

# STRATEGY, OPERATIONS & COMPLIANCE



National Prosecuting Authority  
South Africa

## Financial Management

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0001, South Africa

### INVITATION TO BID

#### BID DETAILS

**BID NUMBER** : NPA 06-24/25  
**ISSUE DATE** : 06 October 2024  
**CLOSING TIME** : 29 October 2024 @ 11h00 am.  
**BID DESCRIPTION** : Designing, lay-out, editing and proofreading, formatting and converting, printing, distribution and delivery of the Khasho newsletter.  
**CONTRACT DURATION** : Three (3) years

#### DETAILS OF BIDDER

**COMPANY NAME** : \_\_\_\_\_

| CSD SUPPLIER NUMBER | UNIQUE REGISTRATION NUMBER |
|---------------------|----------------------------|
|                     |                            |

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

**ORIGINAL**

**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)**

#### DOCUMENTS CHECK LIST

Independence • Professionalism • Accountability • Credibility

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

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|---|
| Bid No: NPA 06-24/25  |
| Prepared by Supply Chain Management Unit  |
| Description: Designing, lay-out, editing and proofreading, formatting and converting, printing, distribution and delivery of the Khasho newsletter for a period of three (3) years. |

| NO | DOCUMENTS  | TICK |
|----|--|------|
| 1. | Central Supplier Database registration report (CSD)  |      |
| 2. | Bidder's profile   |      |
| 3. | The bidder must provide a proposal indicating the proposed approach and/or methodology, project work plan demonstrating the ability and capability to execute the project successfully as per <b>Section 3, paragraph 33.2</b> |      |
| 4. | Certified copies of Identity Documents of Directors/Members/Shareholders   |      |
| 5. | Two (2) or more relevant reference letters from previous clients indicating client satisfaction, contract duration, contact details, project description and value of the contract as per <b>Section 3, paragraph 33.4</b>     |      |
| 6. | One (1) original, two (2) copies of the bid document together with a sample newsletter.  |      |
| 7. | Proof of access to a flipbook conversion and stock imaging services.   |      |

Bidder's Signature/ initial: \_\_\_\_\_

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**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** : \_\_\_\_\_

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## 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 the Bid
- Section 4 : Bid Submission Requirements
- Section 5 : Evaluation and Selections Process
- Section 6 : Terms of Reference,
- Section 7 : Pricing schedule
- Section 8 : Pricing Schedule - Professional Services (SBD 3.3)
- Section 9 : Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2022  
(SBD 6.1)
- Section 10 : Bidder's Disclosure (SBD 4)
- Section 11 : Confirmation Form
- Section 12 : Bidder's experience

Bidder's Signature/ initial: \_\_\_\_\_

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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                                      |
| Briefing Session | A session that is held after the bid document is issued and before the closing date of the bid during which information is shared with potential bidders. |
| Bidder           | Organization applying to participate in the bidding process as a potential supplier of the services as advertised in this Bid.                            |
| Dti              | Department of Trade and Industry  |
| GCC              | General Conditions of Contract  |
| IP               | Inkjet Paper / 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   |
| GSM              | Grams Per Square Metre  |
| SLA              | Service Level Agreement   |
| OEM              | Original Equipment Manufacturer   |

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**SECTION 1**

**SBD 1**

**PART A**

**INVITATION TO BID**

|  |  |              |  |  |       |
|--|--|--------------|--|--|-------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>   |  |              |  |  |       |
| BID NUMBER:  | NPA 06-24/25   | CLOSING DATE | 29 October 2024  | CLOSING TIME:  | 11h00 |
| DESCRIPTION  | Designing, lay-out, editing and proofreading, formatting and converting, printing, distribution and delivery of the Khasho newsletter for a period of three (3) years. |              |  |  |       |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>   |  |              |  |  |       |
| National Prosecuting Authority   |  |              |  |  |       |
| VGM Building Weavind Park  |  |              |  |  |       |
| 123 Westlake Avenue  |  |              |  |  |       |
| Silverton  |  |              |  |  |       |
| Pretoria   |  |              |  |  |       |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>  |  |              | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                           |  |       |
| CONTACT PERSON   | Samuel Thoka   |              | CONTACT PERSON   | Janet de Jager   |       |
| TELEPHONE NUMBER   | -  |              | TELEPHONE NUMBER   | -  |       |
| FACSIMILE NUMBER   | -  |              | FACSIMILE NUMBER   | -  |       |
| E-MAIL ADDRESS   | <a href="mailto:tenders@npa.gov.za">tenders@npa.gov.za</a>   |              | E-MAIL ADDRESS   | <a href="mailto:tenders@npa.gov.za">tenders@npa.gov.za</a>                             |       |
| <b>SUPPLIER INFORMATION</b>  |  |              |  |  |       |
| 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  |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>  |  |              |  |  |       |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]   |              | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER PART B:3 ] |       |
| 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   |  |              |  |  |       |
| <b>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.</b> |  |              |  |  |       |

