



REQUEST FOR BID SERVICES

BID DETAILS

BID NUMBER: SAHPRA/2023/CORPORATE
PUBLICATIONS/RFB001

CLOSE **Date:** 15 JUNE 2023
 Time: 11:00

DESCRIPTION: REQUEST FOR BID FOR PUBLICATION
PRINTING, DESIGNING, EDITING AND
PROOFREADING FOR A PERIOD OF 36
MONTHS.

BRIEFING SESSION: Yes No
See Section A-1 Paragraph 2 on Bid Submission
Conditions and Instructions that the Bidder needs to
take note of.

DETAILS OF BIDDER

Organisation/individual:

Contact person:

Telephone/ Cell number:

E-mail address:

Glossary

Award	Conclusion of the procurement process and final notification to the effect to the successful bidder
B-BBEE	Broad-based Black Economic Empowerment in terms of the Broad-based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and the Codes of Good Practice issued thereunder by the Department of Trade and Industry
Bid	Written offer in a prescribed or stipulated form in response to an invitation by SAHPRA for the provision of goods, works or services
Contractor	Organisation with whom SAHPRA will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid
Core Team	The core team are those members who fill the non-administrative positions against which the experience will be measured.
DTI	Department of Trade and Industry
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice
GCC	General Conditions of Contract
IP	Intellectual Property
SAHPRA	South African Health Products Regulatory Authority
Original Bid	Original document signed in ink, or Copy of original document signed in ink, or Submitted Facsimile of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
SCM	Supply Chain Management
SLA	Service Level Agreement

Bidders are to ensure that they have received all pages (35) of this document, which consist of the following sections:

SECTION A

Note: Documents in this section are for information to/instruction of bidders and must not be returned with bids.

- Section A 1: Bid Submission Conditions and Instructions
- Section A 2: Specifications and Requirements
- Section A 3: Evaluation Process/Criteria
- Section A 4: Contract Form (Rendering of Services) (Parts 1 & 2)/Letter of Acceptance/Formal Contract
(The pro forma contract is only included for Bidders to take note of the contents of the contract that will be entered into with the successful contractor)

SECTION B

Note: Documents in this section must be completed and returned or supplied with bids.

- Section B 1: Special Conditions of Bid and Contract: Special conditions that the Bidder needs to accept
- Section B 2: Declaration of Interest (SBD 4)
- Section B 5: Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2022 (SBD 6.1)
- Section B 6: Invitation to Bid (SBD 1)
- Section B 7: Pricing Schedule (Professional Services) (SBD 3.1)

SECTION A

(This section must not be returned as part of the bid document)

BID SUBMISSION CONDITIONS AND INSTRUCTIONS

CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

1 FRAUD AND CORRUPTION

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

2 BRIEFING SESSION: NON-COMPULSORY

- 2.1 Briefing Session

- 2.2 A non-compulsory briefing session will be held from **11h00 to 13h00 on 29 May 2023**.

- 2.3 Briefing session to be held on MS Teams, link https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWNIzMUwODAtY2E5ZS00ZmEzLTk3NzAtMGNIYzY3YmY4OTJj%40thread.v2/0?context=%7b%22id%22%3a%22a238ae09-e326-4cc0-9ae3-df134f7ebad9%22%2c%22oid%22%3a%22d71dcbdd-1d6a-44b0-b91e-8efd1aa60854%22%7d

3 CLARIFICATIONS/ QUERIES

- 3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from precious.mnguni@sahpra.org.za by not later than **31 May 2023**, telephonic requests for clarification will not be accepted. Questions and answers will be posted on our website only, by **02 June 2023**.

Contact details: Precious Mnguni

Telephone: 012 501 0418

E-Mail: precious.mnguni@sahpra.org.za

4 SUBMITTING BIDS

- 4.1 **One (1) original document, two (2) hardcopies and one (1) electronic copy on a storage device (USB) must be handed in/ delivered to:**

Loftus Park, Building A,
402 Kirkness St
Arcadia
Pretoria
0083

No posted, faxed or e-mailed bids will be accepted.

Bidders should ensure that bids are delivered before the closing date and time to the correct physical address mentioned above. If the bid is late, it will not be accepted for consideration.

