



# National Research Foundation

## INVITATION TO BID (SBD 1)

YOU ARE HEREBY INVITED TO BID FOR THE FOLLOWING SPECIFIED SUPPLY REQUIREMENTS

BID NUMBER	<b>NRF/SAASTA / 11 / 2016-2017</b>
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CLOSING DATE AND TIME	10 February 2017	11:00am
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### BID DESCRIPTION

An appointment of no more than four (4) Service provider(s) to provide printing services to NRF/SAASTA for a period of 36 months as and when required with the capacity to meet both the print volumes and production times as specified in this document.

**Bidders must sign the signature page of the form SBD1 validating all documents included in the response to this invitation.**

**The successful bidder and the NRF will sign the written Contract Form (SBD 7) once the delegated authority has approved the award of such contract.**

Preferential Procurement System Applicable:	<b>90:10</b>
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Validity Period From Date Of Closure:	<b>150 days</b>
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Compulsory Briefing Session Details	Date and Time	<b>27 January 2017 - 11:00 am</b>
	Location	<b>SAASTA</b> Didacta Building 211 Nana Sita Street (formerly Skinner) Pretoria0002
	Contact Person	Bafedile Kgwadi – Technical (011) 551 5947/5940 <a href="mailto:bafedile@saasta.ac.za">bafedile@saasta.ac.za</a>

**BID DOCUMENTS ARE TO BE DEPOSITED IN THE BID BOX AT:**

PHYSICAL ADDRESS	Tender Box situated at: Didacta Building 211 Nana Sita Street (formerly Skinner) Pretoria 0002
<b>BIDDERS ARE REQUIRED TO DELIVER THEIR BID TO THE CORRECT ADDRESS TIMEOUSLY IN ORDER FOR THE NRF TO CONSIDER IT. THE NRF WILL NOT CONSIDER THE BIDS RECEIVED LATER THAN THE CLOSING DATE AND TIME NOR RETURN THESE TO THE BIDDER.</b>	
<p>Bidders must submit their bid response on the official bid invitation forms (<b>not to be re-typed</b>) with additional information provided on attached supporting schedules. <b>The NRF provides the checklist “Returnable Documents” at the end of the bid invitation of all required documentation with certain documentation mandatory for entering the evaluation phase.</b></p> <p><b>Non-submission of these marked documents will lead to disqualification of the bidder.</b></p>	
THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS - 2011.	
THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT AND SPECIAL CONDITIONS OF CONTRACT AS STIPULATED IN THIS INVITATION.	
The NRF deems the bidder has read and accepted these conditions of contract.	
<b>REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):</b>	
<p>The bidder must register on the National Treasury’s Central Supplier Database in order to do business with an organ of state or for the NRF to award a bid or contract. Registration on the CSD (<a href="http://www.csd.gov.za">www.csd.gov.za</a>) provides a bidder with an opportunity to do business with all state organisations including provincial and municipal levels.</p> <p>National Treasury Contact Details: 012 406 9222 or email <a href="mailto:csd.support@treasury.gov.za">csd.support@treasury.gov.za</a></p>	
<b>SETS OF BID DOCUMENTS REQUIRED:</b>	
Number of ORIGINAL documents for contract signing	2
<p>Bidders must submit the bid in hard copy format (paper document) to the NRF. The hard copy of these original sets of bid documents serve as the legal bid contract document and the master record between the bidder and the NRF. The bidders attach the originals or certified copies of any certificates stipulated in this document to these original sets of bid documents.</p> <p>Any discrepancy between the evaluation copies and the master record, the master record will prevail. Any discrepancy between the original sets deposited with the NRF and that kept by the bidder, the original set deposited with the NRF is the master contract for both parties.</p>	

Number of EVALUATION copies:	5
Bidders mark documents as either “ <b>Original</b> ” or “ <b>Copy for evaluation</b> ” and number all pages sequentially. Bidders group documents into “PROPOSAL” and “PRICING ” Sections	
Two envelope system required	YES
<p>The objective of the exercise is to evaluate the Proposals Section without reference to the Price Section ensuring both sections are evaluated fairly and unbiased.</p> <p>The first envelope holds all documents excluding the SBD3 and detailed supporting pricing documentation. The second envelope holds the SBD3 and the detailed supporting pricing documentation. An outer envelope encloses both envelopes that have the envelope addressing as stated in this document.</p> <p>The NRF only opens the proposal – the first envelope – at the evaluation stage and only opens the pricing – the second envelope – for those bidders who meet the predefined threshold at the proposal evaluation.</p>	
<p><b>ENQUIRIES CAN BE DIRECTED TO THE FOLLOWING</b></p>	
<b>TECHNICAL ENQUIRIES</b>	<b>SUPPLY CHAIN MANAGEMENT ENQUIRIES</b>
<p>Bafedile Kgwadi – Technical  (011) 551 5947 / 5940  <a href="mailto:bafedile@saasta.ac.za">bafedile@saasta.ac.za</a></p>	<p>Tshepo Matheane  (012) 392 9300 / 9358  <a href="mailto:Tshepo@saasta.ac.za">Tshepo@saasta.ac.za</a></p>

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## RETURNABLE DOCUMENT CHECKLIST TO QUALIFY FOR EVALUATION

RETURNABLE DOCUMENTS		Envelope 1 M=Mandatory		
	Signed and completed Procurement Invitation (SBD 1) including the SBD 4, 6.1, 8 and 9	M	YES	
	Proposal to specification including evidence of meeting the specification, capacity, capability, bidder's profile,	M	YES	
	Proof of Registration on the Government's Central Supplier Database	M	YES	
	B – BBEE Certificate (South African Companies) or, for companies that have less than R10 million turnover, a sworn affidavit or the certificate issued by the Companies and Intellectual Property Commission (CIPC) is required. A copy of the template for this affidavit is available on the Department of Trade and Industry website <a href="https://www.thedti.gov.za/gazette/Affidavit_EME.pdf">https://www.thedti.gov.za/gazette/Affidavit_EME.pdf</a>		YES	
	A list of contactable referees for SAASTA to obtain references from ANNEXURE A – LIST OF REFEREES on page 46	M	YES	
	Evidence of a strong room / secured safe room	M	YES	
	Proof of previous work completed:			
	Full colour brochure	M	YES	
	Embossed coloured certificate	M	YES	
	Full colour Three Way folded flyer	M	YES	
	Full colour poster – A1 size	M	YES	
	Proof of machinery in the factory	M	YES	
	Proof of security measure in place	M	YES	
	Proof of physical address	M	YES	
RETURNABLE DOCUMENTS		Envelope 2		
	Detail pricing in the SBD 3 format	M	YES	

Detail price sheets and supporting documents - ANNEXURE D  
– COSTING SPECIFICATIONS – Page 51 -73

M

YES

## THE BIDDING PROCESS

This bid is evaluated through a three stage process

### Stage 1 – Compliance to Requirements including Mandatory as these are GO/NO GO gates

Bidders warrant that their proposal document has, as a minimum, the specified documents required for evaluating their proposals. The NRF provides the Returnable Document Checklist listing these and which documents are GO/NO GO on page 5 and 6 at the end of this invitation for the bidders.

### Stage 2 – Evaluation of Bids against Specifications and Quality

#### **Section A – Paper based evaluation:**

The NRF evaluates each bidder's response to the specifications issued in accordance to published evaluation criteria and the associated scoring set outlined in this bid invitation.

#### **Section B – Physical Site Inspection / Evaluation:**

A site inspection will be conducted (with those bidders who passed the threshold ) against the criteria stipulated on Attachment C. All criteria must be met to continue onto the next step of evaluations.

#### **Section C – Reference checks:**

SAASTA will conduct references checks directly with referees. A minimum average score of 80% must be achieved to continue on the pricing stage.

The NRF will, where a circumstance justifies it, request evaluation sessions such as interviews/presentations/pitching sessions/proof of functionality sessions with short-listed bidders before concluding the evaluation.

Bidders making the minimum evaluation score will pass to stage 3.

### Stage 3 – Price/Preference Evaluation

The NRF compares each bidder's pricing proposal on a fair and equal basis taking into account all aspects of the bids requirements. The NRF ranks the qualifying bids on price and preference points claimed in the following manner:

**Price** - with the lowest priced Bid on an equal and fair comparison basis receiving the highest price score as set out in the Preferential Procurement Policy 2011 Regulations;

**Preference** - preference points as claimed in the preference claim form (SBD6.1)

added to the price ranking scores; and

The NRF has the right to nominate a maximum of four bidders who have achieved the highest combined score for the contract award subject to the bidder(s) having supplied the relevant administrative documentation.

#### Bid Procedure Conditions:

##### **Counter Conditions**

The NRF draws bidders' attention that amendments to any of the Bid Conditions or setting of counter conditions by bidders will result in the invalidation of such bids.

##### **Response Preparation Costs**

The NRF is NOT liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.

##### **Cancellation Prior To Awarding**

The NRF reserve the right to withdraw and cancel the Bid Invitation at any time prior to the delegated authoriser making an award.

##### **Collusion, Fraud And Corruption**

Any effort by Bidder/s to influence evaluation, comparisons, or award decisions in any manner will result in the rejection and disqualification of the bidder concerned.

##### **Fronting**

The NRF, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes where applicable, 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 inquiry/investigation, the onus will be on the bidder to prove that fronting does not exist. Failure to do so within a period of 7 days from date of notification will invalidate the bid/contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding 10 years, in addition to any other remedies the NRF may have against the bidder concerned.

##### **Confidentiality**

The successful Bidder agrees to adhere to the general confidentiality and security conditions stipulated within this document and sign a confidentiality and security agreement with SAASTA, once the bidder has been awarded the tender.

##### **Sub-contracting Direct**

The NRF does not enter into any separate contracts with sub-contracted suppliers of its appointed bidders.

**Information Provided In The Procurement Invitation**

All information contained in this document is solely for the purposes of assisting bidders to prepare their Bids. The NRF prohibits bidders from using any of the information contained herein for other purpose than those stated in this document.