Bidder's Signature/ initial: \_\_\_\_\_

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**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

|  |
|--|
| <b>1. BID SUBMISSION:</b>  |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.   |
| 1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>  |
| 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |
| 1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7)</b>  |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>  |
| 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:.....

## 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.
  - 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.



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- 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 ancillaries to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

**2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

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- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance security**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in 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.

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**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 immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

**9. Packing**

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

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|-----------------------------------|------|---|
| <b>10. Delivery and documents</b> | 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.   |
| <b>11. Insurance</b>              | 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.   |
| <b>12. Transportation</b>         | 12.1 | Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.   |
| <b>13. Incidental services</b>    | 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   |
|                                   | (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.  |
| <b>14. Spare parts</b>            | 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.  |
| <b>15. Warranty</b>               | 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. |

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

**16. Payment**

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

**17. Prices**

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

**18. Contract amendments**

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

**19. Assignment**

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

**20. Subcontracts**

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract

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| <b>21. Delays in the supplier's performance</b> | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> |
| <b>22. Penalties</b>                            | <p>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.</p>  |
| <b>23. Termination for default</b>              | <p>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:</p> <p>(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;</p> <p>(b) if the Supplier fails to perform any other obligation(s) under the contract; or</p>  |

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- (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 has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

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| <b>24. Anti-dumping and countervailing duties and rights</b> | 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 favorable 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 |
| <b>25. Force Majeure</b>                                     | 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.  |
| <b>26. Termination for insolvency</b>                        | 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.  |
| <b>27. Settlement of Disputes</b>                            | 27.1 | If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.  |
|  | 27.2 | If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.  |
|  | 27.3 | Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.  |
|  | 27.4 | Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.   |
|  | 27.5 | Notwithstanding any reference to mediation and/or court proceedings herein,<br>(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and<br>(b) the purchaser shall pay the supplier any monies due the supplier.   |



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| <b>28. Limitation of liability</b>                          | 28.1 | <p>Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6.</p> <p>(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</p> <p>(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.</p> |
| <b>29. Governing language</b>                               | 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.  |
| <b>30. Applicable law</b>                                   | 30.1 | The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.   |
| <b>31. Notices</b>  | 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.  |
| <b>32. Taxes and duties</b>                                 | 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.   |
| <b>33. National Industrial Participation Program (NIPP)</b> | 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.  |
| <b>34. Prohibition of Restrictive practices</b>             | 34.1 | In terms of section 4 (1) (b) (iii) of the Competition Act No.89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is /are or a contractor(s) was/ were involved in collusive bidding (or bid rigging).   |
|   | 34.2 | If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/ have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition  |

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Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No.89 of 1998.

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

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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 reserves the right;
  - Not to appoint and/or cancel the bid at any time and shall not be bound to accept the lowest bid or proposal.
  - To award a bid to one or more service providers.
  - To award the bid as a whole or in part.
  - 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")
  - To terminate any contract where service has not been carried out to its satisfaction.
  - To amend any bid condition, validity period, or extend the closing date of bids.
  - 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.
  - 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. 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.
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 2016/17 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).
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.
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. Preferential consideration will be given to bidders that are legal entities. In the case of Sub-contracting, the NPA will enter into a single contract with a principal service provider.
10. Any completion of bid documents in **pencil, correction fluid (Tippex) or erasable ink** will not be acceptable and will automatically disqualify the submitted bid.

Bidder's Signature/ initial: \_\_\_\_\_

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11. The NPA will not be liable for any expenses incurred by the bidders during the bidding process .
12. The NPA will not be liable for any losses and/or defects incurred by the service provider.
13. Bidders must submit documentary proof of the existence of joint ventures and/or consortium arrangements. The NPA will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement. The joint venture and/or consortium agreements must be clearly set out the roles and responsibilities of the Lead Partner and joint venture and/or consortium party. The agreement must also identify the Lead Partner, with the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.
14. **CONFLICT OF INTEREST, CORRUPTION AND FRAUD**
  - 14.1 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"), –
    - 15.1.1 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.
    - 15.1.2 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.
    - 15.1.3 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 .
    - 15.1.4 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 .
    - 15.1.5 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.
    - 15.1.6 has in the past engaged in any matter referred to above.
15. **INDEMNITY**

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.
16. **PRECEDENCE**

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.
17. **TAX COMPLIANCE**

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 service provider in the event that it is established that such service provider does not remain tax compliant for the full term of the contract.

