



RFP NUMBER:	RFP/SASSETA/222311109
DESCRIPTION:	Appointment of an experienced service provider to design, layout, and produce SASSETA's corporate publications and marketing literature from the date of appointment until 31 March 2026
PUBLISH DATE:	10 May 2023
CLOSING DATE:	02 June 2023
CLOSING TIME:	11h00
COMPULSORY BRIEFING SESSION DATE	N/A
VALIDITY PERIOD:	120 days from the closing date
PREFERENCE POINT SYSTEM	80/20
BID RESPONSES MUST BE SUBMITTED ELECTRONICALLY OR HAND-DELIVERED/ COURIERED TO:	Proposals to be submitted electronically via email to publications@sassetta.org.za or be couriered, posted, or hand delivered to SASSETA Offices at Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Mr. Mabolane Mankga, Quoting the reference. (RFP/SASSETA/222311109)
ATTENTION:	Mr. Mabolane Mankga
<p>NB: Bidders must ensure that they sign the tender register at the reception when delivering their bids. Bidders who will use Courier companies are to ensure that the Courier company writes the name of the bidding company on the tender register. Submissions not registered on the tender register will be disqualified from further evaluation.</p> <p>The email address (publications@sassetta.org.za) is for submission of tender proposals only and will only be accessed after the tender closing date and time.</p> <p>Queries related to this tender are to be sent to (scm02@sassetta.org.za)</p>	

NB: The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA Logo may result in legal action.

If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigation.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION A

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

SECTION B

1. Special Conditions of Bid and Contract
2. Invitation to Quote (SBD 1)
3. Pricing Schedule (SBD 3.3)
4. Declaration of Interest (SBD 4)
5. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1).
6. Submission Checklist
7. General Conditions of Contract (Annexure A)
8. Map to SASSETA offices (Annexure B)

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

1.1 FRAUD AND CORRUPTION

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

1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 There will be no briefing session for this Request for Proposal.

1.3 CLARIFICATIONS/QUERIES

- 1.3.1 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 from Mr. Mabolane Mankga at (scm02@sasseta.org.za) by 12h00 on 25 May 2023. The bid number should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted electronically via email to publications@sasseta.org.za. The maximum size of the attachment(s) or emails(s) to be 30 MB.

OR

Hard-copy document to be couriered, post hand-delivered to SASSETA Offices, building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Mr. Mabolane Mankga, Quoting the reference (RFP/SASSETA/222311109)

❖ Closing date and time: **02 June 2023 @11h00**

1.5 LATE BIDS

- 1.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.
- 1.5.2 The official Telkom time (dial 1026) will be used to verify the exact closing time (11h00)

1.6 DIRECTIONS TO SASSETA OFFICES FOR DELIVERY OF BIDS

- 1.6.1 Directions to SASSETA offices are attached as **Annexure B** to this document.
- 1.6.2 **Bidders should allow time to access the premise due to security arrangements that need to be observed**

1.7 FORMAT OF BIDS

1.7.1 Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their bid should be concise, written in plain English and simply presented.

1.7.2 Bidders are to set out their bid in the following format:

Part 1: Invitation to Bid (SBD 1)

Bidders must complete and submit the Invitation to Bid document.

Part 2: Pricing (SBD 3.3)

Bidders to complete SBD 3.3 and submit with their proposal.

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable

Where the contract requires the successful bidder to travel to a venue different from SASSETA, the following travel and disbursement processes will be undertaken:

- Claim travel mileage costs applicable to this contract as per the Department of Transport rates
- Book only economy class flights
- Book Group A hire cars, otherwise Group B are to be used for Service Providers outside of Gauteng.
- Utilise cost-effective mode of transport such as Uber/Taxify/Gautrain or shuttle services when travelling to and from the airport
- Book only Bed and Breakfast, Hotels, or other equivalent accommodations up to a Rand value of R1 400/ three (3) Star per night per person (including dinner, breakfast and parking).
- Submit all applicable invoices/receipts for the travel undertaken and also a google map of the trip where travel by private car was undertaken for payment.
- All travel to be approved by SASSETA before being undertaken

Part 3: Declaration of Interest (SBD 4)

Each party to the bid must complete and submit the Declaration of Interest.

