

Checklist of Documents to be Submitted with Tender(PRINTING SERVICES) -NCPT/06/2015/16

Checklist for suppliers

TICK

	Yes	N/A	No
Tax clearance certificate original and valid			
Certified BBBEE certificate			
Joint venture , partnership agreement OR Consortium			
Detailed Pricing Schedule (ANNEXURE A)			
Compliance with mandatory requirements and terms of references			
Compliance with sub-contracting principles			
Curriculum Vitae			
Written Trade References			
Detailed proposal to execute the project			
All forms completed, duly signed			
NCP1: Company Registration Details and Total Bid Price			
NCP2: Tax Clearance Certificate			
NCP3: Pricing schedule: non-firm prices			
NCP4: Declaration of interest			
NCP6.1: Preference Points Claim form			
NCP7.2 : Contract Form			
NCP8: Declaration of bidders past SCM practices			
NCP9: Certificate of independent bid determination			
No of Bid Documents Copies Attached			

Northern Cape Provincial Government



NORTHERN CAPE PROVINCIAL TREASURY

NOORD KAAP PROVINSIALE TESOURIER

LEFAPHA LA MATLOTLO LA KAPA BOKONE

ISEBE LEZEMALI LOMNTLA KOLONI

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NORTHERN CAPE PROVINCIAL TREASURY

BID NUMBER: NCPT/06/2015/16

CLOSING DATE: 01 APRIL 2016

CLOSING TIME: 11:00

VALIDITY PERIOD: 90 DAYS

DESCRIPTION: INVITATION FOR PROPOSALS FROM APPROPRIATELY QUALIFIED BIDDERS WHO WILL RENDER PRINTING SERVICES FOR THE DEPARTMENTAL PUBLICATIONS FOR THE PERIOD OF 3 YEARS NORTHERN CAPE PROVINCIAL TREASURY.

The successful bidder will be required to fill in and sign a written Contract Form (NCP 7).

- BID DOCUMENTS MAY BE POSTED TO...
Provincial Treasury
Departmental Supply Chain Management
Cnr of Knight and Stead Street
Metlife Towers (Post Office Building
5th Floor, Room 505
KIMBERLEY, 8300

OR

- DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) Provincial Treasury
Private Bag X5054
Cnr of Knight and Stead Street
Metlife Towers (Post Office
Building)
KIMBERLEY
8300

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

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

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

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

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER CODE.....NUMBER.....

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (NCP 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (NCP 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR.....

A REGISTERED AUDITOR
[TICK APPLICABLE BOX]

(AN ORIGINAL OR CERTIFIED COPY OF YOUR B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES or NO

IF YES ENCLOSE PROOF – CERTIFIED COPY REQUIRED

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Provincial Treasury

Contact Person: Ms. N.E. Lethuli or Ms. K. Mothomme

Tel: 053-8308338 or 053-8308366

Fax: 053-8314257

E-mail address: clethuli@ncpg.gov.za or kmothomme@ncpg.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED IN WRITING TO:

Contact Person: Ms. N.E. Lethuli

Tel: 053-8308338

Fax: 053 830 8338

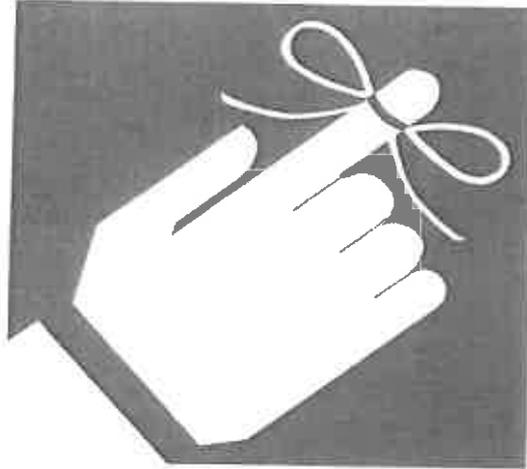
E-mail address: clethuli@ncpg.gov.za

PLEASE NOTE: Corrections by correctional fluid is not allowed in a bid document. If correctional fluid is used it must be initialled to the correction. Failure to do so may result in such a bid being regarded as non-responsive.

If the correctional fluid is used to correct signatures, prices and descriptions this will lead to bids being regarded as non-responsive.