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18. **GOVERNING LAW**

South African law governs this bid and the bid response process. The Bidder agrees 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.

19. **RESPONSIBILITY FOR COMPANY/BUSINESS PERSONNEL**

19.1 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.

19.2 Bidding companies must clearly indicate if they envisage sub-contracting part of the project.

20. Should a bidder cede its rights to the contract, cession shall only be applicable as follows:

20.1 Cession shall only be limited to the cession agreement(s) between the Service Provider and the Financial Service Provider or State Institutions mandated to provide financial aid.

20.2 Cession shall only be applicable to the transfer of rights to payment for services rendered by a service provider to a Financial Service Provider or State Institutions mandated to provide financial aid.

20.3 The written request for cession must be made by the Service Provider and not a third party and such request must be accompanied by the cession agreement.

21. The NPA will enter into a Service Level Agreement with the successful bidder, effective from the date of bid award, taking all aspects of the contract into account.

22. Under no circumstances will negotiation with any bidders constitute an award or promise / undertaking to award the contract.

23. The successful service provider will be subjected to a security screening investigation/ routine testing randomly 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.

24. The successful service provider may be subject to screening for security purposes by the NPA at least once in the contract period or as and when other surrounding circumstances so requires. Any such employees whose security screening comes back negative, shall be removed from the NPA's site by the service provider immediately upon request by the NPA.

25. Bidders are requested to endorse 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.

26. The service provider must have the infrastructure (physical premises) and the capacity to supply and/or deliver items/service required.

27. The service provider must supply and/or deliver the items or service as specified on the purchase order within the agreed times by the NPA project manager and the successful service provider.

28. Bidders must submit a newsletter sample with their bid proposal. **Failure to submit a newsletter sample will result in disqualification.**

29. Print quantities in this bid are an estimate, the actual quantities will be negotiated with the successful service provider. The NPA reserves the right to increase or decrease the number of printed copies.

30. Service providers must provide proof of access to a flipbook conversion and stock imaging services. **Failure to submit proof will result in disqualification.** Such subscription must remain valid throughout the contract period.

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**31. THE SERVICE PROVIDER IS REQUIRED TO:**

- 31.1 Provide good quality of publications as per specification.
- 31.2 Propose a design concept and layout solution during the initial stage that reflects the Corporate Identity of the NPA.
- 31.3 Format, convert, print, distribute and deliver newsletters approved/signed-off by the NPA.
- 31.4 Distribution of Khasho newsletter to all the NPA offices **as per paragraph 4 of Section 6.**

**32. GENERAL**

- 32.1 The bidder must include all cost of protective packaging for all items, as well as delivery cost. The NPA will not accept damaged goods due to sub-standard packaging and delivery. Goods in transit are solely the responsibility of the successful bidder.
- 32.2 The successful bidder will be responsible for editing and proofreading of the content for grammar, language, flow and ease of reading of the Khasho newsletter.
- 32.3 The NPA will provide visuals, graphics and photographs to be used in the publication of the newsletter.
- 32.4 The successful bidder must appoint a project manager to oversee the production process i.e. design, layout and quality control.
- 32.5 The copyright of the newsletter and the content thereof remains the property of the NPA.

**33. THE BID PROPOSAL SHOULD INCLUDE THE FOLLOWING IN DETAIL:**

- 33.1 **Bidder's profile** – short summary and description of the key features of the bidder. The legal name of the entity, the principal business, with a description of the corporate organization of the proposing entity, including all members of the sub-contract, if any.
- 33.2 **Proposed methodology, plan and timelines- In this section, the bidder must demonstrate the understanding of the project indicating how its tasks and deliverables will be carried out, namely:**
  - a) Provide a detailed proposal and/or work plan demonstrating how the services required will be carried out and how project activities/deliverables and timelines will be achieved.
    - Demonstrate the understanding of project i.e. tasks and deliverables in terms of:
    - Innovation in creative design concept and layout solution
    - Editing and proofreading
    - Formatting and conversion for electronic versions

**33.3 Capability of the bidder**

- a) The proposal should indicate a qualified project team with relevant skills and knowledge on this project in terms of the following:
  - Ability to deliver within agreed times after purchase order has been placed.
  - Indicate sufficient personnel (including roles and responsibilities) of the team.
  - Printing, electronic conversion, packaging and distribution capabilities (Infrastructure and resources).

