

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)			
BID NUMBER:	PPSA 3/01/2023	CLOSING DATE:	03 FEBRUARY 2023
		CLOSING TIME:	11H00
DESCRIPTION	Appointment of a panel of minimum of two (2) service providers to render design, layout and printing service for PPSA for a period of three years		
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)			
Public Protector South Africa			
175 Lunnon Street			
Hillcrest Office Park			
Pretoria			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Glen Rallele	CONTACT PERSON	TIYANI THUKETANE
TELEPHONE NUMBER	012 366 7008	TELEPHONE NUMBER	012 366 7152
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	GlenR@pprotect.org	E-MAIL ADDRESS	TiyaniT@pprotect.org
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN 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.”

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

BIDDER'S 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 interest¹ 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:

1 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 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**

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 consortium² 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.

² 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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- | | | | | |
|----|-----------------------------------------------------|--------|--------|--------------|
| 1) | certificate issued by an authorized body or person; | B-BBEE | Status | level |
| 2) | prescribed by the B-BBEE Codes of Good Practice; | A | sworn | affidavit as |
| 3) | prescribed in terms of the B-BBEE Act; | Any | other | requirement |
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$

Where

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

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14

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

5. BID DECLARATION

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

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

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

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

(Tick applicable box)

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....



TERMS OF REFERENCE AND CONDITIONS OF BID

APPOINTMENT OF A PANEL OF MINIMUM OF TWO (2) SERVICE PROVIDERS TO RENDER DESIGN, LAYOUT AND PRINTING SERVICES FOR PPSA HEAD OFFICE FOR A PERIOD OF THREE YEARS

RFQ NUMBER: PPSA 3/01/2023

ISSUE DATE: 12 JANUARY 2023

COMPULSORY PHYSICAL BRIEFING SESSION DATE: 18 JANUARY 2023 @11H00 (175 Lunnon Street Hillcrest Office Park Pretoria)

CLOSING DATE AND TIME OF BID: 03 FEBRUARY 2023 AT 11:00 AM

RFQ DOCUMENTS TO BE SUBMITTED ONLY TO PPSAQUOTATIONS@pprotect.org none compliance will disqualify the bidder

QUOTATION MUST BE VALID FOR A PERIOD OF SIXTY (60) DAYS FROM THE CLOSING DATE

NB: PLEASE NOTE THAT PPSA CAN ONLY ACCEPT 10 GIGABITES OF DOCUMENTS. IF THE BIDDERS DOCUMENTS ARE MORE THAN 10 GIGABITES THE DOCUMENTS TO BE SUBMITTED IN DIFFERENT BATCHES

PART A: TERMS OF REFERENCE

ABBREVIATIONS

B-BBEE – Broad Based Black Economic Empowerment

CSD – Central Supplier Database

CV – Curriculum Vitae

DTI – Department of Trade and Industry

FICA – Financial Intelligence Centre Act

NPA – National Prosecuting Authority

PIN – Personal Identification Number

PPPFA – Preferential procurement Policy Framework Act

PPSA – Public Protector South Africa

RFP – Request For Proposal

SARS – South African Revenue Services

SBD – Standard Bidding Document

SLA – Service Level Agreement

SMME – Small Medium and Micro Enterprise

TCS – Tax Compliance Status

TOR – Terms of reference

1. BACKGROUND

1. Public Protector South Africa (PPSA) is a Chapter 9 institution constituted under Section 182 of the Constitution of the Republic of South Africa, in which the PPSA has the power to:
 - 1.1.1 Investigate any conduct in state affairs or in the public administration in any sphere of government that is alleged or suspected to be improper or that will result in impropriety or prejudice;
 - 1.1.2 Report on that conduct; and
 - 1.1.3 Take appropriate remedial action.
- 1.2 PPSA is independent and subject only to the Constitution and the law, always impartial and must exercise its powers and perform its functions without fear, favour or prejudice. PPSA is accountable to the National Assembly and must report on its activities and performance to the National Assembly at least once a year. PPSA has the power as regulated by the national legislation to investigate any conduct in state affairs, or in the public administration in any sphere of government that is alleged or suspected to be improper or to result in any impropriety or prejudice.

2. OBJECTIVE

- 2.1 Appointment of a panel of minimum of two (2) service providers to render design, layout and printing service for PPSA for a period of three years.
- 2.2 The RFQ will be evaluated based on the unit price and awarded as such
- 2.3 The award will be based on the unit prices and the second bidder's price will be negotiated to be in line with market price and should the price offered by the second best bidder be more than the first bidder by more than 10% margin then the award will only be for one bidder with the highest score.
- 2.4 If the above is not possible the appointments will be done on the lowest quoted price per requirement.

