



INVITATION TO BID

BID DETAILS

BID NUMBER : NPA 16-21/22

ISSUE DATE : 23 April 2021

CLOSING DATE : 24 May 2021

CLOSING TIME : 11h00

DESCRIPTION : Appointment of a service provider to design, print and deliver diaries, desk pads, calendars, business cards, NDPP annual report, registry files and letterheads to the NPA.

CONTRACT DURATION : Three (3) years

DETAILS OF BIDDER

COMPANY NAME : _____

Please indicate whether this document is an original or copy, tick the applicable block.

ORIGINAL

COPY

SOFT COPY

NOTE: AS PER NATIONAL TREASURY, CIRCULAR BIDDERS ARE REQUIRED TO REGISTER, THEIR COMPANIES ON THE CENTRAL SUPPLIER DATABASE (CSD) SINCE SUPPLIERS WHO ARE NOT REGISTERED MAY NOT BE AWARDED BIDS WITH EFFECT FROM THE 01 JULY 2016. [HTTPS://WWW.CSD.GOV.ZA](https://www.csd.gov.za)

Bid No: NPA 16-21/22	National Prosecuting Authority
Prepared By: Supply Chain Management Unit	
Bid Description: Appointment of a service provider to design, print and deliver diaries, desk pads, calendars, business cards, NDPP annual report, registry files and letterhead to the NPA for a period of three (3) years.	

DOCUMENTS CHECK LIST

Bidders are requested to use the checklist below for documents to be submitted with a bid.

NO	DOCUMENTS SUBMITTED	TICK (√)
1.	Proof of registration on the Central Supplier Database (CSD)	
2.	Broad Based Black Economic Empowerment (B-BBEE) Certificate and/or certified copy thereof or a sworn affidavit signed by the Commissioner of Oaths confirming annual turnover and level of black ownership in case of an EME and QSE.	
3.	Bidder's profile	
4.	The bidder must provide its proposed approach/methodology indicating how the service will be executed successfully	
5.	Reference letter/s of clients indicating client satisfaction, contract duration, project description and bid amount as per section 3 paragraph 30.2	
6.	Documentary proof from a third party e.g. municipal account, telephone account or a signed lease agreement.	
7.	Certified copies of Identity Documents of Directors/Members/Shareholders	
8.	One (1) original and Two (2) copies of the bid document.	

SAMPLE EVALUATION

NB: Only shortlisted bidders will be invited to submit the samples.

Bidder's Signature/ initial: _____

FULL DETAILS OF BIDDER

COMPANY NAME : _____

CONTACT PERSON : _____

DATE : _____

E-MAIL ADDRESS : _____

TELEPHONE NUMBER : _____

CELLULAR NUMBER : _____

FAX NUMBER : _____

PHYSICAL ADDRESS : _____

POSTAL ADDRESS : _____

SIGNATURE OF BIDDER : _____

CONTENT PAGE

Bidders are to ensure that they receive all pages of this document, which consists of the following:

Structure of Proposals

Glossary

- Section 1 : Invitation to Bid (SBD 1)

- Section 2 : General Conditions of Contract

- Section 3 : Special Conditions of Contract

- Section 4 : Bid Submission Requirements

- Section 5 : Evaluation Criteria

- Section 6 : Terms of Reference

- Section 7 : Preference Point Claim Form for B-BBEE Status Level of Contribution (SBD 6.1)

- Section 8 : Declaration of Interest (SBD 4)

- Section 9 : Declaration of Bidders Past SCM Practices (SBD 8)

- Section 10 : Certificate of independent bid determination (SBD 9)

- Section 11 : Confirmation Form

- Section 12 : Pricing Schedule

- Section 13 : Bidders experience

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GLOSSARY

Award	Conclusion of the bid process and the final notification to the successful bidder
Bid	Written offer in a prescribed form in response to an invitation by NPA for the provision of goods, works or services
Bidder	Organization with whom NPA will conclude a formal contract and potential Service Level Agreement subsequent to the final award of the contract based on this Request for Bid
DTI	Department of Trade and Industry
GCC	General Conditions of Contract
IP	Intellectual Property
NIPP	National Industrial Participation Programme
NPA	National Prosecuting Authority
Original Bid	Original document signed in ink
SCM	Supply Chain Management
SBD	Standard bidding document
SLA	Service Level Agreement
OEM	Original Equipment Manufacturer

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SECTION 1

SBD 1

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL PROSECUTING AUTHORITY					
BID NUMBER:	NPA 16-21/22	CLOSING DATE:	24 May 2021	CLOSING TIME:	11H00
BID DESCRIPTION	Appointment of a service provider to design, print and deliver diaries, desk pads, calendars, business cards, NDPP annual report, registry files and letterhead to the NPA for a period of three (3) years.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
National Prosecuting Authority					
VGM Building Weavind Park					
123 Westlake Avenue					
Silverton					
Pretoria					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Khayakazi Zaki		CONTACT PERSON	James Patterson	
TELEPHONE NUMBER	-		TELEPHONE NUMBER	-	
FACSIMILE NUMBER	-		FACSIMILE NUMBER	-	
E-MAIL ADDRESS	tenders@npa.gov.za		E-MAIL ADDRESS	tenders@npa.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

Bidder's Signature/ initial: _____

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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
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[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

1. 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]	2. 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]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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.	

Bidder's Signature/ initial: _____

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PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
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.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
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.”

VALIDITY PERIOD: OFFER TO BE VALID FOR 90 DAYS FROM CLOSING DATE OF THE BID.

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:.....

Bidder's Signature/ initial: _____

SECTION 2**GENERAL CONDITIONS OF CONTRACT****THE GENERAL CONDITIONS OF THE CONTRACT WILL FORM PART OF ALL BID DOCUMENTS AND MAY NOT BE AMENDED**

- 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.

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- 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.