*** Refer to Paragraph 5 below**

Section A 1: Bid Submission Conditions and Instructions

1. Bids can only be delivered and deposited into the tender box or handed in at second floor any time during office hours (**08:30 to 16:00 Mondays to Fridays**) before or on the closing date. *Receipt of bid documents outside of these hours cannot be guaranteed.*
2. Bids submitted or handed in at any other address than the one stated above will not be considered.

4.2 Bids should be submitted in a sealed envelope, marked with:

- Bid number (SAHPRA/2023/CORPORATE PUBLICATIONS/RFB001)**
- Closing date and time (15 JUNE 2023 @ 11:00 am)**
- The name and address of the Bidder.**

4.3 Documents submitted on time by bidders shall not be returned.

5 LATE BID SUBMISSIONS

5.1 Bids received late shall not be considered. A bid will be considered late if it arrived even one second after 11:00 am or any time thereafter. The tender (bid) box shall be closed at exactly 11:00 am of the closing date and bids arriving late will not be considered under any circumstances. Bids received late shall be returned (where practical) unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be despatched at such a time that will accommodate of any unforeseen events that may delay the delivery of the bid.

5.2 The official Telkom time, which can be observed by dialling 1026 from any phone, will be used to verify the exact closing time.

6 GENERAL CONDITIONS OF CONTRACT

6.1 The General Conditions of Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

DETAILED SPECIFICATIONS/ REQUIREMENTS LIST

TERMS OF REFERENCE FOR PUBLICATION PRINTING, DESIGNING, EDITING AND PROOFREADING FOR A PERIOD OF 36 MONTHS.

1. INTRODUCTION

The South African Health Products Regulatory Authority (SAHPRA) was established in terms of the Medicines and Related Substances Act, 1965 (Act no. 101 of 1965), as amended, and was listed as a schedule 3A Public Entity as defined in the Public Finance Management Act, (Act No.1. of 1999) in February 2017 (hereinafter referred to as “the Act”).

The objectives of SAHPRA are to provide for the monitoring, evaluation, regulation, investigation, inspection, registration and control of medicines, scheduled substances, clinical trials, medical devices, IVDs and related matters of public interest.

In executing its mandate, SAHPRA engages with various stakeholders on regular basis to communicate its regulatory decisions, educate the public on the safety, efficacy and quality of health products, new guidelines, and any other new developments in the organisation.

Bidders need to respond to and comply with the following technical specifications and requirements:

2. ROLE AND OBJECTIVES

The overall objective of this project is to provide SAHPRA with an efficient service provider for publication printing, designing, editing, and proofreading for a period of 36 months.

3. SPECIFICATIONS

SAHPRA reserves the right to increase or decrease the scope of work depending on operational considerations over the contract period.

- The service provider needs to provide services specifically for SAHPRA’s publications in terms of:
 - Printing
 - Designing
 - Sourcing images
 - Editing
 - Proofreading
- a) **SAHPRA’s publications can range from:**
 - Corporate publications (may include others upon content requirements).
 - **Annual Reports**
 - **Corporate materials**
 - Business cards
 - Brochures
 - **Performance reports**
 - **Strategic Plan**
 - **Manuals**
 - **Annual Performance Plans**
 - **Infographics**

- Programme specific – depending on content requirements.
- Organisational Structure
- To accompany written articles

- **Pamphlets**

- Programme specific – depending on content requirements.

b) Printing requirements

- **Requirements will vary according to the type of publication:**

- Annual Reports
- Performance Reports
- Business cards
- Brochures
- Strategic Plan
- Manuals
- Annual Performance Plans
- Infographics
- Pamphlets

c) Designing requirements

a. Annual Reports

- i. 180 pages (include design of front and back cover)
- ii. Source licenced images/graphics
- iii. Digital and interactive report website (HTML) format

b. Performance reports

- i. 20 pages
- ii. Source licenced images/graphics

c. Business cards

- i. Back-to-back
- ii. Full colour

d. Brochures

- i. Z-folds
- ii. Bi-folds
- iii. Tri-folds
- iv. Full colour
- v. Source licenced images/graphics

e. Strategic Plans

- i. 50 pages
- ii. Source licenced images/graphics

f. Manuals

- i. 180 pages
- ii. Include design of front and back covers
- iii. Source licenced images/graphics

g. Annual Performance Plans

- i. 50 pages
- ii. Source licenced images/graphics

h. Infographics

- i. Source licenced images/graphics

i. Pamphlets

- i. Source licenced images/graphics

j. Sourcing images

- i. Colour images
- ii. Hi-res images
- iii. Source licenced images

k. Graphics

- i. Hi-res graphics

d) Editing and Proofreading

- i. Timeframes for feedback will depend on content submitted.
 - 1. Short content pieces (under 2 pages) – within one day
 - 2. Longer content pieces (more than 2 pages) – between 2 to 5 working days

3. CONTRACT PERIOD

It is envisaged that the project will commence as soon as possible with a contract period of 36 months.