## MANDATORY REQUIREMENTS FOR BIDDERS.

Should a bidder not adhere to the mandatory requirements, the proposal will not move forward to the evaluation stage.

	MANDATORY REQUIREMENTS:	GO / NO GO
1	Minimum of five (5) contactable references	GO / NO GO
A sample of the 4 below mentioned items as proof of previous work completed		
2	<ul style="list-style-type: none"> <li>Full colour brochure – Any size</li> </ul>	GO / NO GO
3	<ul style="list-style-type: none"> <li>Embossed coloured Certificate – A4 size</li> </ul>	GO / NO GO
4	<ul style="list-style-type: none"> <li>Full colour, three way folded flyer – Any size</li> </ul>	GO / NO GO
5	<ul style="list-style-type: none"> <li>Full colour Poster – A1 Size</li> </ul>	GO / NO GO
6	Proof of actual printing facilities. Evidence of machinery at the bidders premises / building / factory.	GO / NO GO
7	Official proof of address by submitting a Utilities Account reflecting the physical address of the bidders premises. (Rates and Taxes bill)	GO / NO GO
8	Proof / indication of existing security measure in place. Refer to Annexure C – Site inspection	GO / NO GO
9	The bidder has completed each and every line item on Annexure D - The Costing Specifications with a monetary value. A black line or Not Applicable with result in disqualification	GO / NO GO
10	The bidder has provided clear evidence of a Strong Room where confidential examination papers can be stored.	GO / NO GO

EVALUATION CRITERIA FOR EVALUATING BIDDERS RESPONSES.

Bidders scoring less than the minimum threshold of 75% are marked as failed and are not eligible to be considered in the next stage of evaluation.

**CAPABILITY AND CAPACITY**

EVALUATION CRITERIA FOR EVALUATING BIDDERS RESPONSES							
Selection Element One:							
1	Proposed Methodology	Weight	0	1	2	3	4
	<p><b>PROPOSED METHODOLOGY</b></p> <p>The bidder must provide a detailed proposal/methodology demonstrating a good understanding of what is required to execute a satisfactory service of this type and scale i.e. from printing to distribution of printed materials. A comprehensive indicative work/project plan must be provided with clear deliverables; timeframes; project support structure, and roles and responsibility of the staff assigned to the project. Use a scenario where you are required to print maximum output for a minimum time required.</p> <p>If a bidder outsources any of the printing requirements, A letter from the company doing the work must be attached to this bid as evidence.</p> <p>Note: The Panel will also refer to ANNEXURE D – COSTING SPECIFICATIONS on page 51 - 73</p>	<b>70</b>	No information to make assessment	Profile only, no work plan	Company profile and work plan clear and complete. Resources match the work plan to deliver on time	<p>Company profile and work plan clear and complete. Resources match the work plan to deliver on time.</p> <p>The work plan has evidence of a resource buffer in case of high demand with tight timelines.</p>	<p>The work plan has evidence that it can exceed SAASTA's maximum quantity, printed in one request within the least possible timelines <b>without</b> outsourcing. Clear evidence of human and physical resources to undertake printing of this magnitude with tight timelines.</p>

Selection Element Two:

2	EVALUATION OF SAMPLES SUBMITTED:	Weight	0	1	2	3	4
	Evaluation of samples submitted as stipulated under the mandatory requirements points 2 – 5. Full colour brochure – Any size Embossed coloured Certificate – A4 size Full colour, three way folded flyer – Any size Full colour Poster – A1 Size	<b>30</b>	No samples submitted	All samples are either not neat or have defects	Defects noted on more than one sample	3 out of 4 samples submitted are neat or have no defects	All four different samples submitted are neat, flawless and are of high quality material

## THRESHOLD TO QUALIFY FOR PRICE/PREFERENCE EVALUATION STAGE 3

Bidders scoring less than the minimum threshold of 75% are marked as failed and are not eligible to be considered in the next stage of evaluation, which is Price and BBEE

### THE BIDDERS PARTICULARS

Name Of Bidder (As stated on the Central Supplier Database registration report)

Represented By

Physical Address

Postal Address

Telephone Number

Cell Phone Number

Facsimile Number

E-Mail Address

1)

2)

VAT Registration Number:

COMPANY REGISTRATION  
NUMBER

DESCRIBE PRINCIPAL BUSINESS ACTIVITIES:			
TYPE OF COMPANY/FIRM [Tick applicable box]			
Partnership/Joint Venture/Consortium			
Close Corporation			
(Pty) Limited			
One person business/sole proprietor			
Company			
Other			
COMPANY CLASSIFICATION [Tick applicable box and provide short description]			
Manufacturer:			
Supplier:			
Professional Service Provider:			
Research and Innovation:			
Construction:			
Logistics:			
Other:			
TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS			
TAX CLEARANCE CERTIFICATE			
Has an original and valid tax clearance certificate been submitted and Central supplier database certificate with green tax status			Yes/No/NA
SUPPLIER IS ON THE NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE:			
Supplier Number	<b>M</b>	Unique Registration Reference Number	

		(36 digit)	
<b>PREFERENCE CLAIM</b>			
Preference claim form been submitted for your preference points? (SBD 6.1)		Yes/No/NA	
<b>A B-BBEE status level verification certificate must support preference points claimed. Has this been submitted?</b>		Yes/No/NA	
Who was the B-BBEE certificate issued by [Tick applicable box]			
A verification agency accredited by the South African Accreditation System (SANAS);		Yes/No/NA	
Affidavit confirming turnover and black ownership or Companies and Intellectual Property Commission Certificate confirming turnover and black ownership certified by the registered Commissioner of Oaths		Yes/No/NA	
A Registered Auditor registered by IRBA		Yes/No/NA	
Are you the accredited representative in South Africa for the goods/services/works offered?			
YES or NO If yes enclose proof in the annexure and summarized detail below			
<b>INTRODUCTION TO THE NRF</b>			
<p>The National Research Foundation (“NRF”) is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act.</p> <p>The NRF is the government's national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities.</p> <p>The NRF delivers its mandate through its internal business units which are both functional and geographical diverse. Unless specifically noted, all contracts flowing from bidding apply to all of its business units</p> <p>The NRF delivers its mandate through its internal business units which are both functional and geographical diverse. Unless specifically noted, all contracts flowing from bidding apply to all of its business units.</p>			

The business unit SAASTA is a multi-disciplinary research facility for National Research Foundation with its primary function is to promote broad public awareness, appreciation and understanding of science, engineering and technology in South Africa.

The facility is located at 25°45'3.70" S,28°11'21.35" E (GPS coordinates).

**Business / Support Function Units:**

Education Unit

Science Communication

Science Awareness Platform

Monitoring & Evaluation

Finance

Corporate Communication

**Location:**

Pretoria Central

Pretoria Central

Johannesburg – Observatory

Pretoria Central

Pretoria Central

Pretoria Central

## SCOPE OF SUPPLY

The overall objective is to appoint no more than four (4) service provider(s) to provide printing services for a period of 36 months. The service provider(s) must have the capacity, at any given time to print and deliver an order of the magnitude indicated in the ANNEXURE D – COSTING SPECIFICATIONS – Page 51-73. The contracted service provider(s) will work in collaboration with all the business and support units of NRF/SAASTA.

The bidder is required to take note of the lead-times indicated in Annexure D and be able to deliver on time.

SAASTA has peak times with regards to bulk printing. The bidder must ensure that they have the human capacity as well facilities to accommodate SAASTA's needs and the ability to deliver under pressure. The printing timelines as well as the turnaround times are indicated on the ANNEXURE D – COSTING SPECIFICATIONS – Page 51-73.

Although SAASTA has endeavoured to capture the printing requirements for the organisation in ANNEXURE D – COSTING SPECIFICATIONS on page 51-73, the bidder must be able to accommodate all Ad hoc printing.

The bidder must ensure that the highest security measures are in place with regards to confidentiality of documents.

SAASTA will conduct a Site Inspection against the criteria listed in Annexure C. The bidders who comply 100% to the Site Inspection requirements will continue to the next evaluation stage.

SAASTA will further more conduct a minimum of five (5) reference checks from the list of referees submitted in this proposal. An average score will be calculated from the 5 references. A minimum score of 80% allows for the bidder to move to the next evaluation stage.

## CONTRACT PERIOD

The contract is for a period of 36 months or until completion of the obligations of the defined once-off supply. The contract period commences from the date that both parties sign the contract (SBD7)

## SPECIFICATIONS FOR THE REQUIRED PROCUREMENT

### SERVICES REQUIRED

#### 1.1. Expected Deliverables:

The contracted service provider(s) must adhere to the following points:

- 1.1.1. Service provider(s) must provide proofs for sign-off, prior to commencement of printing, within 3 working days of receiving artwork from NRF/SAASTA.
- 1.1.2. Service provider(s) must deliver printed material within 3 to 10 working days of receiving signed-off proofs from NRF/SAASTA as specified on the turnaround time in the ANNEXURE D – COSTING SPECIFICATIONS – Page 51-73.
- 1.1.3. Service provider(s) must provide secure printing services for highly confidential documents stipulated by NRF/SAASTA. e.g. examination papers for Olympiads.
- 1.1.4. Service provider(s) must not substitute any material or printing requirements other than stated on the specifications, unless discussed with NRF/SAASTA and written consent is given by NRF/SAASTA.
- 1.1.5. Service provider(s) must effect minor changes to material at no additional cost e.g. replacement or addition or omission of logos, dates, etc.
- 1.1.6. Service provider(s) must provide a compact disk / USB to NRF/SAASTA bearing editable copies as well as print-ready copies of material where changes were effected.
- 1.1.7. Service provider(s) must respond to queries within 24 hours.
- 1.1.8. 48 hour notice must be given before deliveries are made. Deliveries must be made between 09h00 and 15h00.
- 1.1.9. Service provider(s) must deliver to the specified NRF/SAASTA premises delivery address as indicated in costing schedule.
- 1.1.10. Service provider(s) must provide **sufficient staff and equipment** to off-load material to designated store rooms at NRF/SAASTA.