3. SCOPE OF WORK (DETAILED SPECIFICATIONS)

3.1. Annual Report

Description	Technical requirements	Unit price including VAT for year 1	Unit price including VAT for year 2	Unit price including VAT for year 3
Size of document	A4			
Number of pages	+/- 100 pages (cost per page)			
Types of paper	Coated paper			
Paper weight	128 -150 gsm inner pages and covers on 210 – 300 gsm			
Cover page	Front and back covers			
Design and Layout	Full colour, as per PPSA Corporate Identity manual which will be supplied by the Communications Unit			
Type of binding	Perfect binding			
	PUR binding			
Cover specification	Matt laminate with Spot UV; embossing and foiling			
Number of hardcopies	150 (estimate) (cost per unit)			
Delivery costs	Public Protector Office, Hillcrest Office Park, 175 Lunnon Street, Pretoria			
Soft copies	Email			
Reverts	A maximum of 10 reverts between supplier and PPSA (cost for additional revert on an hourly rate)			
Frequency	Annually			

3.2. Reports (Any type of reports – Strategic Plan, Annual Performance Plan)

Description	Technical requirements	Unit price including VAT for year 1	Unit price including VAT for year 2	Unit price including VAT for year 3
Size of document	A4			

Number of pages	+/- 100 pages (Cost per page)			
Types of paper	Coated paper			
Paper weight	128 -150 gsm inner pages and covers on 210 – 300 gsm			
Cover page	Front and back covers			
Design and Layout	Full colour, as per PPSA Corporate Identity manual which will be supplied by the Communications Unit.			
Type of binding	Perfect binding			
	Saddle stitch binding			
Cover specification	Matt lamination NB: where hardcopies are required			
Number of hardcopies	150 (estimate) (cost per unit)			
Delivery costs	Public Protector Office, Hillcrest Office Park, 175 Lunnon Street, Pretoria			
Soft copies	Email			
Reverts	A maximum of 10 reverts between supplier and PPSA (cost for additional revert on an hourly rate)			
Frequency	Monthly/Quarterly & Annually			

3.3. Newsletter

Description	Technical requirements	Unit price including VAT for year 1	Unit price including VAT for year 2	Unit price including VAT for year 3
Size of document	A4			
	A3			
	Tabloid			
Number of pages	Cost per page (24 – 32 pages) (cost per page)			
Types of paper	Coated paper			
	Uncoated paper			

Paper weight	128 - 135 gsm inner pages and covers on 150 gsm			
Cover page	Front and back covers			
Design and Layout	Full colour, as per PPSA Corporate Identity manual which will be supplied by the Communications Unit.			
Type of binding	Saddle-stitched			
Cover specification	Matt lamination NB: where hardcopies are required			
Number of hardcopies	20 000 (cost per unit)			
Delivery costs	Public Protector Office, Hillcrest Office Park, 175 Lunnon Street, Pretoria			
Soft copies	Email			
Reverts	A maximum of 10 reverts between supplier and PPSA (cost for additional revert on an hourly rate)			
Frequency	Quarterly			

3.4. Brochures

3.4.1 Hard copies

Description	Technical requirements	Unit price including VAT for year 1	Unit price including VAT for year 2	Unit price including VAT for year 3
Size of document	A4 folded to A5 / z-card			
Number of pages	Cost per page (4pages) - an A4 folded to A5 to make 4 panels.			
Types of paper	Coated paper			
Paper weight	128 -150 gsm			
Cover page	Front and back covers			
Design and Layout	Full colour, as per PPSA Corporate Identity manual which will be supplied by the Communications Unit.			

Number of hardcopies	20 000 (cost per page)			
Delivery costs	Public Protector Office, Hillcrest Office Park, 175 Lunnon Street, Pretoria			
Language Translation	<p>Service provider to translate English version brochure into the vernacular brochure in the following languages:</p> <ul style="list-style-type: none"> • Setswana Ndebele • Afrikaans IsiXhosa • Sepedi IsiZulu • Sesotho Tshivenda • Xitsonga SiSwati <p>(Cost per translation)</p>			
Soft copies	Email			
Reverts	A maximum of 10 reverts between supplier and PPSA (cost for additional revert on an hourly rate)			
Frequency	Quarterly			

3.4.2 Braille (Translation and Editing)

		Unit price including VAT for year 1	Unit price including VAT for year 2	Unit price including VAT for year 3
Size of document	A4			
Number of pages	Cost per page			
Type of paper	Braille punching paper (service providers to advise)			
Paper weight	160 GSM (service providers to advise)			
Number of hardcopies	1000 (cost per page)			
Delivery costs	Public Protector Office, Hillcrest Office Park, 175 Lunnon Street, Pretoria			
Editing	The edited proof to be submitted with a signoff accredited			

	Braille editor/specialist or South Africa Council for the Blind			
Content	Service provider will be supplied with the English worded document			
Reverts	A maximum of 10 reverts between supplier and braille service provider. (cost for additional revert on an hourly rate)			