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- 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
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract 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**
- 32.1 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 the 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 the 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 analyzed 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

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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

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.

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

13.1 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

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- (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 the 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.

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- 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 fulfilment 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.

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- 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;

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- (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 control over 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 and 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

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has been endorse 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 anti-dumping 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 accrue 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.

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- 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; an
- (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 documents 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 Program (NIPP)

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

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SECTION 3

SPECIAL CONDITIONS OF THE BID

1. Bids submitted must be in line with the detailed specification. Failure to bid accordingly will result in the disqualification of the bids.
2. Bidders' attention is drawn to the fact that amendments to any of the Special Conditions will result in their bids being disqualified.
3. The NPA may, at any time or times prior to the bid submission date, issue to the bidders any amendment, annexure or addendum to bid documents. No amendment, annexure or addendum will form part of the bid documents unless it is in writing and expressly stated that it shall form part of the bid document.
4. The NPA reserves the right:
 - 4.1. Not to appoint and/or cancel the bid at any time and shall not be bound to accept the lowest bid or proposal.
 - 4.2. To award a bid to one or more service providers.
 - 4.3. To award the bid as a whole or in part.
 - 4.4. To terminate any contract where service has not been carried out to its satisfaction.
 - 4.5. To enter into negotiation with one or more bidders regarding any terms and conditions, including price(s), of a proposed contract before or after the conclusion of the contract. (BAFO - "Best and Final Offer")
 - 4.6. To amend any bid condition, validity period, or extend the closing date of bids.
 - 4.7. To cancel and/or terminate the bid process at any stage, including after the closing date and/or after presentations have been made, and/or after bids have been evaluated and/or after shortlisted bidders have been notified of their status.
 - 4.8. To conduct site inspections and or due diligence, or explanatory meetings in order to verify the nature and quality of services offered by the bidder. This will be done before or after adjudication of the bid. The site inspection and or due diligence will be carried out with shortlisted bidders only.
 - 4.9. To reject poor quality printing and/or paper and the work would be replaced at the bidder's cost.
 - 4.10. To purchase items outside the contract should the service provider fail to supply and deliver the items on the contract.
 - 4.11. To add and/or update the list of items, as and when necessary. This will be done in consultation with the successful service provider and communicated in writing.
5. The NPA may request written clarification or further information regarding any aspect of this bid. The bidders must supply the requested information in writing within two (2) working days after the request has been made, otherwise the proposal may be disqualified.
6. As per National Treasury Instruction, note no. 4A of 2016/2017, bidders are required to register their companies on the Government Central Supplier Database (CSD) and include in their bid a copy of their Master Registration Number (Supplier Number) in order to enable the NPA to verify the bidder's tax status on Central Supplier Database.
7. Bidders are required to provide tax compliance status PIN or the Central Supplier Database Master Registration Number (MAAA Number) to enable the NPA to view their tax profile and verify the bidder's tax compliance status.

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8. Foreign suppliers with neither South African tax obligation nor history of doing business in South Africa must complete a pre-award questionnaire on the Standard Bidding Document 1 for their tax obligation categorisation.
9. Any completion of bid documents **in pencil, correction fluid (Tippex) or erasable ink** will not be acceptable and will automatically disqualify the submitted bid.
10. Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof or Sworn Affidavit signed by the Commissioner of Oath together with their bids, to substantiate their B-BBEE rating claims. In case of a trust, consortium or joint venture, a B-BBEE Status Level Verification Certificate must be submitted. Affidavits may only be commissioned by a person designated as a commissioner of Oaths In terms of Section 6 of the Justice of the Peace and Commissioners of Oaths Act, 1963-10 July 1998.
11. All bid prices accepted from the successful bidder shall remain fixed per year (not subject to change or variations) from date of acceptance of the contract. Only fixed prices will be accepted. Non-fixed prices including prices subject to rates of exchange variations will not be considered. All transport, packaging and any other costs must be included in the bid pricing.
12. The Service Provider will be subject to a security screening investigation by the NPA at any stage during the duration of this contract. If the results thereof are negative and/or unfavourable and/or have a material or adverse effect to the carrying out of this contract, NPA shall be entitled to cancel this contract immediately, in writing.
13. The service provider must have the capacity to design, print and deliver items to the NPA offices which are situated country wide as stated in Section 6 par 6.
14. The NPA will not accept damaged goods, irrespective of the cause. Goods in transit are solely the responsibility of the successful bidder.
15. The service provider must deliver the annual reports, diaries, calendars and desk pads within 60 working days and the business cards, registry files and letterheads within ten (10) working days of receipt of a purchase order.
16. The service provider will be responsible for the full graphic design and layout of all the items ordered.
17. The NPA project manager must sign-off on all printing proofs.
18. The NPA will provide suitable photographs for material (if applicable) as well as the content.
19. The service provider **MUST** ensure all dates for school holidays and public holidays etc. reflect correctly as gazetted. The service provider will be held liable for errors.
20. The NPA shall not accept any responsibility for expenses incurred by the service provider that was not part to the contract.
21. Should the supplier provide the NPA with any other material other than stated, not agreed upon and/or which is found to be faulty, the NPA reserves the right to return the identified material and the service provider must deliver the correct items at no additional cost to the NPA within 10 (ten) working days.
22. Bidders who are qualified to proceed to phase 3 of the evaluation process will be required to provide sample diaries (A4 {standard & executive} and A5), desk pads, calendars (tent and wall), annual reports, business cards and letterheads. These items will need to be delivered to the NPA at the bidders' expense. **PLEASE NOTE THAT THE SAMPLES WILL NOT BE RETURNED.**

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23. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

- 23.1. The NPA reserves its right to disqualify any bidder who with or without their company / business, whether in respect of the NPA or any other government organ or entity and whether from the Republic of South Africa or otherwise ("**Government Entity**"), –
- 23.1.1. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder or company / business in respect of the subject matter of this bid;
 - 23.1.2. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
 - 23.1.3. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of the NPA's officers, directors, employees, advisors or other representatives;
 - 23.1.4. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
 - 23.1.5. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity or
 - 23.1.6. has in the past engaged in any matter referred to above.