Part 4: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1)

Bidders must complete and submit the Preference Points Claim Form.

A trust, consortium or joint venture:

- ❖ will qualify for points for their specific goals level as a legal entity, provided that the entity submits their B-BBEE status level certificate OR a Letter from a registered Accounting Officer/ Auditor OR a sworn affidavit in terms of the Amended B-BBEE Codes from Exempted Micro Enterprises (EMEs) of R10 000 000 annual turnover.

- ❖ will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Part 5: General Conditions of Contract

Bidders **must** initial each page of the General Conditions of Contract and submit with their bid document.

Part 6: Bidders National Treasury CSD registration report

Bidders to submit their CSD report indicating the validity of the bidder's registration.

Part 7: Completion and submission of Annexure C

Bidders to provide all-inclusive costs of this project on Annexure C attached to this tender document and submit with their proposals. **Non submission of Annexure C will lead to automatic disqualification.**

Bidders to ensure that they cost all items on Annexure C. **Failure to cost all items will lead to automatic disqualification.**

Bidders must not make any changes or modifications on Annexure C. **Any changes or modifications on Annexure C will lead to automatic disqualification.**

Part 8: Company Profile

Bidders to submit the Company Profile with their proposal demonstrating the design, layout, and production of the corporate publication as part of the service offering.

Part 9: Reference letters

The bidding company to have completed three (3) or more assignments for different clients in similar projects. Three (3) or more signed reference letters with traceable references to be submitted on the client's letterhead. The reference letters to refer to the experience of the bidding company.

Part 10: Publications

The bidding company to have completed at least three (3) publications in similar services.

1.8 NEGOTIATION

- 1.8.1 SASSETA has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.
- 1.8.2 SASSETA shall not be obliged to accept the lowest of any quotation, offer or bid.

- 1.8.3 SASSETA issues this bid invitation in good faith; however, it reserves the right to:
- ❖ Cancel or delay the selection process at any time, without explanation,
 - ❖ Not to select any of the respondents to this bid invitation, without explanation,
 - ❖ Exclude certain services, without explanation.
- 1.8.4 A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.

1.9 REASONS FOR REJECTION

- 1.9.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.9.2 SASSETA may disregard the bid of any bidder if that bidder, or any of its directors:
- 1.9.2.1 have abused the Supply Chain Management systems of SASSETA.
 - 1.9.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
 - 1.9.2.3 have failed to perform on any previous contract and the proof exists.
- 1.9.3 Such actions shall be communicated to the National Treasury.

2. TERMS OF REFERENCE

2.1. INTRODUCTION AND BACKGROUND

2.1.1. SASSETA was established on 1 July 2005. It is one of the twenty-one Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training.

2.2. PURPOSE

2.2.1. SASSETA's requirement is to procure the services of an experienced service provider to design, layout, and produce SASSETA's corporate publications and marketing literature from the date of appointment until 31 March 2026.

2.3. SCOPE OF WORK

2.3.1. The successful design company to design, layout, and produce the following SASSETA corporate publications and marketing literature:

- Annual Performance Plans
- Strategic Plans
- Annual Report
- Sector Skills Plan
- SASSETA Internal Newsletter
- SASSETA Handbook
- Employee Induction pack
- Assessor guide and checklist
- Moderator guide and checklist
- Event programmes
- Event invitations
- Career Guidance brochure
- Branded presentation folders for office use
- Internal templates
- Adverts
- Posters
- Branded Calendars
- Branded roll-up podium banner with rods and finials
- Branded table/desktop calendar
- Mini Career Guidance Booklet

2.4. REQUIRED DELIVERABLES

2.4.1. The service provider will be required to deliver the following items mentioned as and when by SASSETA at varying quantities or volumes.:



No	Publication	Specification	Quantity
1	Annual Performance Plan	➤ Design, layout, and production	1
		➤ Provide 3 cover page concepts	
		➤ No of pages: 150 incl cover pages	
		➤ Images sourcing x10	
		➤ Editing and proofreading a final copy	


		<ul style="list-style-type: none"> ➤ Full colour throughout ➤ Format: A4 portrait ➤ Reverts x6 ➤ SASSETA to supply content ➤ Final product: PDF format ➤ Print run 	300
		<ul style="list-style-type: none"> ▪ Cover pages: 300gsm matt laminated and spot varnish ▪ Inner pages: Text printed on 135gsm and Magno gloss ▪ Binding: Perfect bound 	
2	Strategic Plan	<ul style="list-style-type: none"> ➤ Design, layout, and production ➤ Provide 3 cover page concepts ➤ No of pages: 100 incl cover pages ➤ Image sourcing x10 ➤ Editing and proofreading a final copy ➤ Full colour throughout ➤ Format: A4 portrait ➤ Reverts x 6 ➤ SASSETA to supply content ➤ Final product: PDF format ➤ Print run 	1
		<ul style="list-style-type: none"> ▪ Cover pages: 300gsm matt laminated and spot varnish ▪ Inner pages: Text printed on 135gsm and Magno gloss ▪ Binding: Perfect bound 	
		<ul style="list-style-type: none"> ➤ Design, layout, and production ➤ Provide 3 cover page concepts ➤ No of pages: 100 incl cover pages ➤ Image sourcing x10 ➤ Editing and proofreading a final copy ➤ Full colour throughout ➤ Format: A4 portrait ➤ Reverts x 6 ➤ SASSETA to supply content ➤ Final product: PDF format ➤ Print run 	300
		<ul style="list-style-type: none"> ▪ Cover pages: 300gsm matt laminated and spot varnish ▪ Inner pages: Text printed on 135gsm and Magno gloss ▪ Binding: Perfect bound 	
3	Annual Report	<ul style="list-style-type: none"> ➤ Design, layout, and production ➤ Provide 3 cover page concepts ➤ No of pages: 150 incl cover pages ➤ Image sourcing x10 ➤ Editing and proofreading a final copy ➤ Full colour throughout ➤ Format: A4 portrait ➤ Reverts x6 ➤ SASSETA to supply content ➤ Final product: PDF format ➤ Print run 	1
		<ul style="list-style-type: none"> ▪ Cover pages: 300gsm matt laminated and spot varnish ▪ Inner pages: Text printed on 135gsm and Magno gloss ▪ Binding: Perfect bound 	
		<ul style="list-style-type: none"> ➤ Design, layout, and production ➤ Provide 3 cover page concepts ➤ No of pages: 150 incl cover pages ➤ Image sourcing x10 ➤ Editing and proofreading a final copy ➤ Full colour throughout ➤ Format: A4 portrait ➤ Reverts x6 ➤ SASSETA to supply content ➤ Final product: PDF format ➤ Print run 	300
		<ul style="list-style-type: none"> ▪ Cover pages: 300gsm matt laminated and spot varnish ▪ Inner pages: Text printed on 135gsm and Magno gloss ▪ Binding: Perfect bound 	
4	Sector Plan	<ul style="list-style-type: none"> ➤ Design, layout, and production ➤ Provide 3 cover page concepts ➤ No of pages: 220 incl cover pages ➤ Image sourcing x10 ➤ Editing and proofreading a final copy ➤ Full colour throughout ➤ Format: A4 portrait 	1
	Skills		