IMPORTANT NOTICE

NOTE 1



**PLEASE NOTE THAT THIS BID CLOSES AT
THE OFFICE OF PROVINCIAL SUPPLY
CHAIN MANAGEMENT, CORNER KNIGHT
AND STEAD STREET, POST OFFICE
BUILDING.**

(METLIFE TOWERS, KIMBERLEY)

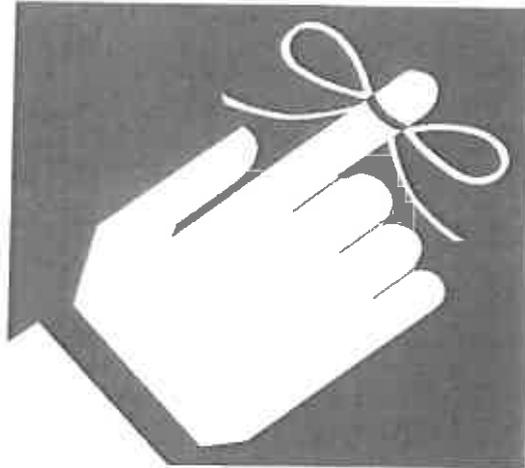
TAKE NOTE - BIDDERS WHO WISH TO
MAKE USE OF SPEED SERVICES MUST
MARK DELIVERY "TO COUNTER" AND NOT
"TO PRIVATE BAG/BOX" ON THE STICKER.
BIDDERS MUST ALSO CONTACT THE
OFFICE, STATING THEIR TRACKING
NUMBER OF THE BID DOCUMENT.

(See cover page for street address)

**BID DOCUMENTS DEPOSITED ANYWHERE
ELSE WILL BE REGARED AND TREATED AS
LATE BID**

IMPORTANT NOTICE

NOTE 2



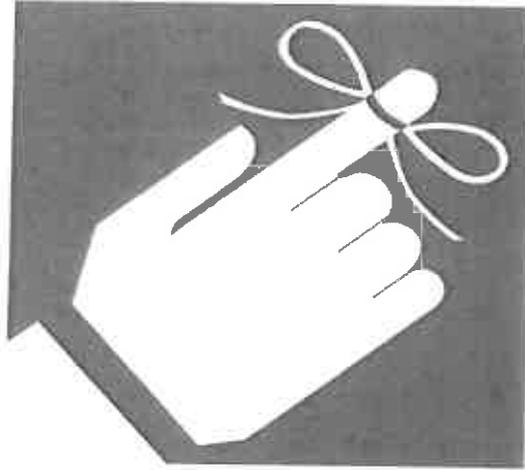
**PLEASE NOTE THE FOLLOWING:
WITH REFERENCE TO THE ATTACHED
NCP 4:**

**SHOULD YOU BE INVOLVED IN A JOINT
VENTURE, BOTH PARTIES MUST FULLY
DECLARE INTEREST. PLEASE ENSURE
THAT YOU ARE AWARE OF ALL
INTERESTED PERSONS WHO SHOULD
DECLARE INTEREST.**

**THIS REQUEST IS MADE FOR THE SAKE OF
TRANSPARANCY AND THE TIMEOUS
CONCLUSION OF BIDS**

IMPORTANT NOTICE

NOTE 3



A COMPULSORY INFORMATION SESSION WILL BE HELD ON:

VENUE: 5 TH BOARDROOM
METLIFE TOWERS
CNR KNIGHT AND STEAD STREET
KIMBERLEY

DATE: 15 March 2016

TIME: 10H00

CONTACT PERSON: Ms. K. Mothomme and Ms N. E Lethuli

PHONE NO: 053-830 8386 and 053-830 8338

TAX CLERANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders/ individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable. Note: For tenders (bids) a Tax Clearance Certificate for tender is required. For quotations a Tax Clearance Certificate for good standing is required.
4. In bids where Consortia/ Joint Ventures/ Sub- contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
6. Application for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as efilers through the website www.sars.gov.za



Application for a Tax Clearance Certificate

Purpose

Select the applicable option

Tenders

Good standing

If "Good standing", please state the purpose of this application

Particulars of applicant

Name/Legal name
(Initials & Surname
or registered name)

Trading name
(if applicable)

ID/Passport no

Company/Close Corp.
registered no

Income Tax ref no

PAYE ref no 7

VAT registration no 4

SDL ref no L

Customs code

UIF ref no U

Telephone no

Fax
no

E-mail address

Physical address

Postal address

Particulars of representative (Public Officer/Trustee/Partner)