24. INDEMNITY

- 24.1. If a bidder breaches the conditions of this bid and, as a result of that breach, the NPA incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process or enforcement of intellectual property rights / confidentiality obligations), then the bidder indemnifies and holds the NPA harmless from any and all such costs which the NPA may incur and for any damages or losses the NPA may suffer.

25. PRECEDENCE

- 25.1. This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

26. TAX COMPLIANCE

- 26.1. No award shall be made to a bidder whose tax affairs are not in order. The NPA reserves the right to withdraw an award made to a bidder in the event that it is established that such bidder did not remain tax compliant for the full term of the contract.

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27. GOVERNING LAW

- 27.1. South African law governs this bid and the bid response process. The bidder agree to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

28. RESPONSIBILITY FOR COMPANY/ BUSINESS' PERSONNEL

- 28.1. A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), comply with all terms and conditions of this bid.
- 28.2. The successful bidder will provide a general advisory service for the duration of the contract, as and when required.
- 28.3. The successful bidder shall provide a proof document for approval and sign-off prior to printing and delivery of the items.
- 28.4. Bidding companies must clearly indicate if they envisage sub-contracting part of the project. The status and contribution of the company to which work will be sub-contracted with regard to the B-BBEE status level, must be clearly indicated.
- 28.5. A bidder may not cede, assign or sub-contract any part of the assignment to any person unless with written consent of the NPA.
- 28.6. The NPA will enter into a Service Level Agreement with the successful bidders, effective from the date of bid award, taking all aspects of the contract into account.
- 28.7. Under no circumstances will negotiation with any bidders constitute an award or promise / undertaking to award the contract.
- 28.8. Bidders are requested to place their signature/initial on every page of the bid document. Furthermore, bidders must ensure that each and every place where a signature is required is correctly and fully signed including witnesses where applicable.

29. INFRASTRUCTURE

- 29.1. It is expected of a bidder to have basic facilities such as a business premises, telecommunication and reliable and reachable contact persons.
- 29.2. It is expected of a bidder to provide a suitable mode of delivery and distribution of stock for effective and efficient delivery of the service as per the contract.
- 29.3. It is expected of a bidder to have the capacity and capability to provide the printing service especially with regard to suitable printing equipment for a project of this nature.

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30. THE BID PROPOSAL DOCUMENT SHOULD INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING IN DETAIL:

- 30.1 **Bidder's profile** – Short summary and description of the key features of the bidder. The legal name of the entity, the principal business, if applicable an overview of the consortium with a description of the corporate organization of the proposing entity, including all members of the consortium and/sub-contracts. If applicable, a description of the role of the lead partner and participating companies of the consortium.
- 30.2 **Track Record and Experience in printing services for examples printing, supply and delivery of diaries, desk pads, calendars, business cards, annual reports, registry files and letterheads** – The bidder must provide information that demonstrates relevant experience and track record in printing service. Such claims must be supported to permit the NPA to verify the claimed capabilities. To support all claims of experience presented and to assist the NPA in reviewing and evaluation of the proposals, the bidders are requested to provide the following:
- Two (2) or more signed reference letters of client/s where such services required were/are rendered, listing the services received, the period of the contract i.e. start and end date of contract as well as completing **section 13** of this document (please note that the focus to these letter/s must address the relevant work experience of the bidder and not the proposed approach to the requirement). Client satisfaction may be verified by the NPA.
- 30.3 **Provide a proposed methodology.** The bidder must provide a proposed methodology to demonstrate a thorough understanding of the objectives and deliverables of this project, as per items listed below. A detailed work plan must be provided, indicating how the services will be executed successfully with clear deliverables and timeframes and to indicate the bidder's ability to provide graphic design, printing services and delivery of the required products.
- Printing and delivery methods/capacity to print, supply and deliver the required items
 - Annual report, diaries, calendars and desk pads within sixty (60) working days of receipt of order
 - Files, letterhead and business cards delivery within ten (10) working days
 - Correction of incorrect/faulty items within ten (10) working days.
- 30.4 **Annual Financial Statements** - The bidder must provide the Annual Financial Statement (AFS) that are:
- Not older than 18 months as at close of bid;
 - Audited and or signed off by the Accounting Officer in the case of Close Corporation
- 30.5 **Sample Evaluation**
- Only Bidders that qualify on functionality evaluation phase will be required to provide samples.

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SECTION 4

BID SUBMISSION REQUIREMENTS

1. WHO MAY SUBMIT A RESPONSE TO THIS BID?

1.1 NPA invites bids from bidders who comply with the requirements for this bid. In view of the scope of work required in this bid, NPA has decided that the bidder must:

- Be able to deliver the scope and breadth of services as required.
- Comply with all other requirements as stipulated in the bid document.

2. FRAUD AND CORRUPTION

2.1 All service providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

3. CLARIFICATION / QUERIES

3.1 Telephonic requests for clarification will not be considered. Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference/specifications, or any other aspect concerning the bid or bid document, is to be requested in writing (letter, facsimile or e-mail) from the following contact person, stating the bid reference number:

Bid Enquiries : Khayakazi Zaki
E-mail : tenders@npa.gov.za

3.2 Queries received will be responded to within two (2) working days of receiving the query.

3.3 The NPA will not respond to any enquiries received less than seventy-two (72) hours before the closing date and time of the bid.