- 1.1.11. Packaging material used must be suitable for long distance courier to ensure materials are not damaged in transit.
- 1.1.12. Material must be packaged in quantities specified on the specifications for costing schedule (if applicable).
- 1.1.13. Service provider(s) must allow an inspection of premises by NRF/SAASTA or any representative chosen by NRF/SAASTA.
- 1.1.14. The Service provider(s) is required to provide prices for full colour proofs per page (if additionally required) as per the ANNEXURE D – COSTING SPECIFICATIONS – Page 51-73.
- 1.1.15. Not all material as specified in the costing schedule will necessarily be printed.
- 1.1.16. For any printing required that falls outside of the ANNEXURE D – COSTING SPECIFICATIONS – Page 51-73, of this tender or for any product not quoted on as part of this tender, NRF/SAASTA reserves the right to source quotations from other parties within the same industry to conduct a price comparison. In the event that it is found that the costing is significantly lower than that of the appointed service provider, NRF/SAASTA further reserves the right to either negotiate on the price with the successful bidder or in the event that consensus cannot be reached, to appoint an alternative service provider for the printing as per the requirement.

## 1.2. PROPOSAL REQUIREMENTS

The bidder must provide the following:

### 1.2.1. **Business Profile:**

A summarised business profile, relevant to the project, limited to a maximum of 20 pages. The evaluation panel will only evaluate the summary of the business profile.

The Business Profile must include but not limited to the following:

- 1.2.1.1. Proof of location of business i.e. Address where printing machinery is based; Street address of other facilities used by the company (e.g. warehouses, storage spaces, offices, etc). Proven capacity for printing and binding, packaging and delivering of final product;
- 1.2.1.2. List of services and products offered by the bidder, types of printings services offered;
- 1.2.1.3. Proof of awards for products / services delivered (if any);
- 1.2.1.4. Detail all the Professional and or Trade Associations in which you have membership and date joined. (proof of membership / registration should be submitted);
- 1.2.1.5. Bidders who outsource certain printing must submit a letter of agreement/confirmation from the outsourced company.

### 1.2.2. **Risk Management / Mitigation Plans:**

Details of contingency planning relating to the project must be submitted, covering elements such as:

- 1.2.2.1. Labour unrest within the plant (strikes)
- 1.2.2.2. Fire
- 1.2.2.3. Extensive power disruptions
- 1.2.2.4. Machinery breakdowns
- 1.2.2.5. Breakdown in communication systems

1.2.3. **Security and Confidentiality:**

The security arrangements must be described in the tender submission. This will be tested during due diligence inspections of short-listed printing facilities.

**2. EVIDENCE OF SUPPLY CAPACITY AND CAPABILITY (TECHNICAL MERIT)**

2.1. Bidders must provide proof of a sound track record and experience in the printing industry with a list of previous work completed within the past 18 months i.e. after January 2015 by having the following completed:

- 2.1.1. Contactable references - Annexure A - Printed on the referees official letterhead;( Please check Erna's comments on the hardcopy)
- 2.1.2. Similar work completed as per ANNEXURE D – COSTING SPECIFICATIONS – Page 51-73. i.e. final products and similar quantities.

**PRICING DETAIL**

SBD 3 - Pricing Schedule for the Duration of the Contract

**NOTE**

PRICES SUBMITTED FOR THIS BID WILL BE REGARDED AS NON-FIRM CONSISTING OF FIRM PRICES AT DATE OF BID SUBJECT TO ADJUSTMENT(S) IN TERMS OF THE FOLLOWING FORMULA, DEFINED AREAS OF COST AND DEFINED PERIODS.

Bidders must complete the section “Non-Firm Prices Subject to Escalation” if applicable and/or the section “Prices Subject to Rate of Exchange Variations” if applicable. Where neither of these sections are completed, the unit prices are deemed “Firm Unit Pricing”

In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point

Price quoted is fully inclusive of all costs including delivery to the specified NRF

Business Unit geographical address and includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions, and skills development levies.	
Detailed information i.e. costed bill of quantities is optional and is provided as annexure to the details provided	
The NRF accepts no changes, extensions, or additional ad hoc costs to the pricing conditions of the contract once both parties have signed the contract.	
Pricing is subject to the addition of Preference Points as stipulated in below - Standard Bidding Document 6.1 Preference claim form.	
<b>WHERE QUANTITIES AND/OR SERVICES ARE REQUIRED AS AND WHEN NEEDED, THE ESTIMATION PRICE MODEL BELOW APPLIES (The quantities provided are for quoting purposes only)</b>	
The NRF utilises the following price model to model the elements that are not certain at time of pricing to allow for a fair, comparable, and objective price competition leading to the award of this contract. The actual usage during the management of the contract determines the final contract value.	
<b>PRICE ADJUSTMENTS: NON-FIRM PRICES SUBJECT TO ESCALATION</b>	
<p>IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES</p> <p>IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:</p> $Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$	
Where:	
Pa	= The new escalated price to be calculated.
(1-V)Pt	= 85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.
D1, D2.=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
R1t, R2t.=	Index figure obtained from new index (depends on the number of factors used).

<p>R1o, R2o = Index figure at time of bidding.</p> <p>VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.</p>			
<p>THE FOLLOWING INDEX/INDICES MUST BE USED TO CALCULATE YOUR BID PRICE:</p>			
Index per factor	Index figure at time of bidding Dated (R1o, R2o)	Adjustment Period and Dated	Index figure at time of periodic adjustment (R1t, R2t, R3t, etc.)
<p>A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA.</p>			
FACTORS MAKING UP THE BID PRICE (D1, D2 etc.)	PERCENTAGE OF BID PRICE (The total of the various factors must add up to 100 %.)		
<p><b>PREFERENCE POINTS CLAIMED (SBD 6.1)</b></p>			
<p><b>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.</b></p>			
<p>In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points are awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:</p>			
<p>The following preference point systems is applicable to this bid:</p> <ul style="list-style-type: none"> <li>- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).</li> </ul>			
<p>The value of this bid is <b>estimated to exceed</b> R 1 000 000 (all applicable taxes included) and therefore the preference point system below shall be applicable.</p>			
THE MAXIMUM POINTS FOR THIS BID ARE ALLOCATED AS FOLLOWS:			<b>POINTS</b>
<b>PRICE</b>			<b>90</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>			<b>10</b>

<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>
Preference Points for this bid is awarded in accordance with the table below:	
BBEE Status Level of Contributor per B-BBEE Certificate	Preference Points Claimed
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-Compliant	0
<p>Failure on the part of a bidder to 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 a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.</p>	
<p>The purchaser reserves the right to require either before adjudicate the bid or at any time subsequently of the bidder to substantiate any claim to preferences in any manner required.</p>	
<p>A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a valid BBEE certificate (South African Companies) if available or a sworn affidavit (SAPS) confirming Annual Total Revenue and Level of Black Ownership or a Companies and Intellectual Property Commission (CIPC) certificate stipulating Annual Total Revenue and Level of Black Ownership. A copy of the template for this affidavit is available on the Department of Trade and Industry website <a href="https://www.thedti.gov.za/gazette/Affidavit_EME.pdf">https://www.thedti.gov.za/gazette/Affidavit_EME.pdf</a></p>	
<p>A Bidder other than EME or QSE 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.</p>	
<p>A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, if the entity submits their B-BBEE status level certificate.</p>	

<p>A trust, consortium, or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, if 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.</p> <p>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.</p> <p>A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.</p> <p>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.</p>	
<p><b>BID DECLARATION: B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF THE ABOVE TABLE:</b></p>	
B-BBEE Status level claimed	
Preference Points claimed	
<p><b>BID DECLARATION: SUB-CONTRACTING</b></p>	
Will any portion of the contract be sub-contracted?	YES / NO
<p>If Yes, indicate:</p>	
What percentage of the contract will be subcontracted?	
Names of the sub-contractor	
The B-BBEE status level of the sub-contractor	
Whether the sub-contractor is an EME?	YES / NO
<p>I/we, the undersigned, who is/are duly authorized to do on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:</p>	

	<p>The information furnished is true and correct;</p> <p>The preference points claimed are in accordance with the Preferential Procurement Policy Framework Act and its Regulations;</p> <p>In the event of a contract being awarded as a result of points claimed as shown above, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;</p> <p>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 –</p> <ul style="list-style-type: none"> <li>• Disqualify the Bidder from the bidding process;</li> <li>• Recover costs, losses or damages it has incurred or suffered as a result of that Bidder’s conduct;</li> <li>• 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;</li> <li>• 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 ten (10) years, after the audi alteram partem (hear the other side) rule has been applied; and forward the matter for criminal prosecution; and</li> <li>• Forward the matter for criminal prosecution.</li> </ul>
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## DUE DILIGENCE REQUIREMENTS

	<p><b>Contactable References</b></p>
	<p>The bidder is required to supply at least five (5) contactable referees as per relationship where applicable in the PRINTING industry, as per the format on ANNEXURE A – LIST OF REFEREES on page 46</p>
	<p><b>Written References from South African Revenue Services for either companies not registered in South Africa or do not have a local registered subsidiary</b></p>
	<p>Bidder is required to provide evidence of good standing with their tax office (overseas and local).</p> <p>Where the bidder is a South African citizen and meets the threshold for tax registration, the Central Supplier Database registration provided the verification of the bidder’s tax status. Foreign bidders, where they have a South African legal registered entity, must comply with this requirement.</p> <p>Where the foreign bidders do not have a South African legal entity, they are exempt from this requirement. For due diligence, where their country of residence has the same</p>

requirement of tax status, a copy of that certificate should be provided.	
<b>SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION</b>	
I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the National Research Foundation, do hereby make the following statements that I certify to be true and complete in every respect:	
I have read and I understand the contents of this Certificate;	
I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;	
I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;	
Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;	
<p>For the purposes of this Certificate and the accompanying Bid, I understand that the word “competitor” shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:</p> <ul style="list-style-type: none"> <li>a) Has been requested to submit a Bid in response to this Bid invitation;</li> <li>b) Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and</li> <li>c) Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder</li> </ul>	
The Bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium <sup>3</sup> will not be construed as collusive bidding.	
<p>In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:</p> <ul style="list-style-type: none"> <li>a) Prices;</li> <li>b) Geographical area where product or service will be rendered (market allocation);</li> <li>c) Methods, factors or formulas used to calculate prices;</li> <li>d) The intention or decision to submit or not to submit, a Bid;</li> <li>e) The submission of a Bid which does not meet the specifications and conditions of the Bid; or</li> <li>f) Bidding with the intention not to win the Bid.</li> </ul>	