3.4.3 TRANSLATION AND AUDIO RECORDING OF BROCHURE INTO OTHER OFFICIAL LANGAUGES

Description	Technical requirements	Unit price including VAT for year 1	Unit price including VAT for year 2	Unit price including VAT for year 3
English to be translated into the following languages.	<ul style="list-style-type: none"> • Sesotho Xitsonga • Afrikaans Tshivenda • IsiZulu (cost audio translation per language)			
Format	Mp3 compressed to 2 – 5 MB so that the file can be emailed and uploaded on PPSA's website			
Content	Service provide will be supplied with the English worded document.			
Four voiceovers	Four voiceover samples to be provided by the service provider for PPSA to choice a voice to audio record the brochure.			
Reverts	A maximum of 10 reverts between supplier and PPSA (cost for additional revert on an hourly rate)			

3.5. Tent calendar

Description	Technical requirements	Unit price including VAT for year 1	Unit price including VAT for year 2	Unit price including VAT for year 3
Size of document	A5			
Number of pages	08 Different leaves, Padded, Print full colour double sided.			
Types of paper	Coated paper			
Paper weight	80 gsm			
Design and Layout	Full colour, as per PPSA Corporate Identity manual which will be supplied by the Communications Unit.			
Content	Standard calendar content including public holidays, school terms both coastal and inland and PPSA provincial and regional offices(information to be provided to service provider)			
Number of hardcopies	450 (cost per unit)			
Delivery costs	Public Protector Office, Hillcrest Office Park, 175 Lunnon Street, Pretoria			
Soft copies	Email			
Reverts	A maximum of 10 reverts between supplier and PPSA (cost for additional revert on an hourly rate)			
Frequency	Annually (expected to be delivered in October)			

3.6. Infographics (e.g. Posters)

Description	Technical requirements	Unit price including VAT for year 1	Unit price including VAT for year 2	Unit price including VAT for year 3
Size of document	A3			
	A4			
Number of pages	1 pages			
Types of paper	Coated paper			
Paper weight	130 - 200 gsm			
Design and Layout	Full colour, as per PPSA Corporate Identity manual which will be supplied by the Communications Unit.			
Number of hardcopies	5000 (cost per unit)			
Delivery costs	Public Protector Office, Hillcrest Office Park, 175 Lunnon Street, Pretoria			
Soft copies	Email			
Reverts	A maximum of 10 reverts between supplier and PPSA (cost for additional revert on an hourly rate)			
Frequency	Quarterly /Annually/Ad-Hoc			

3.7. Get well soon Cards

Description	Technical requirements	Unit price including VAT for year 1	Unit price including VAT for year 2	Unit price including VAT for year 3
Size	A 5			
Number of pages	2 pages (cost per page)			
Types of paper	Card Stock Paper			
Paper weight	250 - 350 gsm (service provider to advise)			
Design and Layout	Full colour, as per PPSA Corporate Identity manual which will be supplied by the Communications Unit.			
Quantity	100 (cost per unit)			
N.B Sample	A sample to be submitted to PPSA for signoff before final print			
Content	PPSA to provide content to the service provider			
Soft copies	Email (Edited Electronic card)			
Hardcopies	450 (cost per unit)			
Delivery costs	Public Protector Office, Hillcrest Office Park, 175 Lunnon Street, Pretoria			
Reverts	A maximum of 10 reverts between supplier and PPSA (cost for additional revert on an hourly rate)			
Frequency	Quarterly/Annually/Ad-Hoc			

3.8. Bereavement Cards

Description	Technical requirements	Unit price including VAT for year 1	Unit price including VAT for year 2	Unit price including VAT for year 3
Size	A 5			
Number of pages	2 pages (cost per page)			
Types of paper	Card Stock Paper			
Paper weight	250 - 350 gsm (service provider to advise)			
Design and Layout	Full colour, as per PPSA Corporate Identity manual which will be supplied by the Communications Unit.			
Quantity	100 (cost per unit)			
N.B Sample	A sample to be submitted to PPSA for signoff before final print			
Content	PPSA to provide content to the service provider			
Soft copies	Email (Edited Electronic card)			
Hardcopies	450 (cost per unit)			
Delivery costs	Public Protector Office, Hillcrest Office Park, 175 Lunnon Street, Pretoria			
Reverts	A maximum of 10 reverts between supplier and PPSA (cost for additional revert on an hourly rate)			
Frequency	Quarterly/Annually/Ad-Hoc			