		<ul style="list-style-type: none"> ➤ Reverts x6 ➤ SASSETA to supply content ➤ Final product: PDF format ➤ Print run 	300
		<ul style="list-style-type: none"> ▪ Cover pages: 300gsm matt laminated and spot varnish ▪ Inner pages: Text printed on 135gsm and Magno gloss ▪ Binding: Perfect bound 	
5	Internal Newsletter	<ul style="list-style-type: none"> ➤ Design, layout, and production of an electronic newsletter ➤ Pages: maximum of 40 pages ➤ Colour: full colour ➤ Image sourcing x10 ➤ Reverts x6 ➤ SASSETA to supply content ➤ Editing and proofreading ➤ Final product: PDF format of the electronic newsletter ➤ Print run 	1
		<ul style="list-style-type: none"> ▪ Cover pages: 300gsm matt laminated and spot varnish ▪ Inner pages: Text printed on 135gsm and Magno gloss ▪ Binding: Perfect bound 	
		<ul style="list-style-type: none"> ➤ Design, layout, and production ➤ Provide 3 cover page concepts ➤ No of pages: 70 incl cover pages ➤ Image sourcing x10 ➤ Editing and proofreading a final copy ➤ Full colour throughout ➤ Format: A4 portrait ➤ Reverts x6 ➤ SASSETA to supply content ➤ Final product: PDF format ➤ Print run 	1
		<ul style="list-style-type: none"> ▪ Cover pages: 300gsm matt laminated and spot varnish ▪ Inner pages: Text printed on 135gsm and Magno gloss ▪ Binding: Perfect bound 	
6	SASSETA Handbook	<ul style="list-style-type: none"> ➤ Design, layout, and production ➤ Provide 3 cover page concepts ➤ No of pages: 70 incl cover pages ➤ Image sourcing x10 ➤ Editing and proofreading a final copy ➤ Full colour throughout ➤ Format: A4 portrait ➤ Reverts x6 ➤ SASSETA to supply content ➤ Final product: PDF format ➤ Print run 	1
		<ul style="list-style-type: none"> ▪ Cover pages: 300gsm matt laminated and spot varnish ▪ Inner pages: Text printed on 135gsm and Magno gloss ▪ Binding: Perfect bound 	
7	Employee Induction pack	<ul style="list-style-type: none"> ➤ Design, layout, and production ➤ Provide 3 cover page concepts ➤ No of pages: 50 incl cover pages ➤ Image sourcing x10 ➤ Editing and proofreading a final copy ➤ Full colour throughout ➤ Format: A4 portrait ➤ Reverts x6 ➤ SASSETA to supply content 	1

		➤ Final product: PDF format	
		➤ Print run	300
		<ul style="list-style-type: none"> ▪ Cover pages: 300gsm matt laminated and spot varnish ▪ Inner pages: Text printed on 135gsm and Magno gloss ▪ Binding: Perfect bound 	
8	Assessor guide and checklist	➤ Design, layout, and production	1
		➤ Provide 3 cover page concepts	
		➤ No of pages: 40 incl cover pages	
		➤ Image sourcing x10	
		➤ Editing and proofreading a final copy	
		➤ Full colour throughout	
		➤ Format: A4 portrait	
		➤ Reverts x6	
		➤ SASSETA to supply content	
		➤ Final product: PDF format	
		➤ Print run	300
		<ul style="list-style-type: none"> ▪ Cover pages: 300gsm matt laminated and spot varnish ▪ Inner pages: Text printed on 135gsm and Magno gloss ▪ Binding: Perfect bound 	
9	Moderator guide and checklist	➤ Design, layout, and production	1
		➤ Provide 3 cover page concepts	
		➤ No of pages: 40 incl cover pages	
		➤ Image sourcing x10	
		➤ Editing and proofreading a final copy	
		➤ Full colour throughout	
		➤ Format: A4 portrait	
		➤ Reverts x6	
		➤ SASSETA to supply content	
		➤ Final product: PDF format	
		➤ Print run	300
		<ul style="list-style-type: none"> ▪ Cover pages: 300gsm matt laminated and spot varnish ▪ Inner pages: Text printed on 135gsm and Magno gloss ▪ Binding: Perfect bound 	
10	Event Programmes	➤ Design, layout, and production	1
		➤ Provide 3 concepts	
		➤ Size: A5	
		➤ Full colour throughout	
		➤ SASSETA to supply content	
		➤ Paper: 300gsm matt laminated and spot varnish	
		➤ Print run	300
11	Event Invitations	➤ Design, layout, and production	1
		➤ Provide 3 concepts	
		➤ Size: A5	