<p>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.</p>	
<p>The terms of this 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 the bid or to the signing of the contract.</p>	
<p>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</p>	
<p><sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of</p>	
<p><b>SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES</b></p>	
<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? If Yes, furnish particulars as an attached schedule:</p>	<p>YES / NO</p>
<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)? If Yes, furnish particulars as an attached schedule:</p>	<p>YES / NO</p>
<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? If Yes, furnish particulars as an attached schedule:</p>	<p>YES / NO</p>
<p>Was any contract between the Bidder and any organ of state terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:</p>	<p>YES / NO</p>
<p>The Database of Restricted Suppliers and Register for Tender Defaulters resides on the</p>	

National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	
<b>SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT</b>	
<p>Any legal person, including persons employed by the State<sup>1</sup>, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of 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:</p> <p style="padding-left: 40px;">The Bidder is employed by the State; and/or</p> <p style="padding-left: 40px;">The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are 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.</p>	
In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:	
Full Name of Bidder or his/her representative	
Identity Number:	
Position occupied in the Company (director, trustee, shareholder, member):	
Registration number of company, enterprise, close corporation, partnership agreement	
Tax Reference Number:	
VAT Registration Number:	
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 a separate schedule including the following questions:	
Schedule attached with the above details for all directors/members/shareholders	
Are you or any person connected with the Bidder presently employed	YES / NO

by the state? If so, furnish the following particulars in an attached schedule		
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:		
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
If Yes, did you attach proof of such authority to the Bid document?		
If No, furnish reasons for non-submission of such proof as an attached schedule		
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)		
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
If so, furnish particulars as an attached schedule:		
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
If so, furnish particulars as an attached schedule.		
Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?		YES / NO
If so, furnish particulars as an attached schedule:		
<b>OBLIGATIONS OF EACH PARTY</b>		
National Research Foundation		

### **Contract Management**

- 1.1. The NRF manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.

### **Contract Manager**

- 1.2. The NRF appoints a contract manager and notifies the other party in writing of the name and contact details of the appointed contract manager.

### **Contract Communication**

- 1.3. The NRF communicates all communications in writing as well as through email.
- 1.4. The NRF maintains all contract documentation, correspondence, etc. in a defined contract file open for inspection.
- 1.5. The NRF states the contract number with secondary reference numbers i.e. purchase numbers on all communication, documentation such as purchase orders issued, etc. The NRF will consider any communication without the contract number on as not being legal communication between the parties and not enacted on by either party as a protection against fraud.

### **Communicating “As and When” in terms of the specific contract clauses**

- 1.6. Where prices and/or availability need to be confirmed, a request for an updated detail quotation/information is issued;
- 1.7. Where specific procurement items as specified in the contract are required, the NRF issues a purchase order stating the contract number for the requirement.
- 1.8. Such purchase order has the following detail (where this is not provided, the purchase order is not a valid communication in terms of this contract):
  - Purchase Order Number
  - Contract Number
  - Quantity
  - Description of the required procurement. Where detailed, reference must be made to the relevant technical document attached;
  - Catalogue number if applicable;
  - Unit price per this contract;
  - Delivery Date;
  - Business unit code; and
  - The specific delivery site.

### **Communicating where incidental services are required as listed in this document**

- 1.9. Incidental services are specified in the incidental services clause
- 1.10. Incidental services are priced in accordance with the incidental clause

where such prices have not been set in the SBD form.

**Performance Management**

- 1.11. The NRF measures performance throughout the contract life.
- 1.12. The NRF has regular performance review with the contractor.
- 1.13. **Where severe non-performance occurs NRF will terminate the contract earlier in consultation with the contractor.**

PERFORMANCE LEVELS

Service being Measured	Measurement	Minimum level
Quality of production	As per specification	As per specification
Production & delivery time from placement of order	As per specification	As per specification
Condition of packaged final product	As per specification	As per specification

CONTRACTED BIDDER

**Managing the Contract**

The contracted party manages this contract fairly and objectively in accordance to the terms and conditions set out in this document.

**Contract Manager**

The contracted party appoints a contract manager and notifies the NRF in writing of the name and contact details of the appointed contract manager.

**Communication**

The contracted party communicates in writing and through email.

The contracted party always state the contract number on communication, documentation such as correspondence, purchase orders issued, etc. and will not act upon any communication without the contract number or must verify such communication with the NRF prior to acting upon it.

**Managing Stages (if applicable), Delivery Scheduling (if applicable), Milestones (if applicable)**

Where different stages apply, the contracted party communicates in writing the commencement of the stage to the NRF.

## Health and Safety Requirements

In terms of the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations), the contracted supplier is responsible for the health and safety of its employees and those other people affected by the operations of the supplier.

The contracted supplier ensures all work performed and/or equipment used on site complies with the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations).

To this end, the contracted supplier shall make available to NRF the valid letter of good conduct and shall ensure that its validity does not expire while executing this bid.

## GENERAL CONDITIONS OF CONTRACT

### CONTRACT MANAGEMENT

The NRF/SAASTA reserves the right to inspect premises prior to awarding bid.

The NRF/SAASTA reserves the right to withdraw and cancel the bid.

The NRF/SAASTA reserves the right not to accept the lowest proposal.

The NRF/SAASTA reserves the right to sign and conclude a formal contract with the successful bidder.

The NRF/SAASTA reserves the right to appoint more than one Service provider(s).

The NRF/SAASTA reserves the right to perform spot checks to ensure that prices are market related (if and when additional material is to be printed).

If the Service provider(s) fails to deliver within deadlines as specified in Scope of Work, the Service provider(s) will be liable for any costs incurred by NRF/SAASTA to have the specific material printed and delivered by a third party.

General conditions of contract will be applicable to this bid.

All costs incurred for submission of the invitation to bid is for the bidders account.

In this document words in the singular also mean in the plural and vice versa, words in the masculine mean in the feminine and neuter, and words such as "will/should" mean "must".

The NRF cannot amend the National Treasury's General Conditions of Contract (GCC). The NRF appends Special Conditions of Contract (SCC) providing specific information relevant to a GCC clause directly below the specific GCC clause and where the NRF requires a SCC that is not part of the GCC, the NRF appends the SCC clause after all the GCC clauses. No clause in this document shall be in conflict with another clause.

GCC1

**1. Definitions - The following terms shall be interpreted as indicated:**

- 1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6. "Country of origin" means the place where the goods were mined, grown, or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. "Day" means calendar day.
- 1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars, or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. "GCC" means the General Conditions of Contract.
- 1.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. "Manufacture" means the production of products in a factory using labour, materials, components, and machinery and includes other related value-adding activities.
- 1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. "Project site," where applicable, means the place indicated in bidding documents.
- 1.21. "Purchaser" means the organization purchasing the goods.
- 1.22. "Republic" means the Republic of South Africa.
- 1.23. "SCC" means the Special Conditions of Contract.
- 1.24. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

GCC2	<b>Application</b>
	<p>These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.</p> <p>Where applicable, special conditions of contract are also laid down to, cover specific supplies, services or works.</p> <p>Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
GCC3	<b>General</b>
	<p>Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.</p> <p>With certain exceptions (National Treasury's eTender website), invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from <a href="http://www.treasury.gov.za">www.treasury.gov.za</a></p>
GCC4	<b>Standards</b>
	<p>The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
SCC	<p>SAASTA reserves the right to appoint a maximum of four service providers and delegate printing requirements between the appointed service providers.</p>
SCC	<p>Only the appointed Service Provider who has the facility to provide the required security measures for confidential documents will be utilised for confidential printing.</p>
SCC	<p>A bidder who outsources any printing must submit a letter of agreement and capability from the outsourced company.</p>
SCC	<p>SAASTA will conduct a Site Inspection and do references checks prior to pricing evaluation stage.</p>
GCC5	<b>Use of contract documents and information</b>
	<p>The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes</p>

	<p>of such performance.</p> <p>The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.</p> <p>Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.</p> <p>The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p>
<b>GCC6</b>	<b>Patent rights</b>
	<p>The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.</p>
<b>GCC7</b>	<b>Performance security</b>
	<p>Within thirty days (30) of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p> <p>The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.</p> <p>The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:</p> <ul style="list-style-type: none"> <li>• bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or</li> <li>• a cashier's or certified cheque</li> </ul> <p>The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.</p>
<b>GCC8</b>	<b>Inspections, tests and analyses</b>
	<p>All pre-bidding testing will be for the account of the bidder.</p> <p>If it is a bid condition that supplies to be produced or services to be rendered</p>

	<p>should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.</p> <p>If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period, it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.</p> <p>If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.</p> <p>Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests, or analyses shall be defrayed by the supplier.</p> <p>Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.</p> <p>Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies, which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.</p> <p>The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.</p>
GCC9	<b>Packing</b>
	<p>The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for</p>

	in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.
<b>SCC</b>	Packing requirements are as per the costing specifications attached. Annexure D .
<b>GCC10</b>	<b>Delivery and Documentation</b>
	<p>Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.</p> <p>Documents to be submitted by the supplier are specified in SCC.</p>
<b>SCC</b>	<p><b>SUPPLY DELIVERY VALIDATION</b></p> <p>48 Hour notice must be given before deliveries are made. Deliveries must take place between 09h00 and 15h00, only Monday to Friday.</p> <p>Deliver to the specified NRF/SAASTA premises as indicated in costing schedule.</p> <p>Service provider(s) must provide <u>sufficient staff and equipment</u> to off-load material to designated store rooms at NRF/SAASTA.</p> <p>Packaging material used must be suitable for long distance courier to ensure materials are not damaged in transit.</p> <p>Material must be packaged in quantities specified on the specifications for costing schedule (if applicable).</p> <p>No quantities are reflected in the bid as purchase orders will be placed on the basis of “as and when required” by the NRF’s business units.</p>
<b>GCC10</b>	<p>All deliveries or despatchers must be accompanied by a delivery note stating the official order against which the delivery has been effected.</p> <p>Deliveries not complying with the order will be returned to the contractor at the contractor’s expense.</p> <p>The NRF is under no obligation to accept any quantity which is in excess of the ordered quantity.</p>
<b>GCC10</b>	<p>NRF representative verifies both delivery and performance prior to signing a certificate of delivery / installation / progress milestone / commissioning evidencing such performance.</p> <p>The Contractor must ensure such signed approved verification accompanies the subsequent supplier invoice.</p>
<b>GCC11</b>	<b>Insurance</b>
	The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

