / proposal concerned.

## CONDITIONS APPLICABLE TO ALL BIDS

DPME shall reject a quote / proposal if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract. DPME may disregard any quote / proposal if the bidder or any of its subcontractors:

- a) Have abused the Supply Chain Management (SCM) system of the Department or any other government department.
- b) Have committed proven fraud or any other improper conduct in relation to such system.
- c) Have failed to perform on any previous contract.
- d) Supplied incorrect information in the bid documentation.

### 6. VETTING

The Department reserves the right to approach the relevant authorities to verify the following for each bidder:

- Citizenship status (individuals)
- Company information
- Criminal records (individuals)
- Previous tender and government contract track records
- Government employment status (individuals)
- Company / closed corporation ownership / membership status (individuals)
- Suitability to handle confidential government information
- Information contained in bid documents

### 7. REGISTRATION ON DPME SUPPLIERS DATABASE

The successful bidder will be registered on the DPME suppliers database. The following terms and conditions apply:

1. All information will be treated confidentially.
2. The Department of Planning, Monitoring and Evaluation's (DPME) Service Provider Database will be used mainly for the purposes of identifying entities (individuals or juristic persons) when price quotations for goods and services are to be invited. The fact that an entity is registered as a supplier does not constitute any contractual relationship between the entity and the Department of Planning, Monitoring and Evaluation.
3. For procurement above the financial limit applicable to price quotations, as determined from time to time by National Treasury, the DPME will normally invite competitive bids by means of advertisements in the Government Tender Bulletin. The onus is on entities to monitor the tender bulletin and to ensure that they obtain copies of the bidding documents that are available on the DPME when bids are advertised.
4. The Department reserves the right to approach potential service providers not on the database in cases where an insufficient number of suppliers are registered for a particular commodity or service.
5. It is the responsibility of a registered entity to inform the DPME immediately in writing of any changes in the particulars as stated in the application, especially changes in respect of contact details, ownership, B-BBEE and the SMME status of the entity. Should a contract be awarded to an entity based on incorrect particulars provided by that entity, the DPME shall have the right to, in addition to any other remedy that it may have in terms of applicable legislation, cancel the contract and to claim damages.
6. The DPME reserves the right to cancel the registration of an entity if that entity has given incorrect or false information in the application form or any correspondence relating to the application or:
  - Failed to inform the Department of any changes to the particulars as furnished in the application;
  - Failed to comply with the conditions of any contract that might have been awarded to the entity;
  - The entity has been included on the list of restricted suppliers maintained by National Treasury; or
  - The entity has acted in an improper, fraudulent or corrupt manner.
7. The DPME reserves the right to cancel the registration of an entity if that entity fails to respond to three or more consecutive requests for quotations / proposals.

## INVITATION TO BID (SBD 1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE  
DEPARTMENT OF PLANNING, MONITORING AND AVALUATION

BID NUMBER	T2/2015	CLOSING DATE	4 May 2015	CLOSING TIME	12:00
COMPULSORY BRIEFING SESSION	Date	17 April 2015	Time	10:00	
DESCRIPTION	Supply and delivery of newspapers and magazines on a daily / weekly/ monthly basis to the Department of Planning, Monitoring and Evaluation ( DPME ) for a period of 24 months				

**The successful bidder may be required to conclude a service level agreement or fill in and sign a written Contract Form (SBD 7).**

<p><b>BID DOCUMENTS MAY BE POSTED TO:</b> Department of Planning, Monitoring and Evaluation Deputy Director: Supply Chain Management Private Bag X944 PRETORIA 0001</p>	<p><b>OR DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS):</b> 330 Grosvenor Street Hatfield Pretoria</p> <p>The bid box is generally open 24 hours a day, 7 days a week.</p>
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**Bids may be forwarded by e-mail or fax only when specifically requested so by the SCM unit.**

**If the two envelope system applies (see ToR), an envelope for Price Proposal and an envelope for Project Proposal must be in one package. The envelopes must be clearly marked "Pricing" or "Project Proposal" on top and must clearly indicate the bid number.**

**All bids must be sent / delivered in a sealed envelope, bearing the Bid number indicated above. Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

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

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

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

Details of person submitting this bid

Registered company name	Registration no.	VAT registration number
Trading As	Income Tax Number	ID Number (Individuals)
Postal Address	Street Address	
Postal Code		Postal Code
Web Address		

**INVITATION TO BID (SBD 1)**

<b>Company Classification: (Mark with an X in the applicable column)</b>			
Public Company	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Private Company	<input type="checkbox"/>	Close Corporation	<input type="checkbox"/>
Non-Governmental Organization	<input type="checkbox"/>	Trust	<input type="checkbox"/>
Other:			
<b>Company Type: (Mark with an X in the applicable column)</b>			
Original Manufacturer	<input type="checkbox"/>	Wholesale Supplier	<input type="checkbox"/>
Professional Service Provider	<input type="checkbox"/>	General Service Provider	<input type="checkbox"/>
Other:			