		<ul style="list-style-type: none"> ➤ Full colour throughout ➤ SASSETA to supply content ➤ Paper: 300gsm matt laminated and spot varnish ➤ Print run 	300
12	Career Guidance brochure	<ul style="list-style-type: none"> ➤ Design, layout, and production ➤ Provide 3 concepts ➤ Size: A4 ➤ Fold: Z-fold ➤ Full colour throughout ➤ SASSETA to supply content ➤ Paper: Text printed on 135gsm and Magno gloss ➤ Print run 	5000
13	Branded presentation folders for office use	<ul style="list-style-type: none"> ➤ Design, layout, and production ➤ Size: A4 ➤ Material/Paper: 350gsm matt laminated and spot varnish ➤ Full Colour throughout ➤ Sides: 4 sides ➤ Print run 	1000
14	Internal Templates	<ul style="list-style-type: none"> ➤ Design, layout, and production ➤ Full Colour throughout ➤ SASSETA to supply content ➤ Final product: Editable electronic version 	1
15	Adverts	<ul style="list-style-type: none"> ➤ Design, Layout and Production ➤ Colour: Black and White ➤ Size: Full page- 540mm height x 380mm width ➤ Size: Half-page- 270mm height x 380mm width ➤ Size: 9 x 3- 90mm height x 110mm width ➤ Size: 10 x 3- 100mm height x 110mm width ➤ Size: 12 x 3- 120mm height x 110mm width ➤ Size: 13 x 3- 130mm height x 110mm width ➤ Size: 15 x 3- 150mm height x 110mm width ➤ Size: 16 x 3- 160mm height x 110mm width ➤ Size: 20 x 4-200mm height x 148mm width 	1
16	Posters	<ul style="list-style-type: none"> ➤ Design, layout, and production ➤ Size: A2 ➤ Material/Paper: 350gsm matt laminated and spot varnish ➤ Full Colour throughout ➤ SASSETA to supply content ➤ Print run 	10
17	Branded Calendars	<ul style="list-style-type: none"> ➤ Design, layout, and production ➤ Size: A2 	1

		<ul style="list-style-type: none"> ➤ Full Colour throughout ➤ SASSETA to supply content ➤ Cover and inner paper: 100gsm offset paper ➤ Inner page: 12 sheets ➤ Binding: Stitch and glued ➤ Board thickness: 2mm ➤ Print run 	200
			
18	Branded roll-up podium banner with rods and finials	<ul style="list-style-type: none"> ➤ Design, layout, and production ➤ Brass rods and finials ➤ Material: 100% polyester material - 80% shine through ➤ Size: 70 x 50 x 120cm ➤ Length 1200cm ➤ SASSETA to supply content 	1
			
19	Branded Table/desktop calendar	<ul style="list-style-type: none"> ➤ Design, layout, and production ➤ Size: A3 ➤ Full Colour throughout ➤ SASSETA to supply content ➤ Material/Paper: 350gsm matt laminated and spot varnish ➤ 1 month on one page ➤ Weeks starts from Monday or Sunday 	1

		➤ Size 100 x 110 mm	
		➤ 12 pages/months	
		➤ Print run	200
			
20	Mini Career guidance booklet	➤ Design, layout, and production	
		➤ Size: A6 (Portrait)	
		➤ Full Colour throughout	
		➤ SASSETA to supply content	
		➤ No of pages 30	
		➤ Print run	1000
		<ul style="list-style-type: none"> ▪ Cover pages: 300gsm matt laminated and spot varnish ▪ Inner pages: Text printed on 135gsm and Magno gloss ▪ Binding: Perfect bound 	

2.5. TIMEFRAMES FOR DELIVERY OF THE WORK

2.5.1. The agreement shall be from date of appointment until 31 March 2026.

2.5.2. The timeframe for each project will be agreed upon with the appointed service provider and Marketing & Communications Manager.