<b>GCC11</b>	The supplier shall make available a public liability insurance for a minimum value of R 5 000 000.00.
<b>GCC12</b>	<b>Transportation</b>
	Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
<b>GCC13</b>	<b>Incidental services</b>
	<p>The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <ul style="list-style-type: none"> <li>• performance or supervision of on-site assembly and/or commissioning of the supplied goods;</li> <li>• furnishing of tools required for assembly and/or maintenance of the supplied goods;</li> <li>• furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;</li> <li>• performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and</li> <li>• training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.</li> </ul> <p>Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.</p>
<b>GCC13</b>	After the guarantee period has lapsed, maintenance services will be solicited on an open quotation basis.
<b>GCC14</b>	<b>Spare parts – Not applicable</b>
	<p>As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:</p> <ul style="list-style-type: none"> <li>• such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and</li> </ul> <p>in the event of termination of production of the spare parts:</p> <ul style="list-style-type: none"> <li>• Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and</li> </ul>

	<ul style="list-style-type: none"> <li>Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul>
<b>GCC15</b>	<b>Warranty – Not Applicable</b>
	<p>The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser’s specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.</p> <p>This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.</p> <p>The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.</p> <p>Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.</p> <p>If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier’s risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.</p>
<b>GCC16</b>	<b>Payment</b>
	<p>The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.</p> <p>Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>Payment will be made in Rand unless otherwise stipulated in SCC</p>
<b>GCC16</b>	<p>Method and conditions of payment are as follows:</p> <p>The NRF only accepts invoices supported by signed delivery documents in accordance with this contract as valid payment requests.</p>

	<p>The other party submits the above invoices to the appointed contract manager for submission to the respective finance unit.</p> <p>The NRF does not settle invoices for outstanding goods or services.</p> <p>Payment is made in the South African rands.</p>
<b>GCC17</b>	<b>Prices</b>
	<p>Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p>
<b>GCC17 SCC</b>	<p>All adjustments to unit prices must be specified on the SBD3.2 and apply in accordance with the terms set in the SBD3.2. Applications for price adjustments must have the documentary evidence set for each adjustment in the SBD3.2 to support of any adjustment. Unit price adjustments will only apply once the NRF has approved in writing the application.</p> <p>Where Cost Price Adjustments (CPA) are applicable and justifiable, the bidder must declare this in the SBD3.2 for these to apply.</p> <p>Incidental services that are not specified in the SBD3.2 are adjusted as set out in clause GCC13.2</p> <p>Contract management verifies all cost adjustment applications prior to giving approval.</p>
<b>GCC18</b>	<b>Contract amendment</b>
	<p>No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p>
<b>GCC19</b>	<b>Assignment</b>
	<p>The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p>
<b>GCC20</b>	<b>Subcontract</b>
	<p>The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract</p>
<b>GCC20 SSC</b>	<p>The supplier shall notify the purchaser in writing of all subcontracts under this contract inclusive of termination of such sub-contracts and the replacement of sub-contracts previously notified in writing.</p> <p>The supplier cannot sub-contract more than 25% of the value of the contract to</p>

	<p>any other enterprise that does not have an equal or higher B-BBEE status level than the supplier, unless the supplier sub-contracts to an EME that has the capability and ability to execute the sub-contract.</p> <p>The supplier provides proof, in the legislated formats, of the sub-contractor's B-BBEE status for each sub-contract to this contract to the NRF.</p>
<b>GCC21</b>	<b>Delays in supplier's performance</b>
	<p>Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.</p> <p>Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.</p> <p>Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.</p>
<b>GCC22</b>	<b>Penalties</b>
	<p>Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may</p>

	also consider termination of the contract pursuant to GCC Clause 23	
<b>GCC22 SCC</b>	<b>PERFORMANCE LEVELS FOR EACH SERVICE REQUIRED</b>	
	<b>Situation Requiring Penalty</b>	<b>Penalty where below minimum</b>
	Failure to deliver with the agreed quantity and quality on time.	Contract maybe terminated if it is without valid reasons with NRF/SAASTA.
<b>GCC23</b>	<b>Termination for default</b>	
	<p>The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:</p> <ul style="list-style-type: none"> <li>• if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;</li> <li>• if the Supplier fails to perform any other obligation(s) under the contract; or</li> </ul> <p>if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.</p> <p>In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.</p> <p>Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.</p> <p>If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.</p> <p>Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.</p>	

	<p>If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:</p> <ul style="list-style-type: none"> <li>• the name and address of the supplier and / or person restricted by the purchaser;</li> <li>• the date of commencement of the restriction</li> <li>• the period of restriction; and</li> <li>• the reasons for the restriction.</li> </ul> <p>These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.</p> <p>If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.</p>
GCC24	<b>Anti-dumping and countervailing duties</b>
	<p>When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him</p>
GCC25	<b>Force Majeure</b>
	<p>Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.</p> <p>If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.</p>

GCC26	<b>Termination for insolvency</b>
	<p>The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.</p>
GCC27	<b>Settlement of disputes</b>
	<p>If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.</p> <p>Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.</p> <p>Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.</p> <p>Notwithstanding any reference to mediation and/or court proceedings herein,</p> <ul style="list-style-type: none"> <li>• the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</li> <li>• the purchaser shall pay the supplier any monies due the supplier.</li> </ul>
GCC28	<b>Limitation of liability</b>
	<p>Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;</p> <ul style="list-style-type: none"> <li>• the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and</li> <li>• the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.</li> </ul>
GCC29	<b>Governing language</b>

	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
<b>GCC30</b>	<b>Applicable law</b>
	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
<b>GCC31</b>	<b>Notices</b>
	<p>Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice</p> <p>The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice</p>
<b>GCC32</b>	<b>Taxes and duties</b>
	<p>A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.</p> <p>A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.</p> <p>No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services</p>
<b>GCC33</b>	<b>National Industrial Participation Programme</b>
	The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
<b>GCC34</b>	<b>Prohibition of restrictive practices</b>
	<p>In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).</p> <p>If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for</p>

	<p>investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.</p> <p>If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.</p>
<b>BID SCC</b>	<p><b>Intellectual property provided in the bid invitation</b></p> <p>The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation provided by the NRF to the Bidder, both successful and unsuccessful, remain the property of the NRF</p>
<b>BID SCC</b>	<p><b>Intellectual property contained in the deliverables</b></p> <p>The ownership and intellectual property rights of all designs, specifications, programming code and all other documentation required as part of the delivery to the NRF reside with the NRF.</p>
<b>BID SCC</b>	<p><b>Third Party Warranty</b></p> <p>Where the contracted party sources goods or services from a third party, the contracted party warrants that all financial and supply arrangements are agreed between the contracted party and the third party.</p>
<b>BID SCC</b>	<p><b>Third Party Agreements</b></p> <p>No agreement between the contracted party and the third party is binding on the NRF.</p>
<b>BID SCC</b>	<p><b>Contracted Party Due Diligence</b></p> <p>The NRF reserves the right to conduct supply chain due diligence at any time during the contract period including site visits.</p>

## ANNEXURE A – LIST OF REFEREES

The bidder must complete the table below.

SAASTA will contact the referees directly to obtain references.

A minimum of Five referees will be contacted.

The bidder must ensure that the referees are made aware that SAASTA will be contacting them and that prompt feedback is required by the deadline date and time.

NOTE: The bidder may submit more than FIVE referees

Table 1: List of referees.

	<b>Name and Surname of Referee</b>	<b>Landline number</b>	<b>Cell phone number</b>	<b>TWO email addresses</b>
1.				*
				*
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Note: If SAASTA is unable to obtain a minimum of Five References, the bidder will be disqualified.

**SAASTA will be forwarding template on the next two pages 47-48 your referees for completion. The referees will return the document directly to SAASTA.**

## ANNEXURE B - TEMPLATE 1: REFERENCE LETTER



**SAASTA**

South African Agency for Science and Technology Advancement

PO Box 1758  
Pretoria 0001  
South Africa  
Tel: (012) 392 9300  
Fax: (012) 320 7803  
Int. Code: +27 12

info@saasta.ac.za  
[www.saasta.ac.za](http://www.saasta.ac.za)

To whom it may concern,

You have been given as a referee from a service provider who is currently tendering on a bid for our organization.

Kindly complete the below information as accurately and honestly as possible. This will be kept confidential and not disclosed to the service provider.

Please return the completed document to our Supply Chain Office at [scm@saasta.ac.za](mailto:scm@saasta.ac.za) by \_\_\_\_\_.

Name of Organisation/Company:				>
Referee name and Surname:				>
Referee position in organization:				>
Referee contact Details:		Phone number:	>	
		Email Address:	>	
Description of prints supplied: e.g. flyer, brochure, bound manual etc.	Quantity of final product delivered	Type of finish to final product e.g. bound, folded, laminated etc.	Was the turn-around time adhered to?	
1.				
2.				
3.				