3.9. Birthday Cards

Description	Technical requirements	Unit price including VAT for year 1	Unit price including VAT for year 2	Unit price including VAT for year 3
Size	A 5			
Number of pages	2 pages (cost per page)			
Types of paper	Card Stock Paper			
Paper weight	250 - 350 gsm (service provider to advise)			
Design and Layout	Full colour, as per PPSA Corporate Identity manual which will be supplied by the Communications Unit.			
Quantity	100 (cost per unit)			
N.B Sample	A sample to be submitted to PPSA for signoff before final print			
Content	PPSA to provide content to the service provider			
Soft copies	Email (Edited Electronic card)			
Hardcopies	450 (cost per unit)			
Delivery costs	Public Protector Office, Hillcrest Office Park, 175 Lunnon Street, Pretoria			
Reverts	A maximum of 10 reverts between supplier and PPSA (cost for additional revert on an hourly rate)			
Frequency	Quarterly/Annually/Ad-Hoc			
Description	Technical requirements			

3.10. Congratulations Cards

Description	Technical requirements	Unit price including VAT for year 1	Unit price including VAT for year 2	Unit price including VAT for year 3
Size	A 5			
Number of pages	2 pages (cost per page)			
Types of paper	Card Stock Paper			
Paper weight	250 - 350 gsm (service provider to advise)			
Design and Layout	Full colour, as per PPSA Corporate Identity manual which will be supplied by the Communications Unit.			
Quantity	100 (cost per unit)			
N.B Sample	A sample to be submitted to PPSA for signoff before final print			
Content	PPSA to provide content to the service provider			
Soft copies	Email (Edited Electronic card)			
Hardcopies	450 (cost per unit)			
Delivery costs	Public Protector Office, Hillcrest Office Park, 175 Lunnon Street, Pretoria			
Reverts	A maximum of 10 reverts between supplier and PPSA (cost for additional revert on an hourly rate)			
Frequency	Quarterly/Annually/Ad-Hoc			

3.11. Posters

Description	Technical requirements	Unit price including VAT for year 1	Unit price including VAT for year 2	Unit price including VAT for year 3
Size	A 0			
	A1			
	A3			
	A4			
Design and Layout	Full colour, as per PPSA Corporate Identity manual which will be supplied by the Communications Unit.			
Printing specs	170 gsm on Hi-Q (gloss) white, full colour, one side only			
Hardcopies	450 (cost per unit)			
Delivery costs	Public Protector Office, Hillcrest Office Park, 175 Lunnon Street, Pretoria			
Soft copies	Email			
Reverts	A maximum of 10 reverts between supplier and PPSA (cost for additional revert on an hourly rate)			
Frequency	Quarterly / Annually / Ad-Hoc			

3.12. Note pads

Description	Technical requirements	Unit price including VAT for year 1	Unit price including VAT for year 2	Unit price including VAT for year 3
Size	297 mm x 210 mm			
Design and Layout	Full colour, as per PPSA Corporate Identity manual which will be supplied by the Communications Unit.			
Printing specs	100 sheets/pad all the same print), printed full colour.			
Hardcopies	450 (cost per unit)			
Delivery costs	Public Protector Office, Hillcrest Office Park, 175 Lunnon Street, Pretoria			
Soft copies	Email			
Reverts	A maximum of 10 reverts between supplier and PPSA (cost for additional revert on an hourly rate)			
Frequency	Annually (expected delivery in October)			

3.13. Executive Inspirational Diaries

Description	Technical requirements	Unit price including VAT for year 1	Unit price including VAT for year 2	Unit price including VAT for year 3
Size	A5			
Design and Layout	Executive 2 Colour print book block 336 pages) With Padding and New Velvet Touch Diamond Covers Including:4 Tip in Pages (2 double sided) x Full Colour Inserted UPFRONT New Foiling Block, Set Up Cost and Foiling of One Logo			

Quantity	450 (cost per unit)			
Reverts	A maximum of 10 reverts between supplier and PPSA (cost for additional revert on an hourly rate)			
Frequency	Annually (expected delivery in October)			

3.14. Digital banners and Invitations

Description	Technical requirements	Unit price including VAT for year 1	Unit price including VAT for year 2	Unit price including VAT for year 3
Design and Layout digital banners for:	Twitter			
	Facebook			
	Email			
	website			
Quantity	(cost per design)			
Reverts	A maximum of 10 reverts between supplier and PPSA (cost for additional revert on an hourly rate)			
Frequency	Ad-Hoc			

4. The bidder must submit signed quotation on the company letterhead (the quotation to provide the total unit prices per requirement)

5. THE BID WILL BE EVALUATED AS OUTLINED BELOW:

5.1 Phase 1 evaluation : Bidders must ensure that they complete and sign documents as indicated below, and the documents must be submitted as part of the bid document by the closing date and time:

5.1.1 Signed SBD 1: Invitation to Bid

5.1.2 Signed SBD 4: Declaration of interest

5.1.3 Signed SBD 6.1: Preference Points claim form in terms of the Preferential Procurement Regulations 2017 (will only be used if the lowest quotation is above R30K)

5.1.4 Submit original or certified BBBEE certificate / sworn affidavit

5.2 Phase 2 evaluation: Below are mandatory required documents which must be submitted with the bid document and only bidders that have submitted all the documents will be evaluated for mandatory requirements. Non submission of all mandatory documents may disqualify the bidder:

5.2.1 Bidders must submit minimum of two (2) reference letters from client where the design, layout and printing services were successfully provided. The information may be verified during evaluation process.