4. SUBMITTING BIDS

4.1 One (1) original, two (2) copies and optional CD (soft copy) of the bid proposals must be handed in / delivered to the address indicated below:

PHYSICAL ADDRESS	COURIER / POSTAL ADDRESS
NATIONAL PROSECUTING AUTHORITY VGM BUILDING WEAVIND PARK 123 WEST LAKE AVENUE SILVERTON PRETORIA	NATIONAL PROSECUTING AUTHORITY THE BID OFFICE PRIVATE BAG X 752 PRETORIA 0001

4.2 It is the responsibility of the bidder to ensure that bid documents reach the NPA on or before the closing date and time of the bid on the addresses as outlined in paragraph 4.1 above. The NPA will **NOT** take responsibility for any bid documents received late.

NB: Bidders must indicate on the cover page of each document whether it is an original or a copy.

4.3 Should there be any bona fide discrepancy between the original document and the copy the original will be regarded as the valid document. Malicious discrepancies may result in the disqualification of the bidder.

4.4 All paper copies must be neatly bound. All additions to the bid document i.e. Appendices, supporting documentation, pamphlets, photographs, technical specifications and other support documentation covering the equipment offered etc. shall be neatly bound as part of the schedule concerned.

Bidder's Signature/ initial: _____

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- 4.5 The NPA will not accept responsibility for any bid documentation, which gets lost.
- 4.6 An original version of the bid must be submitted. An authorized employee or representative of the bidder must sign the original version in ink, and each page of the proposal shall contain the initial of the same signatory/ies.
- 4.7 **Bulky documents:** Bidders are requested to make an arrangement prior to submitting bulky documents. The NPA will not take responsibility for the bid documents left anywhere else other than the tender box as indicated in paragraph 4.1 above. Bidders are encouraged to call 012 845 6478/6077 or to email to tenders@npa.gov.za to make arrangements.

5. MARKING ON BID ENVELOPE / PACK

- 5.1. Bids must be submitted in a sealed envelope marked as follows:

- Attention : SCM Unit
- Bid number : NPA 16-21/22
- Closing date and time : 24 May 2021: 11h00
- The name and address of the bidder:

- 5.2 It is the responsibility of the bidder to ensure that bid documents reach the NPA on or before the closing date of the bid on the addresses as outline on paragraph 4.1 above. The NPA will NOT take responsibility for any bid documents received late.

- 5.3 Documents submitted on time by bidders shall not be returned

6. LATE BIDS

- 6.1. Bids received late shall not be considered. A bid will be considered late if it arrived even one second after 11:00am or any time thereafter. The tender (bid) box shall be locked at exactly 11:00am and bids arriving late will not be considered under any circumstances, such as traffic problems, getting lost etc. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of bid.

- 6.2 The official Telkom time (Dial 1026) will be used to verify the exact closing time.

7. DIRECTIONS TO THE NPA OFFICES FOR DELIVERY OF BIDS

From Pretoria City Centre

Take the Pretoria Road (extension of Church Street East) leading to Silverton. Turn left (North) into Creswell Street opposite the Botanical Gardens. Proceed until you get to the second street and turn left into Hartley Street. Continue straight ahead, this will take you to the main entrance of the VGM building.

N1 from North

Take the Stormvoël turn-off. Turn left at the traffic light. At the next robot turn right into the street leading to Koedoespoort. Proceed through Koedoespoort over the 3-way stop. At the next street, turn right into Hartley Street which will lead you to the main entrance of the VGM Building.

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N1 from South (coming from Johannesburg)

Take the Polokwane/Krugersdorp turn-off and follow the Polokwane N1 leading to the North. Proceed past Centurion and skip the following turn-offs: Botha Avenue, R21, Rigel Avenue and Atterbury Road.

Take the Lynnwood Road turn-off, turn right into Lynnwood Road, over the highway, and immediately left into Meiring Naude (direction CSIR). Pass the CSIR until you get to a T-junction with Cussonia Street. Turn left, keeping to the right side of the road. Take the curve right in front of the CBC School. At the second robot turn left into Creswell Road and at the second street thereafter turn left into Hartley Street. This will take you to the main entrance of the VGM Building. **Bidders should allow to access the premises due to security arrangements that need to be observed.**

8. ACCESS TO INFORMATION

- 8.1 All bidders will be informed of the status of their bid once the bid process has been completed.
- 8.2 Requests for information regarding the bid process will be dealt with in line with the NPA SCM Policy and relevant legislation.

9. REASONS FOR REJECTION

- 9.1 NPA shall reject a proposal for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 9.2 NPA may disregard the bid of any bidder if that bidder, or any of its Directors:
 - 9.2.1. Have abused the SCM system of NPA;
 - 9.2.2. Have committed proven fraud or any other improper conduct in relation to such system;
 - 9.2.3. Have failed to perform on any previous contract and the proof exists;
 - 9.2.4. Such actions shall be communicated to the National Treasury.
- 9.3 Bidders that submit incomplete information and documentation not according to requirements of the terms of reference and special conditions.
- 9.4 Bidders that fail to submit a bid proposal in terms of section 3, clause 30.

10. CANCELLATION OF BID PROCESS

- 10.1 The bid process can be postponed or cancelled at any stage provided such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the bid relates.

Bid No: NPA 16-21/22	National Prosecuting Authority
Prepared By: Supply Chain Management Unit	
Bid Description: Appointment of a service provider to design, print and deliver diaries, desk pads, calendars, business cards, NDPP annual report, registry files and letterhead to the NPA for a period of three (3) years.	

SECTION 5

EVALUATION AND SELECTION PROCESS

All bids received will be evaluated in accordance with the 80/20 preference points system as prescribed in the Preferential Procurement Regulation of 2017. The evaluation process comprises of the following phases:

PHASE 1: SCREENING PROCESS (COMPLETENESS OF DOCUMENTATION)

During this phase, bids will be reviewed to determine whether a bidder complied with all standard bidding documents, and whether such documents were signed by a duly authorized representative and were fully completed. Bidders are required to complete the pricing schedule in full. Failure to complete will result in disqualification.