Reference letter continued... page 2

CRITERIA	Rate each category by using the criteria below.				
	Poor 1	Average 2	Meets Requirements 3	Exceeds Requirements 4	Excellent 5
Turn around/completion times	1	2	3	4	5
Quality of the final product	1	2	3	4	5
Ability to secure confidential documentation	1	2	3	4	5
Packaging of the final delivered product	1	2	3	4	5
Overall Impression (i.e. would use again)	1	2	3	4	5

<p><b>If a score of 3 or less has been indicated, please provide a detailed reason for the lower score.</b></p>	<p>&gt;</p>
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I hereby confirm that the information provided above is true and correct.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

## ANNEXURE C – SITE INSPECTION TEMPLATE



Name of  
Organisation:

Date of Site  
Inspection:

1	SECURITY MEASURES:	Yes/No	Comments:
	<i>Physical proof of security measure:</i>		
1.1	24 hour security guard	Yes/No	
1.2	Security Bars on opening windows and doors	Yes/No	
1.3	Surveillance Cameras	Yes/No	
1.4	Electronic Access Control measures	Yes/No	
1.5	Alarm System / Alarmed response	Yes/No	
2	CONFIDENTIALITY MEASURES:		
2.1	Strong Room large enough to store a maximum of 500 000 pages at any given time with a controlled access measure and surveillance camera.	Yes/No	
2.2	24 hour working Surveillance Camera on the machines which handle all confidential exam papers etc.	Yes/No	
2.3	Reliable method for disposing of reject prints / confidential documents etc.	Yes/No	
3	PRINTING MACHINES CAPACITY:	Yes/No	
3.1	Printers with the capacity to handle BULK printing	Yes/No	
3.2	Human capacity to run various machines simultaneously.	Yes/No	
4	VARIETY OF PRINTER FUNCTIONS:	Yes/No	

4.1	Printers that print A1+ size posters	Yes/No	
	Machines that can handle:		
	a. Binding	Yes/No	
	b. Folding	Yes/No	
	c. Cutting – Die-cutting	Yes/No	
	d. Embossing – Certificates etc	Yes/No	
	e. Duplication Order books - Perforated	Yes/No	
5	<b>STORAGE CAPACITY / FLOOR SPACE:</b>		
5.1	Sufficient storage and floor space for final bulk products	Yes/No	
6	<b>WRAPPING AND PACKAGING FACILITIES:</b>		
6.1	Machines that shrink wrap final product	Yes/No	
7	<b>DELIVERY / TRANSPORTATION:</b>	Yes/No	
7.1	Trucks / Vans	Yes/No	
7.2	Staff compliment	Yes/No	
7.3	Hardware e.g. Trolleys, forklift etc	Yes/No	

Other General Comments:


I hereby confirm that the site inspection was conducted by:

	Site Inspector 1	Site Inspector 2	Company Representative
<b>Name and Surname:</b>			
<b>Contact number / email:</b>			
<b>Signature:</b>	>	>	>
<b>Date:</b>			

## ANNEXURE D – COSTING SPECIFICATIONS

				<p><u>Note 1:</u> Bidder has to quote on each line item to qualify. The bidder is not allowed to.... e.g. “not applicable”</p> <p><u>Note 2:</u> final price must include packaging and delivery of final product as per the specification instructions.</p> <p><u>Note 3:</u> Price increases will be calculated for the balance of the contract by using the CPI inflation formula</p>			
CATEGORY	SPECIFICATIONS	Estimated quantity to be printed for a 12 month period	Estimated price per single unit VAT inclusive	Full price VAT inclusive for first 12 month schedule	Turn around time. Stipulate number of days e.g. 3 working days	Indicate the month printing will be done - eg. JANUARY	Delivery address of completed work
BANNERS	2000 x 850 mm Full colour ink PVC White Banner, with poles and carry case	4			5 working days	June	211 Nana Sita Street, Pretoria, 0001
BANNERS	Famelab wall banner; 1; 2250 X 3000mm ; Collapsible, with face dye sublimated on veyron polygab full colour. With frame and carry bag; Full Colour; 1 side	1			5 working days	October	212 Nana Sita Street, Pretoria, 0001
BANNERS	Size: 850mm x 2050mm Print: Full colour single side Finishing: Mounted	5			7 working days	No Specific Date	211 Nana Sita Street, Pretoria, 0001

	to and including roll-up stand and including carry case						
BANNERS	Size: 850mm x 2050mm Print: Full colour single side Finishing: Mounted to and including roll-up stand and including carry case	5			7 working days	No Specific Date	212 Nana Sita Street, Pretoria, 0001
BANNERS	Size: 2m x 850mm + 5 mil bleed all around CMYK 1 side only	100			10 working days	June	211 Nana Sita Street, Pretoria, 0001
BOOKS / MANUALS / CATALOGUES	4 pages each double sided Full colour digital Size: 210mm x 297mm (a4) Paper: 80gsm bond (white) Additional: stapled	600			3 days	Unknown	211 Nana Sita Street, Pretoria, 0001
BOOKS / MANUALS / CATALOGUES	A5, 40 Pages self cover Size: 210 x 148 mm 40 Pager Paper: Power Art (Gloss), 130gsm, Printing: Full colour both sides Finish: Saddle stitch and trim to size	15 000			10 working days	November	18A Gill Street, Jhb, 2043

	Packed and boxed, 250 per box						
BOOKS / MANUALS / CATALOGUES	A4 -144 Pages plus cover Paper: Web Sappi Chrystal Gloss White 115gsm Printing: process both sides 4 Page Cover Paper: Mongani (Gloss) 200gsm White Gloss UV varnish front only (cover) Perfect boundPacked and wrapped 100 per parcel	45 000			10 working days	June	211 Nana Sita Street, Pretoria, 0001
BOOKS / MANUALS / CATALOGUES	44 Pages self Cover Printed four process colours throughout, folded, inserted and saddle stitched two wires Size: 210x148mm Stock: gloss 135gsm Packed and wrapped 100 per parcel	20 000			5 working days	May	211 Nana Sita Street, Pretoria, 0001

BOOKS / MANUALS / CATALOGUES	40 Pages plus cover cover printed four process colours both sides, creased, trimmed and folded Text printed four process colours throughout, folded, inserted and saddle stitched two wires Size: 210x148mm Stock: gloss 135gsm gloss 250gsm Packed and wrapped 100 per parcel	5 000			7 working days	April	211 Nana Sita Street, Pretoria, 0001
BOOKS / MANUALS / CATALOGUES	16 pages self cover Printed four process colours throughout, folded, inserted and saddle stitched two wires Size: 297mm x 105mm Stock: MATT 150gsm Packed and wrapped 200 per parcel	5 000			7 working days	April	211 Nana Sita Street, Pretoria, 0001

BOOKS / MANUALS / CATALOGUES	20 Pages Self Cover Printed four process colours throughout, folded, inserted and saddle stitched two wires Size: 297 x 105 mm Matt 135 gsm Packed and Wrapped 100 per parcel	25 000			5 working days	June	211 Nana Sita Street, Pretoria, 0001
BOOKS / MANUALS / CATALOGUES	48 pages of text printed in full colour on 105gsm Camelot offset cartridge 4 page cover printed in full colour on 250gsm Hi-Q Titan - a coated art matt paper To be collated, saddle-stitched with two wires and trimmed to A4 size Packed and wrapped 100 per parcel	2 500			15 working days	December	211 Nana Sita Street, Pretoria, 0001
BOOKS / MANUALS / CATALOGUES	32 pages of text printed in full colour on 105gsm Camelot offset cartridge 4 page cover printed in full colour on 250gsm Hi-Q Titan - a coated art matt paper	5 000			15 working days	July	211 Nana Sita Street, Pretoria, 0001

	To be collated, saddle-stitched with two wires and trimmed to A4 size Packed and wrapped 100 per parcel						
BOOKS / MANUALS / CATALOGUES	A4 Booklet; 200gsm cover page, 135gsm text ; Full Colour; 2 sided print; 20 pages; Gloss; Saddle Stitch; 25 per bundle;	1 000			5 working days	February	211 Nana Sita Street, Pretoria, 0001
BOOKS / MANUALS / CATALOGUES	A4; 148gsm; Full Colour; 1 -sided; Gloss; n/a; shrinkwrapped and packed in boxes;	10 000			5 working days	May	211 Nana Sita Street, Pretoria, 0001
BOOKS / MANUALS / CATALOGUES	Size: 210 mm x 100 mm ; 28 page and 4 page cover; 250 gsm cover and 115 gsm text; Full Colour; 2 sided; gloss; saddle stitch; shrinkwrapped and packed in boxes;	10 000			7 working days	May	211 Nana Sita Street, Pretoria, 0001
BOOKS / MANUALS / CATALOGUES	A5; 170 gsm gloss (cover and text); text 17 pages; 3 page cover; ; Full colour; double-sided; Gloss; saddle stitch;	5 000			7 working days	May	211 Nana Sita Street, Pretoria, 0001

	shrinkwrapped and packed in boxes						
BOOKS / MANUALS / CATALOGUES	A4 -12 Pager Self cover 1 x Artwork supplied by client on CD -Print ready 6 Pager A4: Printed Process both sides on Hi-Q Titan Plus (Gloss), 128g/m2, White Saddle stitched and timmed to size and shrinkwrapped in packs of 200. Stock: BOND WHITE 80gsm, GLOSS 200gsm	30 000			5 working days	June	211 Nana Sita Street, Pretoria, 0001
BOOKS / MANUALS / CATALOGUES	Full Colour 12 Pager + Cover Printed: CMYK 2 sides Fold, collate, saddle stitch, trim Size: 297x210mm Paper: Hi-Q Gloss White 128gsm Hi-Q Gloss White 128gsm Hi-Q Gloss White 200gsm	5 000			7 working days	March	211 Nana Sita Street, Pretoria, 0001