Surname

First names

ID/Passport no

Income Tax ref no

Telephone no

Fax
no

E-mail address

Physical address

Particulars of tender (If applicable)

Tender number

Estimated Tender amount R

Expected duration of the tender year(s)

Particulars of the 3 largest contracts previously awarded

Date started	Date finalised	Principal	Contact person	Telephone number	Amount
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Audit

Are you currently aware of any Audit investigation against you/the company? If "YES" provide details YES NO

Appointment of representative/agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct SARS the applicable Tax Clearance Certificate on my/our behalf. to apply to and receive from

Signature of representative/agent	Date
Name of representative/agent	

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer	Date
Name of applicant/Public Officer	

Notes:

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
 - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - (b) without just cause shown by him, refuses or neglects to-
 - (i) furnish, produce or make available any information, documents or things;
 - (ii) reply to or answer truly and fully, any questions put to him ...
 As and when required in terms of this Act ... shall be guilty of an offence ...
3. SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number	NCPT/06/2015/16
Closing Time 11:00	Closing date	01 APRIL 2016

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery: Firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

NCP 4 (7/12/11)

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

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

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

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹State means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

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

2.7.1 If so, furnish the following particulars:

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

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

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

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

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

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(7/12/11)

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

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated not to exceed R1 000 000 (all applicable taxes included) and therefore the...90/10.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

	POINTS
1.3.1.1 PRICE
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION
Total points for Price and B-BBEE must not exceed	100

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

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

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

2.2 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad

-Based Black Economic Empowerment Act;

- 2.3 **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **"comparative price"** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **"consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **"EME"** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **"non-firm prices"** means all prices other than "firm" prices;
- 2.13 **"person"** includes a juristic person;
- 2.14 **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.

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

4. POINTS AWARDED FOR PRICE

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

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

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

Where

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

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6

7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity only, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends to sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract. The relevant EME must confirm its status with an original/ certified B- BBEE status level certificate issued by an accredited agency as contemplated in paragraph 1.4.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract. The relevant EME must confirm its status with an original/ certified B-BBEE status level certificate issued by an accredited agency as contemplated in p 1.4.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

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

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

8 SUB-CONTRACTING

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

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

(Provide an original or certificate copy of sub-contractors B-BBEE status level of contribution certificate with quotation/ bid.

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm

9.2 VAT registration number

9.3 Company registration number

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution

WITNESSES:

1.

.....
SIGNATURE

.....
SURNAME AND INITIALS

2.

.....
SIGNATURE

.....
SURNAME AND INITIALS

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

DATE:.....
 ADDRESS:.....

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to **Northern Cape Provincial Treasury** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number: **NCPT/06/2015/16** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1 SIGNATURE
 NAME AND INITIALS
	DATE:
2 SIGNATURE
 SURNAME AND INITIALS
	DATE:

(7/12/11)

CONTRACT FORM - RENDERING OF SERVICES
PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I, in my capacity as accept your bid under reference number **Bid Number NCPT/06/2015/16** dated for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP 

WITNESSES	
1 SIGNATURE SURNAME AND INITIALS DATE:
2 SIGNATURE SURNAME AND INITIALS DATE:

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

NCP 8 (7/12/11)

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (NCP) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This NCP serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (NCP 9) must be completed and submitted with the bid:

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

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Northern Cape Provincial Treasury

Invitation For Proposals From Appropriately Qualified Bidder Who Will Render Printing Services For Departmental Publications For A Period Of Three Years

2016

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1. GENERAL INFORMATION FOR BIDDERS

The Northern Cape Provincial Treasury (NCPT) was established in terms of section 17(1) of the Public Finance Management Act (Act 1 of 1999). NCPT seeks to appoint service providers who will render printing services for departmental publications for a period of two years.

The NCPT will determine which service providers ("bidders"), if any, are appointed in response to this request for submission of proposals and reserves the right not to appoint the highest scoring bidder based on sound justification in line with the Preferential Procurement Policy Regulation (2011).

NCPT reserves the right to split the bid between two service providers. All bidders should submit price proposals over the three years inclusive of annual escalations and all other cost variables. Failure to comply with the full disclosure of all related costs Will result in the disqualification of the bid.