4. WHERE SERVICE/S IS/ARE REQUIRED

SAHPRA

ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED

EVALUATION PROCESS

1. COMPLIANCE WITH MINIMUM REQUIREMENTS

- 1.1 All bids duly lodged as specified in the Request for Bid will be examined to determine compliance with bid requirements and conditions. Bids with obvious deviations from the requirements/conditions will be eliminated from further consideration.
- 1.2 Failure to comply with or submit any one of the following items, will render a bid non-responsive and will not be evaluated further.

Reference	Description	Compliant?	
		YES	NO
Part 1	Signed Special Conditions of Bid and Contract		
Part 2	Tax Compliance Requirements as per CSD		
Part 3	Completed and signed Declaration of Interest		
Part 4	Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022		
Part 5	Completed and signed Invitation to Bid		
Part 6	Completed Pricing Schedule in the prescribed format		
Part 7	Proof of registration on the CSD		

2. DETERMINATION OF SCORE FOR FUNCTIONALITY

2.1 The evaluation criteria and weights for functionality as indicated in the table below, will apply.

FUNCTIONAL CRITERIA	MAXIMUM TO BE AWARDED
FUNCTIONAL EVALUATION CRITERIA	
<p>A service provider with a proven track record of working on diverse publications with different printing and design needs. They should have experienced professionals focused on editing and proofreading within their team.</p>	
<p>Reference letters attesting to ability in the publications industry in terms of published products and services offered to a company. The signed positive recommendation letter needs to be on a client’s letterhead and include contact details of the signee. <i>Please note that if reference letters do not conform to the above requirements, these letters will not be considered.</i></p> <p>No reference letters = 0 One to three reference letters = 5 More than three reference letters = 10</p>	10
<p>Company profile indicating number of years of experience in providing publications printing, designing (graphic and web designing), editing, and proofreading services:</p> <ul style="list-style-type: none"> • 0 – 1 years providing publication printing, designing, editing, and proofreading publication services = 0 • 2 - 5 years providing publication printing, designing, editing, and proofreading services = 10 • 6 - 10 years providing publication printing, designing, editing, and proofreading services = 20 • 11+ years providing publication printing, designing, editing, and proofreading services = 30 	30
<p>Submit examples of published corporate publications (for e.g., pamphlets, brochures, annual reports) to demonstrate ability in implementing design and layout.</p> <ul style="list-style-type: none"> • No publication submitted = 0 • 2 - 5 publications submitted = 10 • 5 - 8 publications submitted = 20 • 9 - 11 publications submitted = 30 • 12 + publications submitted = 40 	40

Section A 3: Evaluation Process/ Criteria

FUNCTIONAL CRITERIA	MAXIMUM TO BE AWARDED
<p>Organogram of team tasked with project management and different roles indicating level and years of experience:</p> <ul style="list-style-type: none"> • No list of team members with CV, qualifications and experience and project leads for designer, editor, proof-reader = 0 • List of team members with CV, qualifications and years of experience and project leads for designer, editor, proof-reader = 20 	20
Maximum total for functional evaluation	100

2.2 The score for functionality shall be calculated as follows:

- The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual supplier for functionality.
- Supplier will need to obtain a **minimum threshold of 70 points** on functionality for them to qualify into the next stage which is price and B-BBEE.

2.3 PRICE AND B-BBEE STATUS LEVEL POINTS

2.3.1 All remaining bids will be evaluated as follows:

2.3.2 The 80/20 preference point system will be applied in terms of the Preferential Procurement Regulations, 2022.

2.3.3 If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining bids.

2.3.4 The point scored for the B-BBEE status level certificate for each acceptable bid will now be added to the price point.

2.3.5 The bid must be awarded to the supplier that obtained the highest preference points or may be awarded to a supplier that did not score the highest points only in accordance with section 2(1)(f) of the PPPFA.