2.6. PRICING

2.6.1. Service providers are requested to complete SBD 3.3 with the total costs (Inclusive of VAT).

2.6.2. Bidders to provide all-inclusive costs of this project on Annexure C attached to this tender document and submit with their proposals. **Non submission of Annexure C will lead to automatic disqualification.**

2.6.3. Service providers to ensure that they cost all items on Annexure C. **Failure to cost all items will lead to automatic disqualification.**

Services providers must not make any changes or modifications on Annexure C. **Any changes or modifications on Annexure C will lead to automatic disqualification.**

2.7. ACCOUNTABILITY AND REPORTING

2.7.1. The service provider will report directly to the SASSETA Marketing and Communications Manager for the duration of the contract.

2.8. INTELLECTUAL PROPERTY

- 2.8.1. The service provider will be contracting with SASSETA. All products and data of this project, in whatever format raw or analysed, will be the confidential information for utilisation by SASSETA. All information and documents, received from SASSETA or stakeholders, is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the Contract.

2.9. PROTECTION OF PERSONAL INFORMATION ACT

- 2.9.1. All Service Providers are to take note of the implications of POPIA act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:
 - 2.9.2. All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.
 - 2.9.3. The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management policies as prescribed by the national archives act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.
 - 2.9.4. SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of information provided.
 - 2.9.5. SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

3. PROPOSED SELECTION CRITERIA

3.1 Compliance with minimum requirements

3.1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids who have not adhered or deviated to the requirements/conditions, will be eliminated from further evaluation.

3.1.2 Conditions for selection/short listing

3.1.2.1 All submissions will be evaluated as follows:

3.1.2.1.1 Phase 1 – Service Providers to:

- Submit their proposal by the closing date and time. **Proposals submitted after the closing date and time will be disqualified from further evaluation.**
- Register the proposals in the tender register at SASSETA reception. **Proposals not recorded on the tender submission register at SASSETA reception will be disqualified from further evaluation.**
- Provide all-inclusive costs of this project on Annexure C and submit with their proposals. **Non submission of Annexure C will lead to automatic disqualification.**
- Cost all items on Annexure C. **Failure to cost all items will lead to automatic disqualification.**
- Not make any changes or modifications on Annexure C. **Any changes or modifications on Annexure C will lead to automatic disqualification.**
- Complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD3.3, SBD4 and SBD 6.1.
- Be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with the proposal.

3.1.2.1.2 Phase 2 – Functionality evaluation

- Bidders who meet the mandatory items requirements above will be evaluated on functionality requirements as per the table below:

PROPOSED SELECTION CRITERIA

Functionality Evaluation

All proposals will be evaluated on the criteria provided in the table below. The proposals of all service providers will be rated on a scale of 0 to 1.
 0: Document/item not submitted; Unacceptable, does not meet set criteria; Weak, less than acceptable. Insufficient for performance requirements
 1: Satisfactory should be adequate for stated element

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
Suitability of the Bidding Company	Rating out of 1	Evaluation criteria	100%	
The bidding company to submit the Company Profile with their proposal demonstrating the design, layout, and production of the corporate publication as part of the service offering. <u>NB Detailed company profile will score a maximum of 20 points</u>	0	The Bidding company did not submit a company profile, or the company submitted a company profile with no demonstration of the design, layout, and production of the corporate publication as part of the service offering.	20%	
	1	The Bidding company submitted a company profile demonstrating the design, layout, and production of the corporate publication as part of the service offering.		
The bidding company to have completed three (3) or more assignments for different clients in similar projects. Three (3) or more signed reference letters with traceable references to be submitted on the client's letterhead. The reference letters to refer to the experience of the bidding company. <u>NB Three (3) or more signed reference letters will score a maximum of 40 points.</u>	0	No written reference letters were submitted, or the bidder submitted less than three (3) signed reference letters on company letterhead with contact details where the same services were rendered. The reference letters refer to the experience of the bidding company.	40%	
	1	The Bidder has submitted three (3) or more signed reference letters on company letterhead with contact details where the same services were rendered. The reference letters to refer to the experience of the bidding company.		