1.1 GENERAL TERMS

This bid is issued and will be evaluated in terms of the Public Finance Management Act 1 of 1999 (PFMA), the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), the Preferential Procurement Regulations, 2001(PPR), practice notes and guidelines issued by the National Treasury and the special conditions referred to here under.

Parties that wish to submit proposals are required to indicate that they are willing to accept the Specific and General Conditions and Procedures of the NCPT. Please read the General Conditions of the bid carefully prior to submitting your proposal.

1.1.1 CONFLICT OF INTEREST

Service providers are required to provide services that are professional, objective and impartial. Service providers must ensure that there is no conflict of interest between existing assignments, obligations and responsibilities to other clients and the services set out in the TOR. In the event of any uncertainty in this regard, full disclosure in the submitted proposal should be considered. Non-disclosure of a conflict of interest will be ground for termination of the contract.

1.1.2 CONFIDENTIALITY AGREEMENT

The successful service provider may have access to confidential data or information. The appointment of a successful bidder is subject to that bidder agreeing to the contents of, and signing, the NCPT's standard Non-Disclosure Agreement.

1.1.3 DISCLAIMER

The issue of this bid is subject to the disclaimer set out below:

The Northern Cape Provincial Treasury reserves the right to withdraw this bid at any time, without prior notice and without liability to compensate and/or reimburse any party.

1.3 LOCAL ECONOMIC DEVELOPMENT

One of government's priorities is to stimulate local economic development, therefore the Departments' procurement should promote the development and sustainability of businesses within the province. This objective is aligned to the Broad Based Black Economic Empowerment Act, the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA) and the Preferential Procurement Regulations, 2001 (PPR).

In view of the above, it is compulsory that the bidder:

- Has a fully functional office in Kimberley and
- Have joint venture agreement, partnership agreement or consortium with a locally based EME printing and publication or
- Have subcontracted more than 40% of the bid to a locally based EME printing and publication.

1.4 VALIDITY OF PROPOSALS

The proposals must include a statement as to the period for which the proposal remains valid. The proposal must be valid for at least ninety (90) days from the due date for the submission of all bids.

1.5 NUMBER OF PROPOSALS

Each bid participant must provide five (1 original + 4 copies) hard copies of their entire proposal and 3 samples of similar publications, including all the documentation referred to in bid evaluation criteria paragraph. All submitted proposals will become the property of the NCPT, and will not be returned. Receipt of all proposals will be recorded in a register at the point of receipt. All copies of the proposal must be signed and initialled on each page and dated in black ink by the bidder or authorized representative of the joint venture or consortium or partnership or trust duly appointed and indicated in a letter appended to the bid document.

1.6 SUBMISSION OF PROPOSALS

Proposals must reach the offices of the NCPT before or on Friday, at 11H00 and must be enclosed in a sealed envelope which must have clearly inscribed on the outside:

Bid No: NCPT/06/2015 – INVITATION FOR PROPOSALS FROM APPROPRIATELY QUALIFIED BIDDER WHO WILL RENDER PRINTING SERVICES FOR DEPARTMENTAL PUBLICATIONS FOR A PERIOD OF THREE YEARS

- (a) Northern Cape Provincial Treasury, Tender Box, Matlife Towers, Ground Floor, Cnr Knight & Stead Street, Kimberley, 8300.
- (b) Attention: Ms K. Mothomme, (053) 830 8386.
- (c) The name, address and telephone number of the bidder on the backside of the envelope;

Please note that this Bid closes punctually Friday, **01 April 2016** at 11H00. No late submissions will be considered under any circumstances.

All the documentation referred to in bid document must be submitted. Failure to submit all the documentation referred to in this section WILL result in a submission being discarded, and not considered for evaluation.

The NCPT shall not disclose any details pertaining to the responses received, to any other bidders, as this is regarded as confidential information and the names of the bidders will be published on the NCPG website (www.ncpt.gov.za).

Envelopes must not contain documents relating to any other request for proposal other than this business request for proposal.

A compulsory briefing session will be conducted on Tuesday, 15 March 2016 at 10:00

1.5 TIMETABLE

Dates and Times	Events
04 March 2016	Issue of tender Tender Bulletin Local News Papers e Tender Publication Portal – etppa@ncpg.gov.za
15 March 2016	Compulsory Briefing Sessions
01 April 2016	Deadline for submission of all proposals, to be delivered in accordance with this document at 11H00
01 April 2016	Bid Opening
12 April 2016	Short listed bidders to be assessed by Functionality Committee
22 April 2016	Bid Evaluation
09 May 2016	Bid Adjudication

The Northern Cape Provincial Treasury reserves the right to determine and change the structure of the process, the right to withdraw from the proposal process, and the right to change this timetable at any time without notice.