3. ADJUDICATION OF BID

3.1 The relevant award structure will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest number of points.

3.2 The bid must be awarded to the supplier that obtained the highest preference points or may be awarded to a supplier that did not score the highest points only in accordance with section 2(1)(f) of the PPPFA.

CONTRACT FORM: RENDERING OF SERVICES

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

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

1. I/we hereby undertake to render services described in the attached bidding documents to SAHPRA in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number SAHPRA/2023/CORPORATE PUBLICATIONS/RFB001 at the price/s quoted. My/our offer/s remain binding upon me/us and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - 2.1 Bidding documents, viz
 - Invitation to bid
 - Tax clearance certificate
 - Pricing schedule(s)
 - Filled in terms of reference/task directive/proposal
 - Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2022
 - Declaration of interest
 - Declaration of bidder's past SCM practices
 - Special Conditions of Contract
 - 2.2 General Conditions of Contract
 - 2.3 Other (specify)

3. I/we confirm that I/we have satisfied myself as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I/we accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal liable for the due fulfilment of this contract.

5. I/we declare that I/we have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:

CONTRACT FORM: RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY SAHPRA)

1. I in my capacity as accept your bid under reference number dated for the rendering of services indicated hereunder and/or further specified in the annexures.

1. An official order indicating service delivery instructions is forthcoming.

2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

SECTION B

This section must be completed and returned or supplied with bids as prescribed.

SPECIAL CONDITIONS OF BID AND CONTRACT
Return as Part 1

	SPECIAL CONDITIONS
1	GENERAL
1.1	The Bidder must clearly state if a deviation from these special conditions is offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.
1.2	Should Bidders fail to indicate agreement/compliance or otherwise, the SAHPRA will assume that the Bidder is in compliance or agreement with the statement(s) as specified in this bid.
1.3	Bids not completed in this manner may be considered incomplete and rejected.
1.4	SAHPRA shall not be liable for any expense incurred by the Bidder in the preparation and submission of a bid.
2	CANCELLATION OF PROCUREMENT PROCESS
2.1	This procurement process can be postponed or cancelled at any stage at the sole discretion of SAHPRA provided that such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the bid relates.
3	BID SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA
3.1	The Bid submission conditions and instructions as well as the evaluation process/criteria have been noted.
4	NEGOTIATION AND CONTRACTING
4.1	SAHPRA have the right to enter into negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.
4.2	Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award ¹ or promise/ undertaking to award the contract.
4.3	SAHPRA shall not be obliged to accept the lowest price or any bid, offer or proposal.
4.4	A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The designated responsible person of SAHPRA is the CEO.
4.5	SAHPRA also reserves the right to enter into one contract with a Bidder for all required functions or into more than one contract with different Bidders for different functions.
5	ACCESS TO INFORMATION

¹ See GLOSSARY.

Section B 1: Special Conditions of Bid and Contract

5.1	All bidders will be informed of the status of their bid once the procurement process has been completed.
5.2	Requests for information regarding the bid process will be dealt with in line with the SAHPRA SCM Policy and relevant legislation.
6	REASONS FOR REJECTION
6.1	SAHPRA shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
6.2	The SAHPRA may disregard the bid of any bidder if that bidder, or any of its directors: <ul style="list-style-type: none"> <input type="checkbox"/> Have abused the SCM system of the SAHPRA. <input type="checkbox"/> Have committed proven fraud or any other improper conduct in relation to such system. <input type="checkbox"/> Have failed to perform on any previous contract and the proof exists. Such actions shall be communicated to the National Treasury.
7	GENERAL CONDITIONS OF CONTRACT
7.1	The General Conditions of Contract must be accepted.
8	ADDITIONAL INFORMATION REQUIREMENTS
8.1	During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 2 (two) working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.
8.2	No additional information will be accepted from any individual Bidder without such information having been requested
9	CONFIDENTIALITY
9.1	The bid and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
10	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT
10.1	Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.
10.2	This paragraph shall survive termination of this contract.
11	NON-COMPLIANCE WITH DELIVERY TERMS
11.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, SAHPRA must be given immediate written notice to this effect. SAHPRA reserves the right to implement remedies as provided for in the GCC.