PHASE 2: FUNCTIONALITY EVALUATION

Only bidders that have passed the screening phase (phase 1) will be evaluated on functionality. In this phase the evaluation process will be based on the bidder’s response in respect of the bid proposal (evaluated on the minimum functional specification). Prospective bidders who score a minimum qualifying score of 42 points or more out of 70 on functionality will qualify to the next phase and will be invited to submit samples.

Bid proposal methodology will be evaluated on a scale of 0-5 in accordance with the criteria below. The rating will be as follows; 0=Non-submission; 1=poor; 2=Average; 3=Good; 4=Very Good and 5= Excellent.

FUNCTIONALITY CRITERIA – PHASE 2	WEIGHT
1. PROPOSED METHODOLOGY	<u>25</u>
<p>The bidder must provide a proposed methodology to demonstrate a thorough understanding of the objectives and deliverables of this project, as per each item listed below. A detailed work plan must be provided, indicating how the services will be executed successfully with clear deliverables and timeframes and to indicate the bidder’s ability to provide graphic design, printing services and delivery of the required products.</p> <ul style="list-style-type: none"> ▪ Printing and delivery methods/ability to print, supply and deliver the required items ▪ Annual report, diaries, calendars and desk pads within sixty (60) working days of receipt of order ▪ Files, letterhead and business cards delivery within ten (10) working days ▪ Correction of incorrect/faulty items within ten (10) working days. 	<p>5</p> <p>5</p> <p>5</p> <p>10</p>
2. TRACK RECORD AND EXPERIENCE	<u>15</u>

Bidder’s Signature/ initial: _____

Bid No: NPA 16-21/22	National Prosecuting Authority
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<p>Knowledge and experience in the design, printing and delivery of similar services.</p> <ul style="list-style-type: none"> ▪ Proof of experience in similar projects ▪ Two (2) or more letters of references (as indicated in paragraph 30.2) <p>Bidders must demonstrate relevant experience by providing documentary proof in the form of reference letters (on a letterhead of the referee, with contact details and signed) confirming the exact start and end dates of the contract(s) where such services were rendered -</p> <p>Less than one (1) year = 1 Point One (1) year to two (2) years = 2 Points More than two (2) years to three (3) years = 3 Points More than three (3) years to five (5) years = 4 Points More than five (5) years and above = 5 points</p> <p>Non-submission of signed reference letters will score zero (0) points.</p> <p>Note: The focus to these letters should address the relevant work experience of the bidder</p>	15
3. CAPACITY AND CAPABILITY	<u>25</u>
<p>The bidder's proposal should highlight their capacity and capability to provide the printing service with regard to suitably qualified project team with relevant skills and knowledge on this project. The bidder must demonstrate relevant experience and/or understanding of the following:</p> <ul style="list-style-type: none"> ▪ Innovation in creative design concept and layout solution ▪ Editing and proof-reading of the content ▪ Packaging, printing and distribution capability 	10 10 5
4. SMME ENHANCEMENT	<u>5</u>
<p>The bidder must provide the Annual Financial Statement (AFS) that are: -</p> <ul style="list-style-type: none"> • Not older than 18 months as at close of bid; • Audited and/or signed off by the Accounting Officer in the case of Close Corporation <p>a) R 8 million and above gross turnover = 1 point b) R 5 million - R 7 999 999.99 = 2 points c) R 3 million - R 4 999 999.99 = 3 points d) R 1 million - R 2 999 999.99 = 4 points e) Up to R 999 999.99 = 5 points Non-submission = 0 points</p>	5
Functional Total	70
Threshold	42

Bidder's Signature/ initial: _____

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Phase 3: Sample evaluation criteria

During this phase, bidders that scores a minimum qualifying score of 15 points or more out of 30 points will be evaluated on Price and B-BBEE status level contribution. **Failure to meet the minimum required qualifying score will result in disqualification.** **Note: Shortlisted bidders will be informed one (1) week in advance to submit their samples.**

Samples will be evaluated on a scale of **0-5** in accordance with the criteria below. The rating will be as follows: 0=non-submission, 1 =poor; 2 =Average; 3=Good; 4=Very Good and 5=Excellent.

SAMPLE EVALUATION	WEIGHT
<p>Bidders must submit samples of diaries (A4 {standard & executive} and A5), desk pads, calendars (tent and wall), annual reports, business cards and letterheads previously printed.</p> <p>1. Formatting</p> <p>a) Font style and size clearly guide the audience in the importance of information. b) Bars and boxes and spaces are used effective in the design.</p> <p>2. Finishing</p> <p>a) Type of binding is appropriate. b) Publication is neatly bound.</p> <p>3. Look and feel</p> <p>a) Placement and manipulation of graphics and /or objects powerfully supports the information in the sample. b) Size of paper. c) Images support information and are placed in appropriate positions in the content.</p> <p>4. Quality</p> <p>a) Samples are professional in quality, free of grammar, spelling, layout or printing errors. b) Quality of Paper</p>	30
Total Score	30
Minimum Threshold	15

PHASE 4: PRICE AND B-BBEE STATUS LEVEL CONTRIBUTION

Preference points claimed by bidders will be calculated and added to the points for price.

Note: All the Shortlisted bidders will be informed one (1) week in advance of the date to submit the samples.

Bidder's Signature/ initial: _____

The points scored for functionality and sample evaluation will be calculated as follows:

$$P_s = \frac{SO}{ms} \times Ap$$

Where:

Ps = points scored for functionality/sample evaluation by bid under consideration

So = total score of bid under consideration

Ms= maximum possible score

Ap = points allocated for sample evaluation

- The value scored for each criterion will be multiplied by the specified weight for the relevant criterion to obtain the total score for each criterion.
- The scores for each criterion will be added to obtain the total score.
- This total score will be divided by the maximum possible score and multiplied by the allocated points and **only** bidders that have met the minimum qualifying score will be considered.
- Bidders not meeting a minimum qualifying score will be disqualified.