5.2.2 The bidder must be registered on Central Supplier Database (CSD): The bidder must ensure that their company is registered on CSD (attach the CSD report with the bid document or provide bidder CSD registration number).

5.2.3 The quotation document to be submitted only the PPSA quotation email and none compliance will disqualify the bidder (PPSAQUOTATIONS@pprotect.org)

5.3 Phase 3 evaluation: Only bidders that qualified through phase 2 evaluations will further be evaluated for **Pricing and BBBEE:** Price (80/100) and BBBEE (20/100)

5.3.1 Pricing and BBBEE

In terms of Regulation 6(2) and 7(2) of the Preferential Procurement Regulations 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

- 5.3.2 Bidders are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof at the closing date and time of the bid in order to claim the B-BBEE status level point.
- 5.3.3 The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.
- 5.3.4 Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE status level certificate issued by a registered auditor, accounting officer (as contemplated in section 60(4) of the Close Corporation Act, 1984 (Act no. 69 of 1984)) or an accredited verification agency will be considered for preference points.
- 5.3.5 Failure on the part of the bidder to comply with paragraphs 5.3.3 and 5.4.4 above will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0).
- 5.3.6 The points scored will be rounded off to the nearest 2 decimals.
- 5.3.7 In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for B-BBEE
- 5.3.8 However, when functionality is part of the evaluation process and two or more bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the bidder scoring the highest for functionality
- 5.3.9 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points

6. Delivery Address

Public Protector House

175 Lunnon Street

Hillcrest Office Park

Pretoria

7. Pricing

Bidders must ensure that the pricing covers all the items as per clause 3 above (scope of work)

8. ADDITIONAL REQUIRED INFORMATION

8.1. Company profile

8.1 Bidders must furnish the following information clearly indicated per annexure regarding their company as part of the bid. Where not applicable, it must clearly be indicated as such:

8.1.1 Personnel complement, divided into -

8.1.1.1 Management personnel;

8.1.1.2 Supervisors; and

8.1.1.3 Workers. Full time: Part time:

8.1.2 Composition in terms of shareholding

8.1.3 Address of Head Office.

8.1.4 Addresses of regional offices/branches

8.1.5 Bidders to indicate date from when the company commenced its operations.

8.1.6 Bidders to provide the details of completed contracts for the appointment of the service for the provision of design, layout and printing services.

9. Previous experience

9.1 Bidders must submit written and signed reference letter/s from current or previous clients for the provision of design, layout and printing services were successfully provided. Provide signed reference letters that indicates the following:

9.1.1 Value of the project,

9.1.2 Contract period and

9.1.3 The industry/sector where the contract was carried out.

9.2 Due diligence may be conducted to verify all information that has been provided on the

shortlisted bidders.

10. CONDITIONS OF BIDS

10.1 PPSA reserve the rights:

10.1.1 The PPSA reserves the right to disqualify any bidder which does not comply with any one or more of the required information as indicated below:

10.1.2 If the bidder/s submit their bids without all the data and information requested.

10.1.3 Proposal that did not submit mandatory documents stipulated in the RFQ document;

10.1.4 Proposal that fails to comply with the specification.

10.1.5 Proposal that contains any information that is found to be incorrect or misleading in anyway or Bidders who submit information that is fraudulent, factually untrue or inaccurate information.

10.1.6 Bidders who submit incomplete information and documentation according to the requirements of this RFQ document;

10.1.7 Bidders who receive information not available to other potential bidders through fraudulent means;

10.1.8 Bidder local content requirement does not comply with National Treasury designated sectors as updated from time to time.

10.1.9 PPSA Further reserves the right to:

10.1.9.1 Not to award or cancel this bid at any time.

10.1.9.2 To negotiate with one or more Preferred or Reserved Bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other Bidder who has not been awarded the status of the Preferred or Reserved Bidder.

10.1.9.3 To award in part or in full.

10.1.9.4 To award this bid to one or more bidders.

10.1.9.5 To negotiate prices of items that are contracted and should these items be available at a competitive price than the contracted price, PPSA will request the current bidder to reduce their price to be inline failing which; these will be purchase out of contract.

10.1.9.6 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 the Preferred Bidders have been notified of their status as such.

10.1.9.7 To carry out explanatory meetings in order to verify the nature and quality of the services bided for, whether before or after adjudication of the bid at bidder's corporate offices and / or at client sites if so required.