Section B 1: Special Conditions of Bid and Contract

12	WARRANTS
12.1	The Contractor warrants that it is able to conclude this Agreement to the satisfaction of SAHPRA.
13	PARTIES NOT AFFECTED BY WAIVER OR BREACHES
13.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
13.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.
14	RETENTION
14.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to SAHPRA.
14.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
15	CENTRAL SUPPLIER DATABASE
15.1	It is a requirement that all suppliers/ services providers to SAHPRA shall be registered on the National Treasury Central Supplier Database (CSD).
15.2	Bidders are therefore required to register as a supplier on the CSD before submitting a bid. The CSD website can be accessed on the following link: http://ocpo.treasury.gov.za/Pages/default.aspx
15.3	Bidders are therefore required to submit proof of their registration on the CSD, or if not yet registered, provide proof of their application to be registered, with their bid.
15.4	No bid will be awarded, and a contract concluded with a bidder who is not registered on the CSD.
16	FORMAT OF BIDS
16.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.

Section B 1: Special Conditions of Bid and Contract

16.2	Bidders are to set out their proposal in the format prescribed hereunder. This means that the proposal must be structured in the parts noted below. <u>Information not submitted in the relevant part, may not be considered for evaluation purposes.</u>
16.3	Part 1: Special Conditions of Bid and Contract
16.3.1	<p>Bidders must initial each page and sign the last page and return the Special Conditions of bid and Contract (Section B-1).</p> <p>Bids submitted without a completed Special Conditions of Bid form will be deemed to be non-responsive.</p>
16.4	Part 2: Tax Compliance
16.4.1	<p>Bidders must ensure compliance with their tax obligations.</p> <p>Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer’s profile and tax status.</p> <p>Application for tax compliance status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.</p> <p>Bidders may also submit a printed TCS together with the bid.</p> <p>In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a separate proof of TCS/ PIN/ CSD number.</p> <p>Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.</p> <p>Bids submitted without any one of the above particulars, will be deemed to be non-responsive.</p>
16.5	Part 3: Declaration of Interest
16.5.1	<p>Each party to the bid must complete and return the “Declaration of Interest” (Section B-2).</p> <p>Bids submitted without a complete and signed Declaration of Interest will be deemed to be non-responsive.</p>
16.6	Part 4: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
16.6.1	<p>Bidders must complete, sign and return the full “Preference Points Claim Form” (Section B-5) document.</p> <p>In addition, a valid BEE certificate must be submitted.</p> <p>Quotes submitted without a completed and signed Preference Points Claim Form and a valid BEE certificate will be awarded zero points for preference.</p>

Section B 1: Special Conditions of Bid and Contract

16.7	Part 5: Invitation to Bid
16.7.1	Bidders must complete, sign and return the full “Invitation to Bid” (Section B-6) document. Bids submitted without a completed and signed Invitation to Bid will be deemed to be non-responsive.
16.8	Part 6: Pricing Schedule
16.8.1	All costs related to the proposed project are to be allowed for in the pricing schedule and in the formats prescribed and must be returned as part of the submission (Section B-7). Bids submitted without a price or with an incomplete price, or with a price which is not in the prescribed format, will be deemed to be non-responsive.
16.8.2	Rates for the full duration must be fixed and must be indicated in the formats prescribed. <input type="checkbox"/> VAT: Value Added Tax must be included and shown separately.
16.9	Part 7: Compliance with Minimum Requirements
16.9.1	Bidders must complete, sign, and return the full “Compliance with Minimum Requirements” (Section B-8) document. Bids submitted without a completed and signed Compliance with Minimum Requirements will be deemed to be non-responsive.
16.10	Part 8: Registration on the CSD
16.10.1	In this part, bidders must submit proof of their registration, or proof that they have applied for registration on the Central Supplier Database. Bids submitted without the required proof, will be deemed to be non-responsive.

I/we herewith accept all the above-mentioned special conditions of the bid. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of Bidder: _____

Signature of Bidder: _____

Date: _____

Section B 2: Declaration of Interest

**BIDDER'S DISCLOSURE- SBD4
Return as Part 3**

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest² in the enterprise, employed by the state?
YES/NO

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:
.....
.....