<p>The bidding company to have completed at least three (3) publications in similar services.</p> <p>Three (3) or more electronic copies of publications/articles to be submitted. The electronic publications to be linked/ matched with the reference letters submitted.</p> <p>Publications submitted not matched with the reference letters will not be scored.</p> <p><u>NB Three (3) or more electronic copies of corporate publications will score a maximum of 40 points</u></p>	0	<p>The Bidding Company has completed/ submitted less than three (3) electronic copies of published articles in similar services. All or less than three (3) electronic publications submitted do not have reference letters</p>	40%	
1	<p>The Bidding Company has completed three (3) copies of electronic published articles in similar services. Three (3) or more electronic copies of corporate publications attached. The electronic publications are linked/ matched with the reference letters submitted. Electronic publications submitted without valid reference letters will not be allocated marks.</p>			

Bidders need to obtain a minimum of 80% on functionality in order to be evaluated further on the 80/20 preference points system. Bidders who do not obtain 80% on functionality will be disqualified from further evaluation.

3.1.2.1.3 Phase 3 – Price and Specific goals points

The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for specific goals:

Evaluation Criterion on Price and Specific goals points	
Relative competitiveness of proposed price	80
Specific goals	20
TOTAL FOR PRICE AND PREFERENCE	100

3.2 OBJECTIVE CRITERIA FOR RECOMMENDATION

3.2.1 The Bid Evaluation Committee will implement the following objective criteria for final recommendation to the Bid Adjudication Committee:

- SASSETA reserves the right not to award this tender to the lowest bidder. Where the price of the lowest bidder is far below the estimated price as provided by market analysis, SASSETA will interrogate the pricing and the quality of the products to be supplied.
- SASSETA will further request clarity from lowest bidder and may seek written confirmation that the bidder will be able to perform the work at the quoted prices with the expected quality.
- Where such confirmation is not provided, SASSETA may then award to the bidder who can provide such confirmation as envisaged above, and whose price may be in line with the estimated pricing.
- During the process of confirming the price, the bidder will not be allowed to change their pricing, only initial pricing quoted at the closing of the tender will be considered.

3.3 ADJUDICATION OF BID

3.3.1 The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds or no award at all.

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP/SASSETA/222311109	CLOSING DATE:	02 June 2023	CLOSING TIME:	11h00
DESCRIPTION	Appointment of an experienced service provider to design, layout, and produce SASSETA's corporate publications and marketing literature from the date of appointment until 31 March 2026				
PROPOSALS TO BE EMAILED:					
Proposals to be submitted electronically via email to publications@sasseta.org.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. Mabolane Mankga		CONTACT PERSON	Mr. Mabolane Mankga	
E-MAIL ADDRESS	publications@sasseta.org.za		E-MAIL ADDRESS	publications@sasseta.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 PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

<p>1. BID SUBMISSION:</p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>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.</p> <p>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.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
<p>2. TAX COMPLIANCE REQUIREMENTS</p> <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>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.”</p>

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

NAME OF SIGNATORY

SIGNATURE OF BIDDER:

N/B.: If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

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

DATE:

**PRICING SCHEDULE
(Professional Services)**

NAME OF BIDDER:	BID NO.: RFP/SASSETA/222311109
CLOSING TIME: 11h00	CLOSING DATE: 02 June 2023

OFFER TO BE VALID FOR **120** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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APPOINTMENT OF SERVICE PROVIDER TO DESIGN, LAYOUT, AND PRODUCE SASSETA’S CORPORATE PUBLICATIONS AND MARKETING LITERATURE FROM DATE OF APPOINTMENT UNTIL 31 MARCH 2026.