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SECTION 6

TERMS OF REFERENCE: APPOINTMENT OF SERVICE PROVIDER/S TO PRINT, SUPPLY AND DELIVER DIARIES, DESK PADS, CALENDARS, BUSINESS CARDS, NDPP ANNUAL REPORTS, REGISTRY FILES AND LETTERHEADS TO THE NPA FOR A PERIOD OF THREE (3) YEARS.

1. PURPOSE OF THE BID

1.1 The purpose of this bid is to appoint service provider/s to design, print and deliver diaries, desk pads, calendars, business cards, NDPP annual reports, registry files and letterheads to NPA offices within the applicable regions for a period of three (3) years.

2. SCOPE OF WORK

2.1 The successful Service Provider will be required to design, print and deliver diaries, desk pads and calendars, business cards, annual report, registry files and letterheads to all NPA offices, as and when required, as per the agreed specifications and requirements.

2.2 The NPA will generate and issue a purchase order that will require the appointed service provider to supply and deliver only the items required on that purchase order.

2.3 Ensure availability to respond to any queries that may arise during the course of the contract.

2.4 Ensure stock ordered should be delivered in full as per the official order, within the agreed timeframe, as opposed to partial delivery.

2.5 Ensure that wrong, faulty, incorrectly delivered or discontinued items are replaced within 10 working days.

3. SPECIFICATION FOR DIARIES AND CALENDARS

ITEM NO	DESCRIPTION
1	<p><u>A4 STANDARD DIARY</u></p> <ul style="list-style-type: none"> ▪ Page a day with up to 4 pages insert after the cover ▪ Tip ins printed in black and white ▪ NPA logo + applicable year printed on outside front cover in gold foil ▪ Full graphic design to be provided. The NPA will provide photographs and content as applicable. New design and layout for each year ▪ Stock – 70 gsm

Bidder's Signature/ initial: _____

ITEM NO	DESCRIPTION
2	<p><u>A5 STANDARD DIARY</u></p> <ul style="list-style-type: none"> ▪ <u>Page a day with up to 4 pages insert after the cover</u> ▪ Tip ins printed in black and white ▪ NPA logo + applicable year printed on outside front cover in gold foil ▪ Full graphic design to be provided. The NPA will provide photographs and content as applicable. New design and layout for each year ▪ Stock – 70 gsm
3	<p><u>A4 EXECUTIVE DIARY</u></p> <ul style="list-style-type: none"> ▪ <u>Page a day with up to 4 pages insert after the cover</u> ▪ Tip ins printed in full colour ▪ NPA logo + applicable year printed on outside front cover in gold foil ▪ Full graphic design to be provided. The NPA will provide photographs and content as applicable. New design and layout for each year ▪ Stock – 70 gsm ▪ “Leather cover”
4	<p><u>A1 WALL CALENDAR</u></p> <ul style="list-style-type: none"> ▪ Layout, design and print (photos to be provided) ▪ Full colour print one side ▪ 170 gsm gloss ▪ Gold trimming at the top and bottom
5	<p><u>A2 DESK PAD</u></p> <ul style="list-style-type: none"> ▪ 12 different sheets and backing board ▪ Finishing padded at head with backing board and PVC corners affixed to bottom ▪ Layout and design (photos to be provided). New design and layout for each year ▪ Size 420mm x 594mm ▪ Finishing
6	<p><u>TENT CALENDAR</u></p> <ul style="list-style-type: none"> ▪ Wiro bound ▪ 350 gsm Valcote ▪ 6 leaves on 150 gsm matt/gloss ▪ Layout and design (photos to be provided). New design and layout for each year.

4. SPECIFICATION FOR BUSINESS CARDS, LETTERHEADS AND NDPP ANNUAL REPORTS.

<p>BUSINESS CARDS</p>	<ul style="list-style-type: none"> - Size - 90mm x50mm - Colour-Black printing on white board with NPA Logo - Font type - Gill Sans Bold (Name) and Regular (rest of text). This is the font used in the Logo. - Font Size - All text size 7 - Paper - Conqueror Diamond White (very white) or Rives Bright White - Type /Weight – 300/350gsm - Printed on one side - Pack of 250 cards shrink wrapped
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LETTERHEADS	Side: A4 - Paper: 90 gsm smooth white cartridge - Printing: Four process colours one side only. No bleed - Packing: 500 sheets per pack, wrapped in plain paper - Delivery: To one address in Pretoria - Artwork: NPA to provide Logos. Supplier to finalize layout and design as per sample. - Note - Supplier may be required to print various letterheads but the layout will not differ from the sample provided. Changes will only be wording in letterhead and address / telephone numbers.
NDPP ANNUAL REPORT	(120 - 150) page publication (including outside covers) - Service provider to propose appropriate paper stock and grammage for text and cover. - Quantity: 250 copies per year - Size: 297 x 210mm, portrait (A4) - Cover: 4 pages - Colours text: 4/4- colours: cmyk - Cover: 4/4 - colours: cmyk+ mat machine varnish - Finish: Perfect binding - Outside cover: Front - Paper: UV varnish-350gsm matt finish varnish - Accepted ci: Black, Gold, Cream and Orange. - Design: Full colour pictures combined with creative visual - Effects (prosecutions/courtroom related) - Pictures: spot Varnish - Back cover - Design effect: extension of front-page design. - 1 (annually) memory stick – PDF format