Total number of years in business	<input type="text"/>
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**PERSONAL INFORMATION (DETAILS OF AUTHORISED PERSON IN CASE OF COMPANIES)**

Title	Initials	Surname	ID Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position in Company			
<input type="text"/>			
Telephone No.	Cell no.	Fax no.	e-mail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? [IF YES ENCLOSE PROOF]	YES	NO
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TOTAL BID PRICE	R
TOTAL NUMBER OF ITEMS OFFERED	<input type="text"/>

Signature	<input type="text"/>	Date	<input type="text"/>
Name of Signatory	<input type="text"/>		
Designation of Signatory	<input type="text"/>		
Name of bidder (if different)	<input type="text"/>		

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

Head of Supply Chain Management: Mr Kevin Du Plooy, Tel: 012 312 0413, e-mail: [kevin@po-dpme.gov.za](mailto:kevin@po-dpme.gov.za)

Head of Demand and Acquisition: Ms Lindeni Sithole, Tel: 012 312 0414, e-mail: [linden@po-dpme.gov.za](mailto:linden@po-dpme.gov.za)

SCM Offices: 330 Grosvenor Street, Hatfield, Pretoria

## DECLARATION OF INTEREST (SBD 4)

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 an 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.

**In order to give effect to the above, the following questionnaire must be completed and submitted.**

1.1 Full Name of bidder or his or her representative: .....

1.2 Identity Number: .....

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

1.3.1 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 2 below.

1.4 Are you or any person connected with the bidder presently employed by the state? YES NO

1.4.1 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:

1.4.2 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

1.4.2.1 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.

1.4.2.2 If no, furnish reasons for non-submission of such proof:

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<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.

**DECLARATION OF INTEREST (SBD 4)**

1.5 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

1.5.1 If so, furnish particulars:

\_\_\_\_\_

1.6 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

1.6.1 If so, furnish particulars:

\_\_\_\_\_

1.7 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

1.7.1 If so, furnish particulars:

\_\_\_\_\_

1.8 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

1.8.1 If so, furnish particulars:

\_\_\_\_\_

\_\_\_\_\_

**2. Full details of directors / trustees / members / shareholders. (Attach list if space insufficient)**

Full Name	Identity Number	Personal Tax Reference Number	State Employee No. / Persal No.

**3. DECLARATION**

I, THE UNDERSIGNED CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

## PREFERENCE POINTS CLAIM (SBD 6.1)

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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, 2011.**

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#### 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 R1 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

- 1.2 The value of this bid is estimated to ~~exceed~~/not exceed R1 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

- 1.3 Preference points for this bid shall be awarded for:

	<u>80/20</u>
(a) Price; and	80
(b) B-BBEE Status Level of Contribution.	<u>20</u>
<b>TOTAL</b>	<b><u>100</u></b>

- 1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.5. 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

- 2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

- 2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

- 2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- 2.4 “**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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

- 2.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- 2.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

- 2.7 “**consortium or joint venture**” means an association of persons for the purpose of combining their expertise,



## **PREFERENCE POINTS CLAIM (SBD 6.1)**

property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

- 2.8 **“contract”** **Error! Bookmark not defined.** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### **3. ADJUDICATION USING A POINT SYSTEM**

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### **4. POINTS AWARDED FOR PRICE : THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

### **PREFERENCE POINTS CLAIM (SBD 6.1)**

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

Where:

$P_s$  = Points scored for comparative price of bid under consideration  
 $P_t$  = Comparative price of bid under consideration  
 $P_{\min}$  = Comparative price of lowest acceptable bid

#### **5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION**

5.1 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:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 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.
- 5.3 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.
- 5.4 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.
- 5.5 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.
- 5.6 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.
- 5.7 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.
- 5.8 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.

#### **6. BID DECLARATION**

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

**PREFERENCE POINTS CLAIM (SBD 6.1)**

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3 AND 5.1**

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

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**8. SUB-CONTRACTING**

Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable). 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? YES / NO (delete which is not applicable)

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

9.1 Details completed as part of SBD 1 are complete and correct

9.2 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 contribution indicated in paragraph 7 of the foregoing certificate, 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

Signature		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

**DECLARATION OF PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD 8)**

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	Is the bidder or any of its directors listed on the National Treasury's database 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 National Treasury after the <i>audi alteram partem</i> rule was applied)</b>	Yes	No
4.1.1	If so, furnish particulars:		
4.2	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)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</b>	Yes	No
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	No
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	No
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

I, THE UNDERSIGNED 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	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			



### **CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)**

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.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Signature		Date	
Name of Signatory			
Designation of Signatory			
Name of bidder (if different)			

<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.