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33.4 **References and performance capabilities** - The bidder must indicate relevant experience in providing similar projects and scope i.e. supply and delivery of corporate newsletter. To support all claims of experience presented in the bid, the bidder shall provide proof to substantiate the information provided and to assist the NPA to verify claimed capabilities and provide the following:

- Two (2) or more signed reference letters, which must indicate client's satisfaction with bidders' rendering/performance of services, the client name, contact name, telephone number, e-mail address, brief description of services rendered and time-frames i.e. Start and end Date of the contract, as well as completing Section 12 (Note that the focus to these points should address the relevant experience of the bidder, not the proposed approach of the service requirements).

33.5 **Newsletter sample** - Bidders must submit a newsletter sample together with their bid proposals. The sample must comply with the sample evaluation criteria in Phase 3 on page 30 of 42.

### 34. COMPLIANCE

- Bidders must ensure that the NPAs interests are served at all times during the contract period. Recommendations must be based on impartial observations, responsible opinions and pertinent facts. Any information gained by the service providers during the course of the contract must be kept in strict confidence and may not be used without the written permission of the National Prosecuting Authority.
- The successful service provider(s) will be subjected 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, the NPA shall be entitled to immediately cancel this contract in writing.

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## SECTION 4

### BID SUBMISSION REQUIREMENTS

#### 1. WHO MAY SUBMIT A RESPONSE TO THIS BID?

1.1 The NPA invites bids from bidders who comply with the requirements for this bid. In view of the scope of work required in this bid, the 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 or e-mail) from the following contact person, stating the bid reference number:

Bid Enquiries : Samuel Thoka  
E-mail : [tenders@npa.gov.za](mailto: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 and two (2) copies of the bid proposals, together with a sample newsletter must be handed in / delivered to the address indicated below:

| PHYSICAL ADDRESS   | POSTAL ADDRESS  |
|--|---|
| NATIONAL PROSECUTING AUTHORITY<br>VGM BUILDING WEAVIND PARK<br>123 WEST LAKE AVENUE<br>SILVERTON<br>PRETORIA | NATIONAL PROSECUTING AUTHORITY<br>THE BID OFFICE<br>PRIVATE BAG X 752<br>PRETORIA<br>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.

4.5 The NPA will not accept responsibility for any documentation, which gets lost.

Bidder's Signature/ initial: \_\_\_\_\_



|   |
|---|
| Bid No: NPA 06-24/25  |
| Prepared by Supply Chain Management Unit  |
| Description: Designing, lay-out, editing and proofreading, formatting and converting, printing, distribution and delivery of the Khasho newsletter for a period of three (3) years. |

4.6 An original version of the bid must be submitted. An authorized employee must sign the original version in ink, or representative of the bidder 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 the 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 6253/6077 or to email to [tenders@npa.gov.za](mailto:tenders@npa.gov.za) to make arrangements.

**5. MARKING ON BID ENVELOPE / PACK**

5.1 Bids must be submitted in a sealed envelope, or sealed pack if too big for an envelope, marked as follows:

- Attention : Tender Box:
- : Supply Chain Management
- Bid number : NPA 06-24/25
- Closing date and time : 29 October 2024 at 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 5.1 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 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.

6.3 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.

**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, Alberton (old Jan Smuts), Rigel Avenue and Atterbury Road.

|   |
|---|
| Bid No: NPA 06-24/25  |
| Prepared by Supply Chain Management Unit  |
| Description: Designing, lay-out, editing and proofreading, formatting and converting, printing, distribution and delivery of the Khasho newsletter for a period of three (3) years. |

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 road 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 time 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; 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.
- 9.5 Bidders who receive information not available to other vendors through fraudulent means.

## 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 06-24/25  |
| Prepared by Supply Chain Management Unit  |
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**SECTION 5**

**EVALUATION AND SELECTION PROCESS**

All bids received will be evaluated in accordance with the **80/20** preference point system as prescribed in the Preferential Procurement Regulation of 2022. The evaluation process comprises the following phases:

**Phase 1: Screening process**

During this phase bids will be reviewed to determine compliance with all standard bidding documents, and such documents must be signed by a duly authorized representative.

**Phase 2: Functionality evaluation**

Only bidders that qualified during the pre-qualification criteria will be evaluated on functionality. At this phase, the evaluation process will be based on the bidder’s responses in respect of the bid proposal. Bidders who score a minimum qualifying score of **52 points** or more on functionality will be evaluated on next phase i.e., Phase 3: Sample evaluation criteria.