5. SPECIFICATION FOR REGISTRY FILES

File out of Registry Card	<ul style="list-style-type: none"> • Size - A4 Colour - Black printing on white matt cardboard (160gsm or more) • Printing - Printed on one side • Packing- Shrink wrapped packs of 100
Personal File	<ul style="list-style-type: none"> • Paper Type - Kraft 235gsm • Size - 350 x 690mm (fold to 350 x 230) • Colour - Black printing on outside • Stiffener - A4 hard board 400 – 450 gsm glued onto middle section of file • Printing - Printed on front cover • Other - Scored and punched/drilled 2 holes • Packing- Shrink wrapped packs of 50 already folded
Correspondence File	<ul style="list-style-type: none"> • Paper Type- Kraft 235gsm • Size - 350 x 690mm (fold to 350 x 230) • Colour - Black printing on outside • Stiffener - A4 hard board 400 – 450 gsm glued onto middle section of file. • Printing - Printed on front cover • Other - Scored and punched/drilled 2 holes • Packing - Shrink wrapped packs of 50 already folded

Bidder's Signature/ initial: _____

Bid No: NPA 16-21/22	National Prosecuting Authority
Prepared By: Supply Chain Management Unit	
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Finance File	<ul style="list-style-type: none"> • Paper Type - Kraft 235gsm • Size - 350 x 690mm (fold to 350 x 230) • Colour - Black printing on outside • Stiffener - A4 hard board 400 – 450 gsm glued onto middle section of file • Printing - Printed on front cover • Other- Scored and punched/drilled 2 holes • Packing- Shrink wrapped packs of 50 already folded
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6. DISTRIBUTION LIST OF THE NPA REGIONAL OFFICES

Name of Office	Physical address
FREE STATE REGION	
DPP Bloemfontein	Waterfall Centre, 4 th Floor, C/o St Andrew & Aliwal Street, Bloemfontein
EASTERN CAPE REGION	
DPP Grahamstown	Hayton Building, 94 High Street, Grahamstown, 6139
DDPP Port Elizabeth	Wool Trust Building, 18 Grahamstown Road, North End, Port Elizabeth
DDPP Bhisho	Tourism Building, Palo Ave, Bhisho
DPP Mthatha	Broadcast House, c/o Lower Sisson & Sutherland Street, Fort Hare, Mthatha
East London Office	Spoornet Building, cnr Fleet & Station Street, East London
WESTERN CAPE REGION	
DPP Cape Town	NPA Building, 115 Buitengracht Street, Cape Town
NORTHERN CAPE REGION	
DPP Kimberly	22 Fabricia Road, Wilcon House, Beaconsfield, Kimberley
LIMPOPO REGION	
DPP Limpopo	High Court Building 15 th Floor, 36 Biccard Street, Polokwane
MPUMALANGA REGION	
DPP Mpumalanga	Caltex Building, 32 Bell Street, Nelspruit
NORTH WEST REGION	
DPP Mmabatho	Megacity Building 3139, East Gallery Sekame Street, Mafikeng
KZN REGION	
DPP Pietermaritzburg	313 Pietermaritz Street, Pietermaritzburg
DDPP Durban	Southern Life Building, 88 Joe Slovo Street, Durban

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Name of Office	Physical address
SCCU Durban	5 th Floor, John Ross House, Johnson Lane, Victoria Embankment, Durban
GAUTENG REGION	
DPP Johannesburg	Innes Chambers, 51 Pritchard Street, Johannesburg
DPP Pretoria	Prudential Building 2 nd floor, 28 Church Street Square, Pretoria
SCCU Pretoria	Sinondale Centre, George Building 7 th Floor, 28 Visagie Street, Pretoria
NPA Head Office	VGM Building, 123, Westlake Avenue, Weavind Park, Pretoria

Bidder's Signature/ initial: _____

Bid No: NPA 16-21/22	National Prosecuting Authority
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SECTION 7

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

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) Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
TOTAL POINTS FOR PRICE AND B-BBEE MUST NOT EXCEED	100

1.3 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.

1.4 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;

Bidder's Signature/ initial: _____

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3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
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		
OR		
Any EME		
Any QSE		

Bidder's Signature/ initial: _____

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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 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 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

Bidder’s Signature/ initial:_____

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

Bidder's Signature/ initial: _____

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SECTION 8

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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 an advertised competitive bid, a limited bid, a proposal or written price quotation). 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:

2.1 Identity Number:.....

2.2 Position occupied in the Company (director, trustee, shareholder², member):
.....

2.3 Registration number of company, enterprise, close corporation, partnership agreement or trust:.....

2.4 Tax Reference Number:

2.5 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.

¹ "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.

² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

2.7.1 If so, furnish the following particulars:

Bidder's Signature/ initial: _____

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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 attach 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.

Bidder's Signature/ initial: _____

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2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

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

3 Full details of directors / trustees / members / shareholders

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Bidder's Signature/ initial: _____

Bid No: NPA 16-21/22	National Prosecuting Authority
Prepared By: Supply Chain Management Unit	
Bid Description: Appointment of a service provider to design, print and deliver diaries, desk pads, calendars, business cards, NDPP annual report, registry files and letterhead to the NPA for a period of three (3) years.	

SECTION 9

SBD 8

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.**

4.1	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? (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). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	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:		

Bidder's Signature/ initial: _____

Bid No: NPA 16-21/22	National Prosecuting Authority
Prepared By: Supply Chain Management Unit	
Bid Description: Appointment of a service provider to design, print and deliver diaries, desk pads, calendars, business cards, NDPP annual report, registry files and letterhead to the NPA for a period of three (3) years.	

SBD 8

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

Bidder's Signature/ initial: _____

Bid No: NPA 16-21/22	National Prosecuting Authority
Prepared By: Supply Chain Management Unit	
Bid Description: Appointment of a service provider to design, print and deliver diaries, desk pads, calendars, business cards, NDPP annual report, registry files and letterhead to the NPA for a period of three (3) years.	

SECTION 10

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Standard Bidding Document (SBD) must form part of all bids¹ 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).² 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. Cancels 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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)

Bidder's Signature/ initial: _____

Bid No: NPA 16-21/22	National Prosecuting Authority
Prepared By: Supply Chain Management Unit	
Bid Description: Appointment of a service provider to design, print and deliver diaries, desk pads, calendars, business cards, NDPP annual report, registry files and letterhead to the NPA for a period of three (3) years.	