<b>Request for proposals for:</b>	Supply and delivery of newspapers and magazines on a daily / weekly / monthly basis to the Department of Planning, Monitoring and Evaluation (DPME ) for a period of 24 months
<b>SCM reference number:</b>	T2/2015
<b>Closing date and time:</b>	4 May 2015 at 12:00
<b>Compulsory briefing session:</b>	17 April 2015 at 10:00

## 1. BID INFORMATION

Information on the format and delivery of bids are contained in the attached bid documents. Please take note of closing date and date of compulsory briefing session (if any).

## 2. PROPOSAL FORMAT

- **Annexure A** must contain the published terms of reference (this document).
- **Annexure B** must contain the proposal and services offered.
- **Annexure C** must contain a summary of qualifications of employees and past experience.
- **Annexure D** must contain pricing information. Price proposals should be fully inclusive to deliver the outputs indicated in the terms of reference and must be submitted in a separate envelope.
- **Annexure E** must contain all other forms / certificates required (SBDs, Tax clearance certificate etc. – see bid documents).

## 3. CONDITIONS OF BID

### 3.1. Administrative compliance

See bid documents

### 3.2. Functional Evaluation

Only bids / quotes that comply with all administrative requirements (acceptable bids) will be considered during the functional evaluation phase. All bids / quotes will be scored by the Bid Evaluation Committee against the functional criteria indicated in the Terms of Reference.

Minimum functional requirements: Service providers that submitted acceptable bids and that scored at least the minimum for each element as well as the overall minimum score (75%), based on the average of scores awarded by the Bid Evaluation Committee members.

The Department reserves the right to call bidders that meet the minimum functional requirements to present their proposals. The Bid Evaluation Committee may decide to amend the scoring assigned to a particular bid based on the presentation made.

### 3.3. Price evaluation: The PPPFA

See bid documents

## **ANNEXURE A – TERMS OF REFERENCE**

### **1. PROBLEM STATEMENT / PURPOSE**

To acquire services for the supply and delivery of newspapers and magazines on a daily / weekly / monthly basis to the Department of Planning, Monitoring and Evaluation ( DPME ) at agreed times and places for a period of ( 2 ) two years.

### **2. OBJECTIVES AND SCOPE OF PROJECT**

The daily / weekly / monthly provision and delivery of newspapers / magazines and specified online subscriptions to DPME.

The service provider will be provided with a list of newspapers / magazines and specified online subscriptions to be delivered during a particular month, by the 15<sup>th</sup> of the preceding month. If no list is received by the 15<sup>th</sup> of the preceding month, the list for the preceding month will apply.

#### a) Delivery address

- East Wing reception, Union Buildings, Government Avenue, Arcadia, Pretoria
- 330 Grosvenor Street, Hatfield, Pretoria
- Tuynhuys, Parliament street, Cape Town
- Week – end deliveries to employees' private residences as required ( Gauteng only )

#### b) Time Frames

- All deliveries must be made before 07:30
- Short deliveries must be corrected by 09:00
- Weekend deliveries must be made by 07:30
- Weekend short or late deliveries must be corrected by 09:00
- Late and non-deliveries may not be invoiced

#### c) Method

- All newspapers / magazines must be labeled with the recipient's name according to the list that will be provided
- Newspapers must be neatly wrapped in plastic to protect against weather and sealed when delivered.

#### d) Contingency plan

- Stipulate what measures will be in place should non delivery occur
- Time frame for emergency deliveries

### **3. DELIVERABLES**

3.1 Hand deliver newspapers / magazines on a daily basis to the physical addresses provided

### **4. PROPOSED METHODOLOGY / APPROACH**

- 4.1 Effective time management
- 4.2 Professional deliveries
- 4.3 Willingness to resolve any issues outside of working hours
- 4.4 Problem solving skills and be able to adjust or react to urgent requests
- 4.5 Fast and effective deliveries at the physical addresses in Gauteng
- 4.6 Proper planning to ensure effective delivery services to meet all deadlines



## **ANNEXURE A – TERMS OF REFERENCE**

### **5. PAYMENT METHOD ( COSTING )**

The service provider will invoice the Department on a monthly basis in arrears for deliveries made. The Department will pay invoices within 10 working days on average and within 30 calendar days at the latest.

Bidders must submit their prices on the pricing schedule provided as part of Annexure E attached

### **6. MANAGEMENT , PERSONNEL AND CONTACT DETAILS**

A detailed management structure of the company and management structure relative to the provision of this service to the DPME as well as full contact details must be submitted. The dedicated account manager needs to be immediately contactable at all times.

Short curriculum vitae of all line management staff related to this contract should be submitted, in order for DPME to ascertain bidder's management capabilities with regards to a contract of this size. Focus should be on the management experience within the bidder's organization as well as his / her previous employers, if the latter is applicable.