- 10.1.9.8 To award the contract to a Bidder whose bid was not the lowest in price.
- 10.1.9.9 To award the bid to a Bidder who is not the highest scoring Bidder.
- 10.1.9.10 To correct any mistakes at any stage of the bid that may have been in the bid documents or occurred at any stage of the bid process.
- 10.1.9.11 To amend any bid conditions, bid validity period, RFQ specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ documents have been issued and where the PPSA have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the PPSA's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 10.1.9.12 Not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the PPSA.
- 10.1.9.13 To request all relevant information, agreements and other documents to verify information supplied in the bid response.
- 10.1.9.14 To conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members

11. Undertakings by the Bidder

- 11.1 By submitting a bid in response to the RFQ, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the PPSA on the terms and conditions and in accordance with the specifications stipulated in this RFQ document.
- 11.2 The bidder shall prepare for a possible presentation should PPSA require such and the bidder shall be notified before the actual presentation date. Such presentation may include a practical demonstration of services as called for in this RFQ.
- 11.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the PPSA during the bid validity period indicated in the RFQ and calculated from the bid closing hour and date such offer and its acceptance shall be subject to the terms and conditions contained in this RFQ document read with the bid.
- 11.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFQ; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 11.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all

obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with PPSA, as the principal(s) liable for the due fulfilment of such contract.

- 11.6 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become PPSA property unless otherwise stated by the bidder/s at the time of submission.
- 11.7 No attempt may be made, whether directly or indirectly, to canvass any member of PPSA employees before the award of the contract.
- 11.8 Any enquiries must be referred, in writing, to the specified persons.

12. Contract requirements

12.1 Contract period

The start date of the project implementation will be confirmed with the successful bidder upon contract negotiations. The initiative is based on deliverables.

13. General terms and conditions of contract

Bidders must complete the attached the General Terms and Conditions of the contract.

14. Price basis

- 14.1 Bidders shall take into account that PPSA's total requirements will be allocated to one bidder.
- 14.2 Bidders shall quote prices in South African Rand and Value Added Tax shall be included:
 - 14.2.1 For PPSA to be in a position to facilitate the evaluation of bids and the administration of the contract it is required that bidders must provide pricing which is all inclusive.
- 14.3 Bidders shall quote on the basis indicated in the Pricing Schedule.
- 14.4 Prices tendered for must be inclusive of all required deliverables as per specification.
- 14.5 PPSA requires an all-inclusive and fully transparent cost structure.
- 14.6 Where figures are referred to in numerals and in words and there is a conflict between the two, the words will prevail.
- 14.7 The successful bidder shall commit to the programme of continuous improvement, which will result in cost-efficiencies during the duration of the contract.
- 14.8 Bidders must warrant to PPSA and indicate that the pricing quoted is free of any errors or omissions and that the Bidder is able to deliver the contract on the prices quoted.

15. Payment terms

15.1 The standard 30 day payment period will apply on the payment of all invoices from receipt of valid invoice.

16. Tax clearance certificate

16.1 Government is committed to reducing supply chain related fraud and ensuring that persons conducting business with the State are not afforded any scope to abuse the supply chain management system.

16.2 It is therefore essential to ensure that persons conducting business with the State are tax compliant when participating in tenders or other bidding processes. On 18 April 2016, the South African Revenue Service (SARS) introduced an enhanced TCS system aimed at improving compliance and making it easier for taxpayers to manage their tax affairs.

16.3 Implementation of the tax compliance status system:

16.3.1 In order to comply with the new TCS system and the condition of bids that a successful bidder's tax matters must be in order, Accounting Officers and accounting authorities of all PFMA complaint institutions must:

16.3.1.1 Designated officials, preferably from Supply Chain Management Unit, whose function will be to verify the tax compliance status of a bidder on the South African Revenue Services' Tax compliance status system housed on eFiling.

16.3.1.2 Utilise the SBD1 issued by National Treasury when inviting bids,

16.3.1.3 As a bid condition, accounting officer or accounting authorities must request bidders to register on Government's Central Supplier Database and to include in their bid their Master Registration Number (Supplier Number) in order to enable the institution to verify the supplier's tax status on the Central Supplier Database.

16.4 The CSD and tax compliance status PIN are the approved methods to be used to prove tax compliance as the South African Revenue Services (SARS) no longer issues Tax Clearance Certificates but has made provision online, via e-Filing, for bidders to print their own Tax Clearance Certificates which they can submit with their bids or price quotations.

16.5 Accounting Officers are therefore required to accept printed or copies of Tax Clearance Certificates submitted by bidders and verify their authenticity on e-Filing. The verification result will be filed for audit purposes.

16.6 Where a bidder does not submit a tax compliance status PIN but provides a Central Supplier Database (CSD) number, the accounting officer and accounting authority must utilise the CSD number via its website www.csd.gov.za to access the supplier records and to verify the bidder's tax compliance status. A printed screen view at the time of verification should then be attached

to the supplier's records for audit purposes.