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 consortium³ 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.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Bidder's Signature/ initial: _____

Bid No: NPA 16-21/22	National Prosecuting Authority
Prepared By: Supply Chain Management Unit	
Bid Description: Appointment of a service provider to design, print and deliver diaries, desk pads, calendars, business cards, NDPP annual report, registry files and letterhead to the NPA for a period of three (3) years.	

SECTION 11

Confirmation

HAS A VALID ORIGINAL TAX CLEARANCE CERTIFICATE BEEN SUBMITTED (SBD2) YES / NO
 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE SERVICES OFFERED BY YOU YES / NO

Declaration

I/We have examined the information provided in your bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are fixed and valid for the stipulated period. I/We confirm the availability of the proposed team members/ and or services. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Signature of bidder:

Date:

Are you duly authorized to commit the bidder: YES / NO

Capacity under which this bid is signed

Domicilium

NPA chooses the following as its domicilium citandi et executandi for all purposes of and in connection with the final contract:
NATIONAL PROSECUTING AUTHORITY , VGM BUILDING, WEAVIND PARK, 123 WEST LAKE AVENUE, SILVERTON, PRETORIA

The bidder must indicate its domicilium citandi et executandi for all purposes of and in connection with the final contract.

Any discrepancies between the information supplied here and the other parts of the bid may result in your bid being disqualified.

Bidder's Signature/ initial: _____

Bid No: NPA 16-21/22	National Prosecuting Authority
Prepared By: Supply Chain Management Unit	
Bid Description: Appointment of a service provider to design, print and deliver diaries, desk pads, calendars, business cards, NDPP annual report, registry files and letterhead to the NPA for a period of three (3) years.	

SECTION 12

PRICING SCHEDULE

NAME OF BIDDER.....	BID NUMBER: NPA 16-21/22
CLOSING DATE: 24 May 2021	CLOSING TIME 11H00am

DESCRIPTION	ESTIMATE QTY	YEAR 1		YEAR 2		YEAR 3		TOTAL BID PRICE (Inclusive of VAT)
		UNIT PRICE	TOTAL (Inclusive of VAT)	UNIT PRICE	TOTAL (Inclusive of VAT)	UNIT PRICE	TOTAL (Inclusive of VAT)	
Business cards	90 packs							
Letterheads	15 packs							
NDPP Annual report	750 units							
File out of registry card	50							
Personal File	50							
Correspondence File	50							

Bidder's Signature/ initial: _____

Bid No: NPA 16-21/22

National Prosecuting Authority

Prepared By: Supply Chain Management Unit

Bid Description: Appointment of a service provider to design, print and deliver diaries, desk pads, calendars, business cards, NDPP annual report, registry files and letterhead to the NPA for a period of three (3) years.

DESCRIPTION	ESTIMATE QTY	YEAR 1		YEAR 2		YEAR 3		TOTAL PRICE (Inclusive of VAT)	BID
		UNIT PRICE	TOTAL (Inclusive of VAT)	UNIT PRICE	TOTAL (Inclusive of VAT)	UNIT PRICE	TOTAL (Inclusive of VAT)		
Finance File	50								
A4 Standard Diary	4090								
A5 Standard Diary	1460								
A4 Executive Diary	310								
A1 Wall Calendar	2550								
A2 Desk Pad	3860								
Tent Calendar	1720								
TOTAL BID PRICE (Inc. vat)									R

Bidder's Signature/ initial: _____

Bid No: NPA 16-21/22	National Prosecuting Authority
Prepared By: Supply Chain Management Unit	
Bid Description: Appointment of a service provider to design, print and deliver diaries, desk pads, calendars, business cards, NDPP annual report, registry files and letterhead to the NPA for a period of three (3) years.	

CONDITIONS APPLICABLE TO THE BIDDER'S PRICING

- Bidders are required to complete the above tables (pricing schedule) in full not part thereof. Failure to complete the pricing schedule in full as per line item required will result in immediate disqualification.
- The unit price must include VAT and delivery costs. (Deliveries will be made to any NPA offices in South Africa indicated and the cost thereof must be included in the price per item.
- The pricing schedule must contain a total cost per line item inclusive of all operating and delivery costs. **Failure to complete this table in full will invalidate the bid and will results in immediate disqualification of the proposal.**
- The pricing schedule contains a column in which the estimated quantity/usage for one year is reflected. This is for planning purposes only and **NO guarantee** can be given of the actual requirements. Items will be ordered on an as and when required basis.
- All bid prices accepted from the successful bidder will remain fixed and firm per year from date of acceptance and for three (3) years duration of the contract.
- Bidders must complete the pricing schedule (inclusive of any escalation and/or all costs deemed necessary as no additional cost will be accepted later).
- Rates must be quoted in South African Rand and must be inclusive of VAT. Prices are to remain fixed and valid for the period of three (3) years. Non-fixed prices will not be considered.
- Bidders are required to indicate a total bid price inclusive of all applicable taxes for the project. If there are any discrepancies in the pricing proposal, the NPA may reject the bid based on the discrepancy.

Bidder's Signature/ initial: _____

Bid No: NPA 16-21/22	National Prosecuting Authority
Prepared By: Supply Chain Management Unit	
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SECTION 13:

Bidder's Experience (signed reference letter or more)

NAME OF BIDDER:	BID NUMBER: NPA 16-21/22
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[Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in paragraph 30.2 of bid conditions. If the bidder requires more space than the provided below the bidder must prepare a document in same format setting out all the information referred to and return it with the proposal.]

The bidder must provide the following information: (a) Details of the bidder's current and past projects of similar required services set out for this bid

Clients' Name	Contact person and contact details	Brief description of the service rendered	Project period (Start and End Dates)	Project cost

Bidder's Signature/ initial: _____