Functionality 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.

| <b>FUNCTIONALITY CRITERIA – PHASE 2</b>  | <b>Weight</b> |
|--|---------------|
| <b>1 PROPOSED METHODOLOGY</b>  | <b>35</b>     |
| The bidder must provide the methodology on how the services will be executed successfully:   |               |
| a) Provide a detailed proposal and/or work plan demonstrating how the services required will be carried out and how project activities/deliverables and timelines will be achieved.  | 15            |
| b) Demonstrate the understanding of the project i.e. tasks and deliverables in terms of:   |               |
| ▪ Innovation in creative design concept and layout solution  | 5             |
| ▪ Editing and proofreading   | 5             |
| ▪ Formatting and conversion for electronic versions  | 5             |
| ▪ Stock imaging and flipbook services  | 5             |
| <b>2 CAPABILITY OF THE BIDDER</b>  | <b>30</b>     |
| The proposal should indicate a qualified project team with relevant skills and knowledge on this project in terms of the following:  |               |
| ▪ Ability to deliver within agreed times after purchase order has been placed.   | 10            |
| ▪ Indicate sufficient personnel (including roles and responsibilities) of the team.  | 10            |
| ▪ Printing, packaging, electronic conversion and distribution capabilities (Infrastructure and resources)  | 10            |
| <b>3 TRACK RECORD AND EXPERIENCE RELEVANT TO THE PROJECT</b>   | <b>15</b>     |
| Bidders must demonstrate relevant experience by providing documentary proof in the form of two (2) or more signed reference letter/s (on the referee’s letter head) confirming the exact start and end dates of the contract(s) where similar/relevant services were rendered. |               |
| 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 = 5 points  |               |
| Non-submission and submission of unsigned reference letters will score zero (0) points.  |               |
| Note: The focus to these letters should address the relevant work experience of the bidder as per paragraph 33.4 on page 23 of 42.   |               |
|  | <b>15</b>     |

Bidder’s Signature/ initial: \_\_\_\_\_

|   |
|---|
| Bid No: NPA 06-24/25  |
| Prepared by Supply Chain Management Unit  |
| Description: Designing, lay-out, editing and proofreading, formatting and converting, printing, distribution and delivery of the Khasho newsletter for a period of three (3) years. |

|                         |           |
|-------------------------|-----------|
| <b>Functional Total</b> | <b>80</b> |
| <b>Threshold</b>        | <b>52</b> |

The percentage for functionality will be calculated as follows

$$Ps = \frac{so}{ms} \times Ap$$

Where:

Ps = percentage scored for functionality by bid under consideration

So = total score of bids under consideration

Ms= maximum possible score, i.e. 5x (a) 80 = 400

Ap = percentage allocated for functionality (in this bid = 80)

- i. The value scored for each criterion will be multiplied by the specified weight for the relevant criterion to obtain the marks scored for each criterion.
- ii. The scores for each criterion will be added to obtain the total score.
- iii. Bidders that meet or exceed the minimum qualifying score of 52 points on functionality will be evaluated on Phase 3: Sample evaluation criteria.
- iv. Bidders not meeting a minimum qualifying score of 52 points on functionality will be disqualified.

### Phase 3: Sample evaluation criteria

During this phase, bidders that score a minimum qualifying score of 10 points or more out of 20 points will be evaluated on Price and Specific goals contribution. **Failure to meet the minimum required qualifying score will result in disqualification. Note: Bidders must submit their newsletter samples together with their bid submission.**

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.

| <b>SAMPLE EVALUATION CRITERIA</b>  | <b>WEIGHT</b> |
|--|---------------|
| <b>1. Quality and publishing</b>   | <b>20</b>     |
| a. Size, design and finish – A4 full colour, Saddle stitch, neatly bound   | <b>5</b>      |
| b. Cover paper type – 145gsm (grams per square metre) White IP gloss and Inside paper type - 150gsm white IP gloss | <b>5</b>      |
| c. Full colour picture version combined with placement of graphics and objects.                                    | <b>5</b>      |
| d. +/- 20-page publication (including outside covers).   | <b>5</b>      |
| <b>SAMPLE TOTAL</b>  | <b>20</b>     |
| <b>MINIMUM THRESHOLD</b>   | <b>10</b>     |

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

$$Ps = \frac{so}{ms} \times Ap$$

Where:

Ps = points scored for sample evaluation by bid under consideration

So = total score of bids under consideration

Ms= maximum possible score, i.e. 5x (a) 20 = 100

Ap = points allocated for sample evaluation (in this bid = 20)

|   |
|---|
| Bid No: NPA 06-24/25  |
| Prepared by Supply Chain Management Unit  |
| Description: Designing, lay-out, editing and proofreading, formatting and converting, printing, distribution and delivery of the Khasho newsletter for a period of three (3) years. |

- 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 evaluated on Phase 4: Price and specific goals specified for the bid
- Bidders not meeting a minimum qualifying score of 10 points or more will be disqualified.