BOOKS / MANUALS / CATALOGUES	Booklet, 8 Pages Self cover Printed one common spot colour throughout, folded, inserted and saddle stitched two sides Size: 210 x 148 mm Stock: Bond White 80gsm Packed and wrapped 250 per parcel	30 000			5 working days	May	211 Nana Sita Street, Pretoria, 0001
BOOKS / MANUALS / CATALOGUES	A4 Booklet (Size: 297mm x 210mm); 40 Pages + cover Printed CMYK; Paper: Hi-Q Gloss White 128gsm; Full Colour; 2 sided; Hi Q Gloss; Saddle stitch;	5 000			7 working days	Unknown	211 Nana Sita Street, Pretoria, 0001
BOOKS / MANUALS / CATALOGUES	A4 Booklet (Size: 297mm x 210mm); 16 Pages + cover Printed CMYK 2 Sides. Paper: Hi-Q Gloss White 128gsm ; Full Colour; 2 sided; Hi Q Gloss; Saddle stitch	5 000			5 working days	Unknown	211 Nana Sita Street, Pretoria, 0001

ORDER BOOK	50 sets per book - Duplicate 200mm x 140 mm - Tear Out Collated into sets and binded on one side only numbered and perforated - Black and White 2nd Copy printed black one side only and numbered (CF Gree)	30			10 working days	April	211 Nana Sita Street, Pretoria, 0001
BOOKS / MANUALS / CATALOGUES	40 Pages plus cover Cover printed four process colours one side only, crease, trimmed and folded Text printed four process colours throughout, folded, inserted and saddle stitched two wires Size: 297 x 210 mm Stock: Bond White 80gsm, Gloss 250gsm Packed and wrapped 500 per parcel	5 000			15 days	December	211 Nana Sita Street, Pretoria, 0001

BOOKS / MANUALS / CATALOGUES	36 Pages plus cover Cover printed four process colours one side only, crease, trimmed and folded Text printed four process colours throughout, folded, inserted and saddle stitched two wires Size: 297 x 210 mm Stock: Bond White 80gsm, Gloss 250gsm Packed and wrapped 100 per parcel	10 000			15 days	July	211 Nana Sita Street, Pretoria, 0001
BOOKS / MANUALS / CATALOGUES	100 pages plus cover Cover printed four process colours one side only, creased, trimmed and folded Text printed four process colours on page one only and black only on to balance, folded, inserted and saddle stitched two wires Size: 297 x 210 mm Stock: Bond White 80gsm, Gloss	1 000			5 Working days	September	211 Nana Sita Street, Pretoria, 0001

	<p>250gsm  Design &amp; layout to be done by printer (example will be provided)  Packed and wrapped 100 per parcel  Electronic copy to be provided with minor changes for the printer to do</p>						
ORDER BOOK	<p>50 Sets in triplicated per book  290mm x 180 mm tear out  Collated into sets and binded on th top  1st copy CB White, printed full colour one sided, numbered and perforated  2nd Copy CF Yellow printed black one side only numbered and perforated  3rd Copy CFB Green Printed black one side only numbered</p>	300			10 days	April	211 Nana Sita Street, Pretoria, 0001

BOOKS / MANUALS / CATALOGUES	Size: A5 x 50 leaves inside, cover and backing boards Colour: Cover full colour and inside one colour Stock: 115gm Magno matt cover and 90gm Camelot cartridge inside 600 micron backing board Packed and wrapped 100 per parcel	5 000			10 working days	April	211 Nana Sita Street, Pretoria, 0001
BOOKS / MANUALS / CATALOGUES	Text 12 Pages Size: 297 x 210 mm 4 Colour process both sides Magno Star special coated gloss White 135 gsm, saddle stitch two wires Shrink-wrap 200 items per parcel and pack in boxes	30 000			5 working days	June	211 Nana Sita Street, Pretoria, 0001
BOOKS / MANUALS / CATALOGUES	A4, Landscape 210 x 297 mm folded to A5 Full Colour 1 Printed both sides Gloss white 115 gsm	20 000					211 Nana Sita Street, Pretoria, 0001

	Packed and wrapped 200 per parcel						
BOOKS / MANUALS / CATALOGUES	A4, Landscape 210 x 297 mm folded to A5 Full Colour 1 Printed both sides Gloss white 115 gsm Packed and wrapped 200 per parcel	20 000			5 working days	May	211 Nana Sita Street, Pretoria, 0001
BOOKS / MANUALS / CATALOGUES (Question Papers)	A4 12 Pages Selfcover Process, Black Through out 297 x 210 mm, Artwork Supplied on disk 8 Pages Text Section folding, Sadle Stich, trimmed to size, shrinkwrapped, packed in boxes	20000 (per year)			10 working days	March	211 Nana Sita Street, Pretoria, 0001
BOOKS / MANUALS / CATALOGUES (Question Papers)	A4 12 Pages Selfcover Process, Black Through out 297 x 210 mm, Artwork Supplied on disk 8 Pages Text Section folding, Sadle Stich, trimmed to size, shrinkwrapped, packed in boxes	20000 (per year)			10 working days	March	211 Nana Sita Street, Pretoria, 0001

BROCHURES	4 pages each double sided Full colour digital Size: 210mm x 297mm (a4) Paper: 80gsm bond (white) Additional: stapled	600			5 working days	May	211 Nana Sita Street, Pretoria, 0001
BROCHURES	Cover plus 4 pages Cover gold foiled one side only, creased, trimmed and folded Text printed full colours throughout, trimmed and folded to size and tipped into the spine on the cover Size: 275 x 105 mm Stock: Classic Linen Epic Black 216gsm, Conqueror Smooth CX22 Cream 120gsm Design & layout for printer to do. Packed and wrapped 100 per parcel	100			5 working days	June	211 Nana Sita Street, Pretoria, 0001
BROCHURES	A4, Landscape 210 x 297 mm Printed four process colours both sides, folded, trimmed to size, wrapped 250 per parcel Gloss 115 gsm	50 000			5 working days	June	211 Nana Sita Street, Pretoria, 0001

BROCHURES	Number of pages: 2 - front and back Size: A4 Landscape 210x297mm Colour, rimmed to size Paper: GLOSS 115gsm Packed and wrapped 250 per parcel	5 000			3 working days	Unknown	211 Nana Sita Street, Pretoria, 0001
BROCHURES	A4, Landscape 210 x 297 mm folded to A5 Full colour 1 Printed both sides Gloss 115 gsm Packed and wrapped 200 per parcel	20 000					211 Nana Sita Street, Pretoria, 0001
BROCHURES	4 page fact sheets Size: 297x420mm finished to 297x210mm Printing and paper: Printed process both sides on Hi-Q Titan Plus (Gloss), 128g/m2, white Finishing: Trimmed to size, A3 folded to A4 Packed & Shrink- wrapped 100 per parcel	15 000			3 working days	Unknown	211 Nana Sita Street, Pretoria, 0001

BROCHURES	2 Page Article, Print 20 000 3 Page Article, Print 6 000 Bleed: 430x305mm Trim: 420x297mm Typical Area: 400x277mm	2 Page- 20000 3 Page - 6 000			7 working days	March	2111 Nana Sita Street, Pretoria, 0001
BROCHURES	4 Pages Size: A4 (210x297mm) folded to A5 (148x210mm) Print: Full colour both sides Paper: Power art (Gloss), 130gsm, White Finishing: Trimmed to size. Centre folded Packed and wrapped 100 per parcel	5 000			7 working days	March	211 Nana Sita Street, Pretoria, 0001
BROCHURES	Printed CMYK both sides Double side A4 Stock: Hi-Q gloss white 148gsm Packed and wrapped 100 per parcel	5 000			7 working days	March	211 Nana Sita Street, Pretoria, 0001

BROCHURES	Printed CMYK both sides Stock: Hi-Q gloss white 148gsm A3 fold to A4 Packed and wrapped 100 per parcel	5 000			7 working days	March	211 Nana Sita Street, Pretoria, 0001
BROCHURES	Cover plus 4 pages Cover gold foiled one side only, creased, trimmed and folded Text printed full colours throughout, trimmed and folded to size and tipped into the spine on the cover Size: 275 x 105 mm Stock: Classic Linen Epic Black 216gsm, Conqueror Smooth CX22 Cream 120gsm Design & layout for printer to do. Packed and wrapped 100 per parcel	100			5 working days	Unknown	211 Nana Sita Street, Pretoria, 0001
BROCHURES	A4 ; Power Art (Gloss), 130 g/m2, white; Full Colour; double-sided; HiQ Gloss; shrinkwrapped and packed in boxes	6 000			7 working days	March	211 Nana Sita Street, Pretoria, 0001

BROCHURES	Size: 210 x 410 mm folded to 210 x 102.5 mm Pre-Press: Artwork supplied by client on CD -Print ready Printing & Paper: Printed process colours both sides on Hi-Q Titan Plus (Gloss), 128gsm, White Finishing: Trimmed to size, 210x410mm concertina folded to 210x102.5 mm, Shrink-wrapped Packed in Boxes	6 000			7 working days	March	211 Nana Sita Street, Pretoria, 0001
BROCHURES	A4, Landscape 210 x 297 mm Printed four process colours both sides, folded, trimmed to size, wrapped 250 per parcel Gloss 115 gsm	50 000			5 working days	May	211 Nana Sita Street, Pretoria, 0001
BROCHURES	A4; 148gsm; Full Colour; 2 sided; gloss; n/a; shrinkwrapped and packed in boxes	20 000			5 working days	May	211 Nana Sita Street, Pretoria, 0001
BROCHURES	A3 folded to A4; 170gsm; Full Colour; 2 sided; gloss	10 000			5 working days	May	211 Nana Site, Street, Pretoria, 0001

BROCHURES	Size: 288(h) x 204(w) (portrait) - 16 pages plus cover . Material (text):Mongani 135gsm (or equivalent) (gloss). Material (cover): Mongani 250 gsm (or equivalent) with laminate (gloss). Binding: Saddle stitched	300			7 working days	February	211 Nana Sita Street, Pretoria, 0001
BROCHURES	Size:240(h) x 145(w) (portrait) - 16 pages plus cover. Material (text):Mongani 135gsm (or equivalent) (gloss). Material (cover): Mongani 250 gsm (or equivalent) with laminate (gloss). Binding: Saddle stitched	300			8 working days	March	211 Nana Sita Street, Pretoria, 0001
BROCHURES	1 630mm x 297mm fold to A4; 148gsm; Full Colour; 2 sided; gloss; shrinkwrapped and packed in boxes;	5 000			7 working days	February	211 Nana Sita Street, Pretoria, 0001
BROCHURES	A5 148gsm Full Colour 2 sided gloss shrinkwrapped and packed in boxes	20 000			5 Working days	January	211 Nana Sita Street, Pretoria, 0001