2. PURPOSE

NCPT has the responsibility to publish on an annual basis various budget related and financial management publications. Therefore, the NCPT seeks to secure the services of service providers who will render quality timeous printing services for departmental publications for a period of three years.

3. SCOPE OF WORK

The following books will be printed for each financial year:

TYPE OF BOOK	ESTIMATE TIME FOR PROVISION OF SOFT COPY BEFORE TABLING	DELIVERY PERIOD	ESTIMATED NO OF PAGES	NUMBER OF COPIES	TECHNICAL SPECIFICATIO N	RESPONSIBLE FOR ARTWORK, DESIGN AND ALIGNMENT
Budget Book	5 Days for Digital Printing 2 Weeks for normal printing	End of February/ Start of March	500 pages + cover	50 Digital Prints 300 Normal Copies	Perfect Binding Cover: 300g gloss Paper: 128g gloss	Service Provider
Adjustment Budget Book	5 Days for Digital Printing 2 Weeks for normal printing	November	190 pages + cover	50 Digital Prints 300 Copies	Perfect Binding Cover: 300g gloss Paper: 128g gloss	Service Provider
Budget Speech	1 Day	End of February/ Start of March & November	40pages + cover	100	Saddle Stitching Cover: 250g gloss Paper: 128g gloss	Service Provider
Budget Pamphlets	5 days	End of February/ Start of March	8pages	500	Perfect Binding Cover: 300g gloss Paper: 128g gloss	Service Provider
Socio economic outlook	5 Days	End of February/ Start of March	75pages + cover	200	Perfect Binding Cover: 300g gloss Paper: 128g gloss	Service Provider
Cd box sets			10 cd's in a box	20	Paper: 128g gloss	
MTBPS	5 Days	November	40 pages + cover	200	Perfect Binding	Service Provider

Cd box sets			10 cd's in a box	20	Cover: 300g gloss Paper: 128g gloss	
Consolidated AFS	5 Days for Digital Printing 2 Weeks for normal printing	15 October	100 pages + cover	200	Perfect Binding Cover: 300g gloss Paper: 128g gloss	Service Provider
Budget infrastructure statement	5 Days for Digital Printing 2 Weeks for normal printing	February/March	140 pages + cover	50	Perfect Binding Cover: 300g gloss Paper: 128g gloss	Service Provider
Departmental annual report	3 Weeks prior to tabling	20 August 15 September	175 pages + cover	1 300	Perfect Binding Cover: 300g gloss Paper: 128g gloss	Service Provider
Quarterly Treasury Newsletter	2 Weeks prior to publication date	1 st Week of April 1 st Week of July 1 st Week of October 1 st Week of January	16 pages + cover	500	Saddle Stitching Cover: 250g gloss Paper: 128g gloss	Internal
Calendars	3 Weeks prior to publications	1 st Week of January		400	A1 size 200g gloss	Service Provider
Branded folders	5 Days	Nov & February		1000	Paper 300g gloss	Service Provider

Electronic Bank Transfers	5 Days	As and when required	200pages + cover	15	Trimming and binding +/- 210 x 287 mm, Self-carbonising paper in Triplicate	Service Provider
Posters	Depending on the need	Various		50	A0 300g gloss	Service Provider

NOTE:

Bidders should clearly indicate the time frames required for them to deliver on the indicated dates in the event that they are unable to match the above timeframes. Price proposals should be clearly marked as per table above and per publication as indicated in Annexure A

4. ROLES AND RESPONSIBILITIES

The following general roles and responsibilities will be expected to be performed by the service provider and Provincial Treasury as listed in the table below:

Provincial Department	Service Provider
<ul style="list-style-type: none"> Provide material electronically 	<ul style="list-style-type: none"> Issue a draft document prior to printing
<ul style="list-style-type: none"> Confirm in writing the completeness, accuracy and format of documents prior to printing(printers proof) 	<ul style="list-style-type: none"> Print final confirmed copy
<ul style="list-style-type: none"> Provide full specifications prior to printing 	<ul style="list-style-type: none"> Indicate the minimum time for provision of all artwork and material prior to printing
	<ul style="list-style-type: none"> Advise on improvements on issued documents if necessary
	<ul style="list-style-type: none"> Provide efficient and effective services within a short space of time