**Phase 4: Price and specific goals specified for the bid**

Points scored for specific goals will be added to the points scored for Price and the total will be rounded off to the nearest two decimal places.

|   |
|---|
| Bid No: NPA 06-24/25  |
| Prepared by Supply Chain Management Unit  |
| Description: Designing, lay-out, editing and proofreading, formatting and converting, printing, distribution and delivery of the Khasho newsletter for a period of three (3) years. |

## SECTION 6

### TERMS OF REFERENCE: DESIGNING, LAY-OUT, EDITING AND PROOFREADING, FORMATTING AND CONVERTING, PRINTING, DISTRIBUTION AND DELIVERY OF THE KHASHO NEWSLETTER FOR A PERIOD OF THREE (3) YEARS.

#### 1. PURPOSE OF THE BID

1.1 The purpose of this bid is to appoint a service provider to design, lay-out, edit and proofread, format and convert, print, distribute and deliver the Khasho newsletter for a period of three (3) years.

#### 2. BACKGROUND

2.1 The NPA Communications Unit is the custodian of the Khasho newsletter, and this service as defined above is outsourced to an external service provider. The newsletter updates staff on NPA matters as well as significant ongoing and finalised prosecutions.

#### 3. SCOPE OF WORK

3.1 The service provider will be required to design, lay-out, edit and proofread, format and convert, print, distribute and deliver the newsletter as per the following specifications.

3.2 Service provider must provide stock imaging and flipbook services. Proof of such services must be submitted together with the bid proposal.

| Requirement              | Details of specification  |
|--------------------------|---|
| <b>KHASHO NEWSLETTER</b> | <ul style="list-style-type: none"> <li>- Estimation of +/- 20-page publication (including outside covers, an open file version and an electronic flipbook version).</li> <li>- <b>Estimated Quantity: 6000 per edition, 18 editions</b></li> <li>- Size : A4 full colour</li> <li>- Cover : White IP Gloss,</li> <li>- Paper Type: Cover paper type – 145gsm White IP (Inkjet Paper) gloss and Inside paper type - 150gsm white IP gloss</li> <li>- Finish : Saddle Stitch</li> <li>- Design : Full colour picture combined with creative visual effects</li> </ul> <p><b><i>The successful service provider will be required to design, lay-out, edit and proofreading, format and convert, print, distribute and deliver the printed material to all NPA Offices.</i></b></p> |

#### 4. DISTRIBUTION LIST OF THE NPA OFFICES

4.1 The table below highlights the distribution physical addresses and quantities of respective NPA Office.

| NPA Offices            | Estimated Quantities | Physical Address                                       |
|------------------------|----------------------|--|
| VGM NPA (Head Office)  | 1000                 | 123 Westlake Avenue, Weavind Park, Silverton, Pretoria |
| DPP Pretoria Office    | 400                  | 28 Church Square, Prudential Building, Pretoria        |
| CPP East London Office | 200                  | 17 Fleet Street, East London, 5200                     |
| DPP Makhanda Office    | 200                  | Hayton Building, 94 High Street, Makhanda              |

Bid No: NPA 06-24/25

Prepared by Supply Chain Management Unit

Description: Designing, lay-out, editing and proofreading, formatting and converting, printing, distribution and delivery of the Khasho newsletter for a period of three (3) years.