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

2.3.1 If so, furnish particulars:
.....
.....

3 DECLARATION

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

² the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Section B 2: Declaration of Interest

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

Return as Part 4

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE Status Level of Contributor	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of

- the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“Proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

4.1 B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

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

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

(Tick applicable box)

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>
Black people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
Black people living in rural or underdeveloped areas or townships	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative owned by black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are military veterans	<input type="checkbox"/>	<input type="checkbox"/>
OR		
Any EME	<input type="checkbox"/>	<input type="checkbox"/>
Any QSE	<input type="checkbox"/>	<input type="checkbox"/>

8. DECLARATION WITH REGARD TO COMPANY/ FIRM

8.1 Name of company/firm:

8.2 VAT registration number:

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

(Tick applicable box)

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

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

(Tick applicable box)

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

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

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

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

Section B 5: Preference Points Claim Form into the Preferential Procurement Regulations 2011

- business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>	<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS:</p> <p>.....</p> <p>.....</p>
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INVITATION TO BID

Return as Part 5

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENT OF SAHPRA					
BID NUMBER:	SAHPRA/2023/CORPORATE PUBLICATIONS/RFB001	CLOSING DATE:	15 JUNE 2023	CLOSING TIME:	11:00 am
DESCRIPTION	REQUEST FOR BID FOR PUBLICATION PRINTING, DESIGNING, EDITING AND PROOFREADING FOR A PERIOD OF 36 MONTHS.				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Precious Mnguni		CONTACT PERSON	Precious Mnguni	
TELEPHONE NUMBER	012 501 0418		TELEPHONE NUMBER	012 501 0418	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	precious.mnguni@sahpra.org.za		E-MAIL ADDRESS	precious.mnguni@sahpra.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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

SIGNATURE OF BIDDER:

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

DATE:

PRICING SCHEDULE

Services

Return as Part 6

NAME OF BIDDER:

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

The pricing schedule as indicated below must be completed in the format provided. No alterations to this pricing schedule will be allowed and the bids of bidders who do so will be regarded as non-responsive and will not be evaluated.

Bidders may insert any additional items they deem necessary.

Bidders may attach separate spreadsheets with their calculations, but all costs must eventually be consolidated and summarised into the format required.

YEAR 1					
Item No.	Description	Unit	Quantity	Unit Price ZAR (Excl. VAT)	Total Price ZAR (Excl. VAT)
PRINTING					
1.	Annual Reports	Sum	300		
2.	Performance Reports	Sum	80		
3.	Business cards	Sum	2500		
4.	Brochures	Sum	50 000		
5.	Strategic Plan	Sum	10		
6.	Manuals	Sum	300		
7.	Annual Performance Plans	Sum	10		
8.	Infographics	Sum	50		
9.	Pamphlets	Sum	50 000		
DESIGN					
All images/ graphics need to be sourced, licenced, in colour and hi-res.					
10.	Annual Report - 180 pages (include design of front and back cover) - Source licenced images/graphics	Sum	1		
11.	Annual Report - Digital and interactive report website (HTML) format		1		

Section B 7: Pricing Schedule

12.	Performance reports - 20 pages - Source licenced images/graphics	Sum	1		
13.	Business cards - Back-to-back - Full colour	Employees	25		
14.	Brochures - Z-folds - Bi-folds - Tri-folds - Full colour - Source licenced images/graphics	Sum	4		
15.	Strategic Plans - 50 pages - Source licenced images/graphics	Sum	1		
16.	Manuals - 180 pages - Include design of front and back covers - Source licenced images/graphics	Sum	1		
17.	Annual Performance Plans - 50 pages - Source licenced images/graphics	Sum	1		
18.	Infographics - Source licenced images/graphics	Sum	10		
19.	Pamphlets - Source licenced images/graphics	Sum	5		
EDITING					
20.	Timeframes for feedback will depend on content submitted. - Short content pieces (under 2 pages) – within one day	Per page			
21.	Longer content pieces (more than 2 pages) – between 2 – 5 working days	Per page			

Section B 7: Pricing Schedule

PROOFREADING					
22.	Short content pieces (under 2 pages) – within one day	Per page	1		
23.	Longer content pieces (more than 2 pages) – between 2 – 5 working days	Per page	1		
24.	Other:				
SUB-TOTAL					
VAT					
TOTAL COST FOR YEAR 1 (VAT INCLUDED)					