5. BID EVALUATION CRITERIA

The bids will be evaluated on functionality. A bidder that scores less than 70% for functionality will be regarded as non-responsive and will be disqualified. All bidders who receive 70% and more for functionality will further be evaluated on points for price and BEE rating. The elements that will be considered for determining functionality include:

5.1 FUNCTIONALITY CRITERIA

"Functionality" will be assessed on the quality of the submitted proposal, including-

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHTS
Organisational Capacity	<ul style="list-style-type: none"> Equipment available for medium to large scale printing and complex graphics Human Resources for medium to large 	30

	<ul style="list-style-type: none"> printing o Digital printing o Software for editing documents 	
Management proposal / project management & methodology	<ul style="list-style-type: none"> o Proposed Project Plan o Strategy to submit printers proof within 2 days o Strategy to submit complete document 1 day after confirmation o Ability to deliver on Short notice o Time frames to reach target 	20
Staff Qualifications / Experience	<p>Human Resources to be used in:</p> <ul style="list-style-type: none"> o Completing the project successfully o At least 3 CV's including Qualifications and Experience of staff members to be involved in the project. 	20
Past Experience	<p>Experience of service provider to undertake the scope of work involved. Brief description of scope and scale of current and past projects undertaken</p> <ul style="list-style-type: none"> o Provide at least three (3) samples and proof of similar projects o At least three (3) or more written references for similar projects conducted in the past two years 	30

***TOTAL POINTS FOR FUNCTIONALITY MUST ADD TO 100

These points will, therefore, be allocated on the assessed ability of the participant to deliver the services required. Anyone who scores less than 70% points for functionality will be disqualified.

5.2 The proposals will be evaluated in three phases, namely:

All of the documentation described below must be submitted, with no omissions whatsoever. Where a particular form or format of documentation is stipulated, this is the only form or format in which these documents must be submitted. Failure to adhere to these requirements will result in the rejection of the entire submission.

5.2.1 Phase 1: Compliance with the Statutory Requirements:

1. All prices provided must be inclusive of Value-Added Tax (VAT)

Please note that the prices contained in the pricing proposal are the only charges that may be levied if the bidder's proposal is successful, unless explicitly agreed to in writing by the Northern Cape Provincial Treasury, and in terms of the General Conditions of Contract.

2. General Conditions and Procedures of the NCPT.

Bid participants must indicate clearly that they have read this document (evidenced by acceptance letter), and have no objections to being bound by its contents. Where any provisions of the General Conditions and Procedures conflict with this General Information for Bidders and/or Terms of Reference, the latter will take precedence over the General Conditions of Contract.

3. Contract Form: Rendering of Services

See NCP 7.2 This will only be completed by the successful bidder once a selection has been made by NCPT. Bidders do not, therefore, need to complete this form at the bidding stage but their proposals must clearly indicate that they have read this form, and have no objections to signing it as is, if selected as the successful participant.

4. Joint venture, Partnership and Consortium agreements

All bidders participating in joint ventures, partnership and consortiums should outline these arrangements in duly signed agreements. The agreements must fully comply to all relevant principles. Failure to submit a valid, agreement **WILL** result in a proposal being rejected.

5. Tax Clearance Certificate

Please complete form NCP 2. **DO NOT RETYPE THESE FORMS.** They must be completed on the original and signed, all in black ink. Failure to submit a **valid, original tax** clearance certificate issued by SARS **WILL** result in a proposal being rejected. Please note that the Tax Clearance Certificate submitted must be valid for at least one month after the closing date of the tender.

6. Preference Points Claim Form

Form NCP 6.1. Bidders must complete in full. **DO NOT RETYPE THESE FORMS.** They must be completed on the original and signed, all in black ink. Forms with photocopies and/or other reproductions of signatures will be rejected. Original B-BBEE or **certified B-BBEE certificate** should be submitted in order claim preferential points. Joint ventures should produce a joint B-BBEE certificate. Failure to submit an original or certified, B-BBEE certificates **WILL** result in non-allocation of points.

7. Declaration of Interest

Form NCP 4. **DO NOT RETYPE THESE FORMS.** They must be completed on the original and signed, all in black ink. Forms with photocopies and/or other reproductions of signatures will be rejected and **WILL** result in a proposal being rejected

8. Declaration of past Supply Chain Management Practices

Form NCP 8. **DO NOT RETYPE THESE FORMS.** They must be completed on the original and signed, all in black ink. Forms with photocopies and/or other reproductions of signatures will be rejected and **WILL** result in a proposal being rejected.