| <b>NPA Offices</b>                     | <b>Estimated Quantities</b> | <b>Physical Address</b>  |
|--|-----------------------------|--|
| DPP Port Elizabeth Office              | 400                         | Wooltrust Building, 18 Old Grahamstown Road, North End   |
| DDPP Bhisho Office                     | 200                         | Tourism Centre, Phalo Avenue Bhisho.   |
| DPP Mthatha Office                     | 200                         | Broadcast House c/o Sissons & Sutherland Streets, Mthatha  |
| DPP South Gauteng Office               | 400                         | Innes Chambers, 51 Pritchard Street, Johannesburg  |
| DPP Cape Town Office                   | 400                         | NPA building, 115 Leeuwen & Buitengracht Streets, Cape Town  |
| DPP Pietermaritzburg Office            | 200                         | 7 <sup>th</sup> Floor, 286 Pietermaritz Street, Pietermaritzburg   |
| DPP Kimberley Office                   | 200                         | 22 Fabricia Road, Wilcon House, Beaconsfield Kimberley   |
| DPP Mmabatho Office                    | 200                         | Megacity Building 2 <sup>nd</sup> and 3 <sup>rd</sup> floor East Gallery, 3139 Sekame Street 3, Mmabatho |
| DDPP Durban Office                     | 400                         | 3 <sup>rd</sup> Floor, Southern Life Building, 88 Joe Slovo Street                                       |
| DPP Bloemfontein Office                | 400                         | Waterfall Centre, C/o Aliwal and St. Andrew Streets, Bloemfontein.                                       |
| DDPP Thohoyandou Office                | 200                         | Thohoyandou High Building, Mphephu Street, Thohoyandou.  |
| DPP Polokwane Office                   | 400                         | 36 Biccard Street, Limpopo High Court, Polokwane   |
| Investigating Directorate (ID) Offices | 200                         | Linton House, 570 Fehrsen Street, Brooklyn Bridge, Brooklyn, Pretoria.                                   |
| DPP Mpumalanga Office                  | 400                         | Mpumalanga Division of the High Court, 52 Samora Machel and Kaapsehoop Streets, Nelspruit                |

Bidder's Signature/ initial: \_\_\_\_\_

|   |
|---|
| Bid No: NPA 06-24/25  |
| Prepared by Supply Chain Management Unit  |
| Description: Designing, lay-out, editing and proofreading, formatting and converting, printing, distribution and delivery of the Khasho newsletter for a period of three (3) years. |

**SECTION 7**

**PRICING SCHEDULE – FIXED UNIT PRICES**

|                            |                                      |
|----------------------------|--------------------------------------|
| <b>Name of bidder:</b>     | <b>Bid Number : NPA 06-24/25</b>     |
| <b>Closing time: 11:00</b> | <b>Closing date: 29 October 2024</b> |

**Table A:** Bidders are required to indicate a total bid price based on the total cost for completion of the contract, including all expenses and all applicable taxes.

| Service Description   | Period            | Unit Price per issue (VAT Incl) | Estimated Quantities | Annual Amount (VAT Inclusive) |
|---|-------------------|---------------------------------|----------------------|-------------------------------|
| 1. Printing and Delivery Services                               | First (1st) year  | R.....                          | 36 000 units         | R.....                        |
|   | Second (2nd) year | R.....                          | 36 000 units         | R.....                        |
|   | Third (3rd) year  | R.....                          | 36 000 units         | R.....                        |
| 2. Professional Services  |                   |                                 |                      | R                             |
| <b>TOTAL BID PRICE FOR PERIOD OF THREE (3) YEARS (INCL VAT)</b> |                   |                                 |                      | <b>R.....</b>                 |

**NOTE:**

- Estimated newsletters to be printed (**18 editions x 6000 units = 108000 units**).
- Estimated quantities are for pricing purposes. The actual quantities for print will be negotiated with the successful service provider.
- Professional services include estimated costs for design and layout, editing and proofreading, formatting and converting which must be completed in line with SBD 3.3 – Pricing Schedule.

**CONDITIONS APPLICABLE TO THE BIDDER’S PRICING**

- The unit price quoted must include VAT (if applicable) and include all design and layout, editing and proofreading formatting and conversion, printing, distribution and delivery including all applicable cost.
- Deliveries must be made to all the NPA offices in South Africa as indicated in Section 6, paragraph number 4. The cost thereof must be included in the total bid price.
- Prices are to remain fixed and valid for a period of three (3) years. Non-fixed prices will not be considered. Prices must be quoted in South African Rands.

**FAILURE TO COMPLETE THIS TABLE IN FULL WILL INVALIDATE THE BID AND WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE PROPOSAL.**

Declaration

I/We have examined the information and conditions provided in the pricing schedule. I/We confirm that the prices quoted in this bid are fixed and valid for the stipulated period.