17. Counter Conditions

Bidder's attention is drawn to the fact that amendments to any of this condition of bid by bidders may result in the invalidation of the bids.

18. Fronting

- 18.1 The PPSA support the Broad Black Based Economic Empowerment and recognises that the real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Based on the above (PPSA) condemns any form of fronting.
- 18.2 The PPSA, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry /investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years. The matter may be reported to the National Prosecuting Authority (NPA) for criminal investigation and charges in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

19. Promotion of Emerging Black owned bidders

- 19.1 It is the PPSA's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

20. Supplier Performance Management

- 20.1 Supplier Performance Management is viewed by the PPSA as a critical component in ensuring value for money acquisition and good supplier relations between the PPSA and all its suppliers.
- 20.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the PPSA, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to PPSA's business.
- 20.3 Successful bidders will be required to comply with the above-mentioned conditions, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of these conditions.

21 Supplier Development

- 21.1 The PPSA promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or designated group which are at least 51% owned by:
 - 21.1.1 black people
 - 21.1.2 black people who are youth
 - 21.1.3 black people who are women
 - 21.1.4 black people that formed a cooperative (primary, secondary or tertiary cooperative) or
 - 21.1.5 black people living in rural areas or underdeveloped area or township.

22. Screening

- 22.1 Acceptance of this bid may be subject to the condition that the successful bidder must be cleared by the appropriate authorities to render the service within the organ of the state.

23. PPSA requires bidder(s) to declare

In the Bidder's Technical response, Bidder(s) are required to declare the following:

- 23.1 Confirm that the bidder(s) is to: –
 - 23.1.1 Act honestly, fairly, and with due skill, care and diligence, in the interests of PPSA;
 - 23.1.2 Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
 - 23.1.3 Act with circumspection and treat PPSA fairly in a situation of conflicting interests;
 - 23.1.4 Comply with all applicable statutory or common law requirements applicable to the conduct of business;

- 23.1.5 Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with PPSA;
- 23.1.6 Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- 23.1.7 To conduct their business activities with transparency and consistently uphold the interests and needs of PPSA as a client before any other consideration; and
- 23.1.8 To ensure that any information acquired by the bidder(s) from PPSA will not be used or disclosed unless the written consent of the client has been obtained to do so.

24. Conflict of interest, corruption and fraud

- 24.1 PPSA reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of PPSA or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")
 - 24.1.1 Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
 - 24.1.2 Seeks any assistance, other than assistance officially provided by PPSA, from any employee, advisor or other representative of PPSA in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to PPSA;
 - 24.1.3 Makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of PPSA's officers, directors, employees, advisors or other representatives;
 - 24.1.4 Makes or offers any gift, gratuity, anything of any value or other inducement, to any PPSA's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to PPSA;
 - 24.1.5 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 PPSA;
 - 24.1.6 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 PPSA;
 - 24.1.7 Has in the past engaged in any matter referred to above; or
 - 24.1.8 Has been found guilty in a court of law on charges of fraud and/or forgery, regardless of

whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

25. Misrepresentation

25.1 The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that PPSA relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

25.2 It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by PPSA against the bidder notwithstanding the conclusion of the Service Level Agreement between PPSA and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

26. Preparation costs

26.1 The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing PPSA, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

27. Indemnity

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

28. Precedence

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

29. Limitation of liability

29.1 A bidder participates in this bid process entirely at its own risk and cost. PPSA shall not be

liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

30. Tender defaulters and restricted suppliers

30.1 No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. PPSA reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been listed as defaulted with National Treasury by another government institution.

31. Governing Law

31.1 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.

32. Responsibility for sub-contractors and bidder's personnel

32.1 A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that PPSA allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and PPSA will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

33. Confidentiality

33.1 Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with PPSA's examination and evaluation of a Tender.

33.2 No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by PPSA remain proprietary to PPSA and must be promptly returned to PPSA upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

33.3 Throughout this bid process and thereafter, bidder(s) must secure PPSA's written approval prior to the release of any information that pertains to (a) the potential work or activities to which this bid relates; or (b) the process which follows this bid. Failure to adhere to this

requirement may result in disqualification from the bid process and civil action.

34 Proposal documents

- 34.1 **Quotations to be submitted only through PPSAQUOTATIONS@pprotect.org email address.** It is the bidder's sole responsibility to ensure that the complete bid has been received by the Closing Date and Time.
- 34.2 All documents and correspondence must be in English, failure to comply, the bid proposal will not be evaluated.
- 34.3 Bids submitted by bidders which are, or are comprised companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which resolution, duly certified, must be submitted with the bid.
- 34.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by PPSA in regard to anything arising from the fact that pages of a bid are missing or duplicated.