BROCHURES	Colour Full; 2 sided print; Gloss; 250 per box	500			5 working days	January	211 Nana Sita Street, Pretoria, 0001
CARDS	Bookmark Size: 210 x 55 mm 4 Colour process both sides, trimmed Gloss 250 gsm Shrink-wrap 250 items per parcel	300 000			6 working days	May	211 Nana Sita Street, Pretoria, 0001
CERTIFICATES	Size: A4 Full colour Printed one side only 250gsm Matt	150			5 working days	February	18A Gill Street, Jhb, 2043
CERTIFICATES	Size: A4 Full colour Printed one side only 250gsm Matt All certificates are <u>personalised</u> , sorted by school and province and inserted into envelopes	80			5 working days	September	18A Gill Street, Jhb, 2043
CERTIFICATES	A4 250gsm Full colour 1 side HiQ gloss <u>Personalised</u>	20 (personalised)			3 working days	May	211 Skinner Street, Pretoria, 0001

CERTIFICATES	Printed four process colours one side only and trimmed to size All certificates are <u>personalised</u> , sorted by school and province and inserted into envelopes Size: 297 x 210 mm, ELTORO White 240gsm Embossed	15 000			10 working days	June	211 Nana Sita Street, Pretoria, 0001
CERTIFICATES	Printed four process colours one side only and trimmed to size All certificates are <u>personalised</u> , sorted by school and province and inserted into envelopes Size: 297 x 210 mm, ELTORO White 240gsm Electronic copy to be provided with minor changes for the printer to do Embossed	15 000			15 working days	September	211 Nana Sita Street, Pretoria, 0001

CERTIFICATES	Printed four process colours one side only and trimmed to size All certificates are <u>personalised</u> , sorted by school and province and inserted into envelopes Size: 297 x 210 mm, ELTORO White 240gsm	60			5 working days	October	211 Nana Sita Street, Pretoria, 0001
FLYERS	Pages -2 Front and Back Size: A4 Landscape 210 x 297 mm Colour, trimmed to size, folded into A5 Packed and wrapped 250 per parcel Paper -Gloss 115gsm	25 000			5 working days	May	211 Nana Sita Street, Pretoria, 0001
FLYERS	A5 128gsm Full Colour double-sided Gloss	2 500			5 working days	November	211 Nana Sita Street, Pretoria, 0001
FLYERS	Pages -2 Front and Back Size: A4 Landscape 210 x 297 mm Colour, trimmed to size, folded into A5 Packed and	25 000			5 working days	June	211 Nana Sita Street, Pretoria, 0001

	wrapped 250 per parcel Paper -Gloss 115gsm						
FLYERS	Pages -2 Front and Back Size: A4 Landscape 210 x 297 mm Colour, trimmed to size, folded into A5 Packed and wrapped 250 per parcel Paper -Gloss 115gsm	25 000			5 working days	June	211 Nana Sita Street, Pretoria, 0001
FLYERS	Pages -2 Front and Back Size: A4 Landscape 210 x 297 mm Colour, trimmed to size, folded into A5 Packed and wrapped 250 per parcel Paper -Gloss 115gsm	25 000			5 working days	June	211 Nana Sita Street, Pretoria, 0001
FORMS	4 pages each double sided Full colour digital Size: 210mm x 297mm (a4) Paper: 80gsm bond (white) Additional: stapled	1 200 (600 each)			3 working days	Unknown	211 Nana Sita Street, Pretoria, 0001

FORMS	A4 Colour Full 2 sided print 100 per box	10 000			3 working days	Unknown	211 Nana Sita Street, Pretoria, 0001
FORMS	Size: 297 x 210mm Printed 4 process colours (Litho) both sides on Power Art (Matt) 130gsm White Trimmed to size Perforating on 297mm dimension, centre folded Packed and Shrink-wrapped 100 per parcel	10 000			10 working days	June	211 Nana Sita Street, Pretoria, 0001
FORMS	English -20 Pages self cover Afrikaans - 20 Pages self cover Size: 297 x 210 mm Printed black throughout, folded, inserted, saddle stitch two wires & packed in bundle's of 25's English on Yellow Bond 80 gsm Afrikaans on Green Bond 80 gsm	35 000			10 working days	February	211 Nana Sita Street, Pretoria, 0001

FORMS	Printed four process colours both sides, perforated once and folded to DL 420 x 297 mm Matt 150gsm Electronic copy to be provided to printer with minor changes for printer to do Packed and wrapped 100 per parcel	1 000			5 working days	September	211 Nana Sita Street, Pretoria, 0001
FORMS	A4 folded to A5 128gsm Full Colour 2 sided print gloss; 100 per bundle	5 000			5 working days	August	211 Nana Sita Street, Pretoria, 0001
FORMS	A3 folded to A4; 148gsm; Full Colour; double-sided; HiQ gloss; n/a; shrinkwrapped and packed in boxes;	110 000			5 working days	February	211 Nana Sita Street, Pretoria, 0001
Forms	A4 Colour Full 2 sided print 100 per box	10 000			3 working days	Unknown	211 Nana Sita Street, Pretoria, 0001

OTHER / SPECIALISED	Printed CMYK 2 sides Gloss UV varnish 2 sides Die, die cut [rounded corners] Size: 65mmx95mm Stock: Hi-Q gloss white 250gsm Packed & Shrink- wrapped 1 000 per parcel	200 000			10 working days	August	211 Nana Sita Street, Pretoria, 0001
OTHER / SPECIALISED	Size: 420 x 594mm Folder colour: 4 colour process on the face UV colour: 1 UV gloss varnish on the face FolderMaterial: Magno Star special coated gloss White 350gsm UV material: Pre- printed paper Finishing UV: dis cut using new die block and hand fold as	600			10 working days	April	211 Nana Sita Street, Pretoria, 0001
POSTERS	Printed CMYK 1 side Full colour digital Size: A1 Paper: 128gsm Hi- Q gloss white Additional: fold posters to A4	3 000			5 working days	August	211 Nana Sita Street, Pretoria, 0001
POSTERS	Size: A1 Full colour Stock: 150gsm Mango Satin	1 000					211 Nana Sita Street,

	Finish: Gloss UV Varnish one side only Packed and wrapped 100 per parcel.						Pretoria, 0001
POSTERS	Size: A1 Full colour Stock: 150gsm Mango Satin Finish: Gloss UV Varnish one side only Packed and wrapped 100 per parcel.	1 000			3 working days	Unknown	211 Nana Sita Street, Pretoria, 0001
POSTERS	Size: Portrait A1 841 x 594 mm Printed four process colours, one side only, trimmed to size, packed and wrapped 100 per parcel Paper -Gloss 150gsm	10 000			5 working days	May	211 Nana Sita Street, Pretoria, 0001
POSTERS	Size -Portrait -690 x 490 mm Printed four process colours, one side only, trimmed to size. Packed and wrapped 100 per parcel Paper: GLOSS 150 gsm	10 000			5 working days	May	211 Nana Sita Street, Pretoria, 0001

POSTERS	A4 128gsm landscape 4 page (2 double-sided); Full Colour; 2 sided print; gloss	5 000			5 working days	November	211 Nana Sita Street, Pretoria, 0001
POSTERS	A2; 170gsm; Full colour; 1 side; gloss;	200			5 working days	November	211 Skinner Street, Pretoria, 0001
POSTERS	Size: Portrait A1 841 x 594 mm Printed four process colours, one side only, trimmed to size, packed and wrapped 100 per parcel Paper -Gloss 150gsm	10 000			5 working days	Unknown	211 Nana Sita Street, Pretoria, 0001
POSTERS	A2; 170gsm; Full Colour; 1 side; gloss	6 000			7 working days	February	211 Nana Sita Street, Pretoria, 0001
POSTERS	Size: Portrait A1 841 x 594 mm Printed four process colours, one side only, trimmed to size, packed and wrapped 100 per parcel Paper -Gloss 150gsm	10 000			5 working days	June	211 Nana Sita Street, Pretoria, 0001

POSTERS	A1; Colour Full; 1 sided print; Gloss; 25 per bundle; Laminated	10 000			5 working days	February	211 Nana Sita Street, Pretoria, 0001
POSTERS	Size -Portrait -A1 841 x 594mm Printed four process colours, one side only, trimmed to size, packed and wrapped 100 per parcel Paper -Gloss 150 gsm	10 000			7 working days	May	211 Nana Sita Street, Pretoria, 0001
POSTERS	13 various posters Size: A1 folded to A4 Paper: 250 gsm Mongani Matt Colour: Full colour	26 000			5 working days	May	211 Nana Sita Street, Pretoria, 0001
POSTERS	Size: Portrait A1 841 x 594 mm Printed four process colours, one side only, trimmed to size, packed and wrapped 100 per parcel Paper -Gloss 150gsm	10 000			6 working days	June	211 Nana Sita Street, Pretoria, 0001

POSTERS	Size -Portrait -A1 841 x 594mm Printed four process colours, one side only, trimmed to size, packed and wrapped 100 per parcel Paper -Gloss 150 gsm	15 000			5 working days	May	211 Nana Sita Street, Pretoria, 0001
POSTERS	Poster Printed four process colours one side only, trimmed to size, packed & wrapped 100 per parcel Size: 840 x 594 mm Gloss 135gsm	20 000			5 working days	May	211 Nana Sita Street, Pretoria, 0001
POSTERS	A1; Colour Full; 1 sided print; Gloss; 25 per bundle; Laminated	10 000			5 working days	February	211 Nana Sita Street, Pretoria, 0001
POSTERS	A1; Colour Full; 1 sided print; Gloss; 25 per bundle; Laminated	10 000			5 working days	February	211 Nana Sita Street, Pretoria, 0001