**Signature of bidder :** .....

**Date :** .....

Bidder’s Signature/ initial: \_\_\_\_\_



SECTION 8

SBD 3.3

**PRICING SCHEDULE  
(Professional Services)**

|                        |                                      |
|------------------------|--------------------------------------|
| NAME OF BIDDER: .....  | BID NO.: <b>NPA 06-24/25</b>         |
| CLOSING TIME 11:00 AM. | CLOSING DATE: <b>29 October 2024</b> |

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

| ITEM NO | DESCRIPTION   | BID PRICE IN RSA CURRENCY<br>**(ALL APPLICABLE TAXES INCLUDED) |            |
|---------|---|--|------------|
| 1.      | The accompanying information must be used for the formulation of proposals.   |  |            |
| 2.      | Bidders are required to indicate a total price for all professional services based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. | R.....   |            |
| 3.      | PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)  |  |            |
| 4.      | PERSON AND POSITION   | HOURLY RATE  | DAILY RATE |
|         | -----   | R-----   | -----      |
|         | -----   | R-----   | -----      |
|         | -----   | R-----   | -----      |
|         | -----   | R-----   | -----      |
|         | -----   | R-----   | -----      |
| 5.      | PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT  |  |            |
|         | Design and layout   | R-----   |            |
|         | Editing and proofreading  | R-----   |            |
|         | Formatting and conversion   | R-----   |            |
|         | -----   | R-----   |            |
|         |   | TOTAL: R.....  |            |
| 6.      | Period required for commencement with project after acceptance of bid   |  | .....      |
| 7.      | Estimated man-days for completion of project  |  | .....      |
| 8.      | Are the rates quoted firm for the full period of contract?  |  | *YES/NO    |

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

Bid No: NPA 06-24/25

Prepared by Supply Chain Management Unit

Description: Designing, lay-out, editing and proofreading, formatting and converting, printing, distribution and delivery of the Khasho newsletter for a period of three (3) years.

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

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

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Any enquiries regarding bidding procedures and technical information may be directed to –

Email: [tenders@npa.gov.za](mailto:tenders@npa.gov.za)

**NB: The total for professional services indicated on paragraph 2 above must be transferred to Table A on Section 7 (page 32 of 42). Failure to transfer the total professional services may result in disqualification.**

Bidder's Signature/ initial: \_\_\_\_\_

**SECTION 9****SBD 6.1****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

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

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

**1. GENERAL CONDITIONS**

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

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

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

- a) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

|  | POINTS |
|--|--------|
| <b>PRICE</b>                                     | 80     |
| <b>SPECIFIC GOALS</b>                            | 20     |
| <b>Total points for Price and SPECIFIC GOALS</b> | 100    |

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

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

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

| The specific goals allocated points in terms of this tender                 | Number of points allocated (90/10 system)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|--|--|--|--|
| Enterprises with ownership of 51% or more by person/s who are black persons |  | 10   |  |  |
| Enterprises with ownership of 51% or more by person/s who are women         |  | 05   |  |  |
| Enterprises with ownership of 51% or more by person/s who are youth         |  | 03   |  |  |
| Enterprises with ownership of 51% or more by person/s with disability       |  | 02   |  |  |

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

**SECTION 10**

**SBD 4**

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest <sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

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

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium <sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF

PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



Bid No: NPA 06-24/25

Prepared by Supply Chain Management Unit

Description: Designing, lay-out, editing and proofreading, formatting and converting, printing, distribution and delivery of the Khasho newsletter for a period of three (3) years.

**SECTION 11**

**Confirmation**

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.**

|   |
|---|
| Bid No: NPA 06-24/25  |
| Prepared By: Supply Chain Management Unit   |
| Bid Description: Designing, lay-out, editing and proofreading, formatting and converting, printing, distribution and delivery of the Khasho newsletter for a period of three (3) years. |

**SECTION 12**

**Annexure C: Bidder's Experience**

|                       |                              |
|-----------------------|------------------------------|
| NAME OF BIDDER: ..... | <b>BID NO.: NPA 06-24/25</b> |
|-----------------------|------------------------------|

*[Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in section 3, paragraph 33.4 of this bid document. 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 type, size and complexity to the required services set out for this bid.**

| Clients' Name, contact person and contact details | Project description                     | Project Cost     | Project period (Start and End Dates) | Description of service performed and extent of Bidder's responsibilities |
|---|---|------------------|--------------------------------------|--|
| e.g. ABC Trading                                  | e.g. Printing and distribution services | e.g. R300 000.00 | e.g. 1 March 2020 – 31 March 2021    | e.g. Editing, proof reading and printing,                                |
|   |   |                  |                                      |  |
|   |   |                  |                                      |  |
|   |   |                  |                                      |  |
|   |   |                  |                                      |  |
|   |   |                  |                                      |  |
|   |   |                  |                                      |  |
|   |   |                  |                                      |  |

Bidder's Signature/ initial: \_\_\_\_\_