35. Consultation prior to submission of the bid documents

Bidders shall consult, **in writing**, with the PPSA's officials indicated below should there appear to be any discrepancy, ambiguity or uncertainty pertaining to the meaning or effect of any description, dimension, quality, quantity or any other information contained in this bid. PPSA undertakes to provide clarification in writing to all Bidders, provided that the request is received prior to the closing date and time for clarifications.

Officials	Location	Contact Details
Glen Rallele /Tiyani Thuketane	Public Protector South Africa 175 Lunnon Street Hillcrest Office Park Pretoria	Tel: 012 366 7008 glenr@pprotect.org Email: tiyanit@pprotect.org PPSAQUOTATIONS@pprotect.org

36. Clarifications and communication

- 36.1 Bidders are encouraged to submit clarification questions in writing to Public Protector South Africa (PPSA) officials mentioned above at **least two (2) days** before the closing date and time.
- 36.2 The PPSA will respond in writing to queries and distribute to all bidders invited for RFQ.
- 36.3 Oral communication or instruction by PPSA or its representative shall have no standing in this bid unless and until they have been confirmed in writing.
- 36.4 Whilst all due care has been taken in connection with the preparation of this bid, PPSA makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. PPSA, and its employees and advisors will not be liable with respect to any information communicated which may not accurate, current or complete.
- 36.5 If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by PPSA (other than minor clerical matters), the Bidder(s) must promptly notify PPSA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford PPSA an opportunity to consider what corrective action is necessary (if any).
- 36.6 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by PPSA will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.
- 36.7 All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

37 BIDDER DECLARATION

The bidder hereby declares the following:

We confirm that _____ (Bidder's Name)
will:

- a. Provision of design, layout and printing services for PPSA Head Office
- b. Act honestly, fairly, and with due skill, care and diligence, in the interests of the PPSA;
- c. Employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- d. Act with circumspection and treat PPSA fairly in a situation of conflicting interests;
- e. Comply with all applicable statutory or common law requirements applicable to the conduct of business;

- f. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with PPSA;
- g. Avoid fraudulent and misleading advertising, canvassing and marketing;
- h. Conduct business activities with transparency and consistently uphold the interests and needs of PPSA as a client before any other consideration; and
- i. Ensure that any information acquired by the bidder(s) from PPSA will not be used or disclosed unless the written consent of the client has been obtained to do so.

Signature:

_____ Date: _____

Print Name of Signatory:

_____ Designation _____

FOR AND ON BEHALF OF

CONTENTS OF THIS DOCUMENT IS NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE Important: Failure to complete/sign/initial this document in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!

VERIFICATION DOCUMENT

Required documentation to be attached to the cover pages as indicated below.

To assist bidders to check that all required documents are included in the file.

ID	RETURNABLE DOCUMENTS	YES
1.	Cover Page: (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)	
1.	Invitation to bid (SBD1)	
2.	Special Bid Conditions	
3.	Specification	
4.	General Conditions of Contract	
5.	Valid Tax Clearance Certificate (SBD 2)	
6.	Detailed Pricing Schedule	Not applicable
7.	Declaration of Interest (SBD 4)	
8.	Declaration Certificate for Local Production Content (SBD 6.2)	Not applicable
9.	Fully initialled and signed Preferential Points Claim Form (SBD 6.1)	
10.	Mandatory documents	
10.1	Bidders must submit minimum of two (2) reference letters from client where the design, layout and printing services were successfully provided. The information may be verified during evaluation process	
10.2	The bidder must be registered on Central Supplier Database (CSD): The bidder must ensure that their company is registered on CSD (attach the CSD report with the bid document or provide bidder CSD registration number).	
10.3	The quotation document to be submitted only the PPSA quotation email and none compliance will disqualify the bidder (PPSAQUOTATIONS@pprotect.org)	

Invitation to bid (SBD1)

Attach the required documents to and immediately after this cover page and return with proposal documentation

Specification and conditions of bid

Attach the required documents to and immediately after this cover page and return with proposal documentation

General Conditions of Contract

Attach the required documents to and immediately after this cover page and return with proposal documentation

Tax Clearance certificate

1. Bidders to attach a valid tax clearance certificate / SARS pin to and immediately after this page.
2. If bidding company is a JV or Consortium then valid Tax Clearance Certificate for all the parties must be submitted with the proposal.

Declaration of Interest (SBD 4)

Attach the required documents to and immediately after this cover page and return with proposal documentation

(SBD 6.1)

Attach the required documents to and immediately after this cover page and return with proposal documentation

Bidders must submit minimum of two (2) reference letters from client where the design, layout and printing services were successfully provided. The information may be verified during evaluation process

Attach the required documents to and immediately after this cover page and return with proposal documentation

The bidder must be registered on Central Supplier Database (CSD): The bidder must ensure that their company is registered on CSD (attach the CSD report with the bid document or provide bidder CSD registration number).

Attach the required documents to and immediately after this cover page and return with proposal documentation