9. Part Nine – Certificate of Independent Bid Determination

Form NCP 9. Non-Disclosure Agreement. Bidders must indicate clearly that they have read this agreement, and have no objections to signing it, as is. Forms with photocopies and/or other reproductions of signatures will be rejected and **WILL** result in a proposal being rejected.

5.2.2 Phase 2: Functionality Assessment

The responsive bids from Phase 1 will be evaluated according to the functionality criteria indicated above. All proposals that scoring less than seventy (70) out of one hundred (100) points for functionality will not be considered further.

All responsive bids may be invited to do a presentation on their proposals. Such an invitation will be honoured at the bidder's own expense. During the second phase, the bid document and presentations will be scored on separate score sheets, using the same functionality criteria as outlined above, after which the final score for the functionality will be determined.

5.2.3 Phase 3: Evaluation on Price

During phase 3 each of the bidders who were shortlisted as per phase 2 will be further evaluated on price and preferential procurement in accordance with the Supply Chain Management Procurement policies, as well as the Preferential Procurement Policy Framework Act 5 of 2000.

The value of this bid is estimated to exceed R 1 000 000 (all applicable taxes included) and therefore the 90/10 system shall be applicable.

PRICING SCHEDULE – ANNEXURE A.1

Type of Book	Time Frames	Annual Escalation(inclusive of all variables cost % for year 2 and 3)	Pricing (VAT included) for year 1	Total Pricing (VAT included) for year 2	Total Pricing (VAT included) for year 3	Total Contract Price
Departmental Annual Report			R.....	R.....	R.....	R.....
Quarterly Treasury Newsletter Posters			R.....	R.....	R.....	R.....
Electronic Bank Transfer Book			R.....	R.....	R.....	R.....
Budget Book			R.....	R.....	R.....	R.....
Adjustment Budget Book			R.....	R.....	R.....	R.....
Budget Speech			R.....	R.....	R.....	R.....

Budget Pamphlets			R.....	R.....	R.....	R.....
Socio Economic Outlook			R.....	R.....	R.....	R.....
CD Box Sets			R.....	R.....	R.....	R.....
MTBPS			R.....	R.....	R.....	R.....
Cd Box Sets			R.....	R.....	R.....	R.....
Consolidated AFS			R.....	R.....	R.....	R.....
Budget Infrastructure Statement			R.....	R.....	R.....	R.....
Departmental Annual Report			R.....	R.....	R.....	R.....
Calendars			R.....	R.....	R.....	R.....
Branded folders			R.....	R.....	R.....	R.....
GRAND TOTAL						

Bidders should and clearly indicate the time frames required for them to deliver on the indicated dates in the event that they are unable to match the above timeframes. Price proposals should be clearly marked as per table above and per publications.

PRICING SCHEDULE – ANNEXURE A.2

Type of Book	Time Frames	Digital Print Cost	Overtime Rate	Variable 1: e.g. price per additional pages	Variable 2:	Variable 3:
Departmental Annual Report			R.....	R.....	R.....	R.....
Quarterly Treasury Newsletter Posters			R.....	R.....	R.....	R.....
Electronic Bank Transfer Book			R.....	R.....	R.....	R.....
Budget Book			R.....	R.....	R.....	R.....
Adjustment Budget Book			R.....	R.....	R.....	R.....
Budget Speech			R.....	R.....	R.....	R.....

Budget Summary			R.....	R.....	R.....	R.....
Socio Economic Outlook			R.....	R.....	R.....	R.....
CD Box Sets			R.....	R.....	R.....	R.....
MTBPS			R.....	R.....	R.....	R.....
Cd Box Sets			R.....	R.....	R.....	R.....
Consolidated AFS			R.....	R.....	R.....	R.....
Budget Infrastructure Statement			R.....	R.....	R.....	R.....
Departmental Annual Report			R.....	R.....	R.....	R.....
Calendars			R.....	R.....	R.....	R.....
Branded folders			R.....	R.....	R.....	R.....
GRAND TOTAL						

All bidders are required to provide the rates for the variable aspects of the above publications, which may affect the cost of the contract in the event that they are changes. There should be clearly marked in the above table.