- Indicate the team dedicated to this project
- Indicate contact person and their contact details
- Emergency after hours contact number

### **7. SPECIAL CONDITIONS**

- 7.1 Minimum of three (3) years' experience in the field of newspaper deliveries
- 7.2 At least 3 contactable references must be provided
- 7.3 The Department reserves the right not to award the contract
- 7.4 The successful bidder must have offices in Pretoria
- 7.5 The successful bidder must have appointed dedicated drivers with cellphones
- 7.6 A constant high standard work quality shall be maintained.
- 7.7 It is the responsibility of the successful bidder to keep an electronic record of distribution lists and to update the list every time when changes are made.
- 7.8 An updated list must be provided on request in excel format.
- 7.9 The Department reserves the right to award this bid to more than one company if this is deemed appropriate
- 7.10 The Bid Evaluation committee reserves the right to do due diligence on those bidders who met the minimum functional criteria.
- 7.11 The successful bidder will be required to enter into a service level agreement with the Department.
- 7.12 Bidders failing to meet all mandatory requirements will be pre-disqualified.
- 7.13 Bidders failing to attend the compulsory briefing session will be pre-disqualified.
- 7.14 Bidder must be able to work irregular hours.
- 7.15 Bidders must submit their prices on the pricing schedule provided in Annexure E attached.

### **8. MANDATORY REQUIREMENTS ( To be completed by bidders )**

- 8.1 Bidder must have offices in Gauteng
- 8.2 Bidder must have minimum three years' experience in the delivery of newspapers with proven track record and 3 contactable references.

### **9. FUNCTIONAL EVALUATION CRITERIA**

**Only bids that comply with all administrative requirements (acceptable bids) including mandatory requirements will be considered during the functional evaluation phase. All bids will be scored as follows against the functional criteria indicated below:**

## **ANNEXURE A – TERMS OF REFERENCE**

### **Phase 1 (Functional criteria )**

**Minimum requirement: service providers that submitted acceptable bids and that scored at least the minimum for each element as well as the overall minimum score ( 75% ), based on the average of scores awarded by evaluation panel members.**

Scoring system:

- 1 – Does not comply with the requirements
- 2 – Partial compliance with requirements
- 3 – Full compliance with requirements
- 4 – Exceeds requirements

<b>Functional Evaluation Criteria</b>	<b>Weight</b>	<b>Score</b>	<b>Weight X Score</b>	<b>Minimum</b>
Proven track record in distribution and delivery of newspaper and magazines  1 Year = 1 2 Year = 2 3 Year = 3 More than 3 years = 4	15			45
Capacity to deliver ( resources, vehicles, experienced staff )	10			30
Methodology to be approached ( Successful rendering of project / contract, contingency and project plan )	10			20

### **Phase 2 ( Price & BEE )**

**Price = 80**

**BEE = 20**

**ANNEXURE B – PROPOSAL AND SERVICES OFFERED**

**ANNEXURE C – SUMMARY OF QUALIFICATIONS OF EMPLOYEES AND PAST EXPERIENCE**

**ANNEXURE D – PRICING SCHEDULE**

COSTING / PRICING SCHEDULE (Price must be inclusive of VAT and inclusive of all expenses etc.)

Quantities / frequency may vary/ differ month to month

<b>YEAR 1: 2015/16</b>					
Newspapers & Magazines	Quantity	Frequency	Quantity per annum	Unit Price	Total per annum
1. Sunday Times	20	51	1020		
2. Mail & Gaurdian	30	51	1530		
3. The Times	25	241	6025		
4. The Star	20	241	4820		
5. Business Day	20	241	4820		
6. City Press	10	241	510		
7. Pretoria News	10	241	2410		
8. Economist	10	50	500		
9. Leadership	5	48	240		
10. Financial Mail	5	48	240		
11. New Age	5	241	1205		
12. Sunday Independent	5	51	255		
13. Sowetan	10	241	2410		
14. Financial Times	2	90	180		
15. Finance Week	5	48	240		
16. Citizen	5	241	1205		
17. Management Today	2	48	96		
18. News Week	2	48	96		
19. Mining Weekly	2	48	96		
20. Engineering News	5	48	240		
21. Rapport	2	51	102		
22. PC Format	1	12	12		
23. SA Journal of Economics	1	12	12		
24. SA Journal of Business Management	1	12	12		
25. SA Journal of Labour Relations	1	12	12		

Indicate % escalation for second year after year one: \_\_\_\_\_

**ANNEXURE E – TENDER DOCUMENTS**

All documentation included in and referred to in the tender documentation pack (SBDs, tax clearance certificate, B-BBEE certificate etc.) must be attached as Annexure E.

**ANNEXURE E – TENDER DOCUMENTS**