YEAR 2					
Item No.	Description	Unit	Quantity	Unit Price ZAR (Excl. VAT)	Total Price ZAR (Excl. VAT)
PRINTING					
1.	Annual Reports	Sum	300		
2.	Performance Reports	Sum	80		
3.	Business cards	Sum	2500		
4.	Brochures	Sum	50 000		
5.	Strategic Plan	Sum	10		
6.	Manuals	Sum	300		
7.	Annual Performance Plans	Sum	10		
8.	Infographics	Sum	50		
9.	Pamphlets	Sum	50 000		
DESIGN					
All images/ graphics need to be sourced, licenced, in colour and hi-res.					
10.	Annual Report - 180 pages (include design of front and back cover)	Sum	1		

Section B 7: Pricing Schedule

	- Source licenced images/graphics				
11.	Annual Report - Digital and interactive report website (HTML) format		1		
12.	Performance reports - 20 pages - Source licenced images/graphics	Sum	1		
13.	Business cards - Back-to-back - Full colour	Employees	25		
14.	Brochures - Z-folds - Bi-folds - Tri-folds - Full colour - Source licenced images/graphics	Sum	4		
15.	Strategic Plans - 50 pages - Source licenced images/graphics	Sum	1		
16.	Manuals - 180 pages - Include design of front and back covers - Source licenced images/graphics	Sum	1		
17.	Annual Performance Plans - 50 pages - Source licenced images/graphics	Sum	1		
18.	Infographics - Source licenced images/graphics	Sum	10		
19.	Pamphlets - Source licenced images/graphics	Sum	5		
	EDITING				
20.	Timeframes for feedback will depend on content submitted.	Per page			

Section B 7: Pricing Schedule

	- Short content pieces (under 2 pages) – within one day				
21.	Longer content pieces (more than 2 pages) – between 2 – 5 working days	Per page			
PROOFREADING					
22.	Short content pieces (under 2 pages) – within one day	Per page	1		
23.	Longer content pieces (more than 2 pages) – between 2 – 5 working days	Per page	1		
24.	Other:				
SUB-TOTAL					
VAT					
TOTAL COST FOR YEAR 1 (VAT INCLUDED)					

YEAR 3					
Item No.	Description	Unit	Quantity	Unit Price ZAR (Excl. VAT)	Total Price ZAR (Excl. VAT)
PRINTING					
1.	Annual Reports	Sum	300		
2.	Performance Reports	Sum	80		
3.	Business cards	Sum	2500		
4.	Brochures	Sum	50 000		
5.	Strategic Plan	Sum	10		
6.	Manuals	Sum	300		
7.	Annual Performance Plans	Sum	10		
8.	Infographics	Sum	50		
9.	Pamphlets	Sum	50 000		

Section B 7: Pricing Schedule

DESIGN					
All images/ graphics need to be sourced, licenced, in colour and hi-res.					
10.	Annual Report - 180 pages (include design of front and back cover) - Source licenced images/graphics	Sum	1		
11.	Annual Report - Digital and interactive report website (HTML) format		1		
12.	Performance reports - 20 pages - Source licenced images/graphics	Sum	1		
13.	Business cards - Back-to-back - Full colour	Employees	25		
14.	Brochures - Z-folds - Bi-folds - Tri-folds - Full colour - Source licenced images/graphics	Sum	4		
15.	Strategic Plans - 50 pages - Source licenced images/graphics	Sum	1		
16.	Manuals - 180 pages - Include design of front and back covers - Source licenced images/graphics	Sum	1		
17.	Annual Performance Plans - 50 pages - Source licenced images/graphics	Sum	1		
18.	Infographics - Source licenced images/graphics	Sum	10		
19.	Pamphlets - Source licenced images/graphics	Sum	5		

Section B 7: Pricing Schedule

EDITING					
20.	Timeframes for feedback will depend on content submitted. - Short content pieces (under 2 pages) – within one day	Per page			
21.	Longer content pieces (more than 2 pages) – between 2 – 5 working days	Per page			
PROOFREADING					
22.	Short content pieces (under 2 pages) – within one day	Per page	1		
23.	Longer content pieces (more than 2 pages) – between 2 – 5 working days	Per page	1		
24.	Other:				
SUB-TOTAL					
VAT					
TOTAL COST FOR YEAR 1 (VAT INCLUDED)					

SUMMARY	
Total cost for year 1	
Total cost for year 2	
Total cost for year 3	
TOTAL COST FOR 3 YEARS	