1. Services must be quoted in accordance with the attached Terms of Reference and the attached Annexure C

Year 1: Total cost of the publication on the total print run (Incl. VAT) R _____

Year 2: Total cost of the publication on the total print run (Incl. VAT) R _____

Year 3: Total cost of the publication on the total print run (Incl. VAT) R _____

NB: For evaluation purposes, we will only consider Total cost of the publication on the total print run for Year 1 to Year 3

NB: Bidders are also advised to indicate a total cost breakdown for this Assignment on the Annexure C

2. Service providers to ensure that they cost all items on Annexure C.
Failure to cost all items will lead to automatic disqualification.
3. Service providers to ensure that they submit the completed Annexure C with their proposals.
Failure to submit the completed Annexure C will lead to automatic disqualification.
4. Services providers must not make any changes or modifications on Annexure C. **Any changes or modifications on Annexure C will lead to automatic disqualification.**
5. All prices quoted must be inclusive of all applicable taxes, if no indication is given, prices will be evaluated as all-inclusive.
6. Are you a VAT vendor? Yes/No
7. Are the rates quoted firm for the full period? Yes/No

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution to be submitted).

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest 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 tableb

Full Name	Identity Number	Name of State institution

N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above

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:

- 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 consortium¹ 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.
- 3.5 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.
- 3.6 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.
- 3.7 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.

.....

¹ 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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to Bid:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this quotation is the **80/20** preference point system.

- a) The lowest acceptable Bid will be used to determine the accurate system once quotations are received.

1.3 To be completed by the organ of state:

- 1.4 The maximum points for this quotation are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

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

2. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for the price of the quotation under consideration

Pt = Price of the quotation under consideration

Pmin = Price of lowest acceptable quotation

3.2 POINTS AWARDED FOR SPECIFIC GOALS

3.2.1 In terms of Regulations 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the quotation.

3.2.2 For the purposes of this quotation, the bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this bid:

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

Note to bidders: The Bidder must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the bidder)
Black People ownership (100%)	10	
Black People ownership (> 51%)	4	
Black Youth Ownership (At least 30%)	6	
Total Points	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

3.3 Name of company/firm.....

3.4 Company registration number:

3.5 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the 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 from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF BIDDER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

1. As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:
 - a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
 - b) Valid Companies and Intellectual Property Commission (CIPC) Company registration documents
 - c) Certified copy/ies of Identity documents of the Company Directors
 - d) CSD report
 - e) medical report (if any)
 - f) declaration letter signed by the bidder.

NB.: Non-submission of the documents required above will lead to specific goal points NOT being awarded.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).

If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigation.

10. BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:

NO.	DETAILS	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) • To be signed by a duly Authorised Delegate.	
2.	Part 2: Completed and signed pricing schedule (SBD 3.3) • To be signed by a duly Authorised Delegate.	
3.	Part 3: Completed and signed the bidders declaration (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid must complete and sign the declaration of interest document)</i> • To be signed by a duly Authorised Delegate	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) • To be signed by a duly Authorised Delegate.	
5.	Part 5: Submitted the General Conditions of Contract (initialled each page)	
6.	Part 6: Submitted bidders National Treasury CSD registration report indicating the validity of the bidder's registration	
7.	Part 7: • Bidders to provide all-inclusive costs of this project on Annexure C attached to this tender document and submit with their proposals. Non submission of Annexure C will lead to automatic disqualification. • Bidders to ensure that they cost all items on Annexure C. Failure to cost all items will lead to automatic disqualification. • Bidders must not make any changes or modifications on Annexure C. Any changes or modifications on Annexure C will lead to automatic disqualification.	
8.	Part 8: Bidders to submit the Company Profile with their proposal demonstrating the design, layout, and production of the corporate publication as part of the service offering.	
9.	Part 9: The bidding company to have completed three (3) or more assignments for different clients in similar projects. Three (3) or more signed reference letters with traceable references to be submitted on the client's letterhead. The reference letters to refer to the experience of the bidding company.	
10.	Part 10: The bidding company to have completed at least three (3) publications in similar services.	
11.	Part 11: Bidders to submit: NB.: Non-submission of the below-mentioned documents (under 6) will lead to specific goal points NOT being awarded.	
	An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit	
	Valid Companies and Intellectual Property Commission (CIPC) Company registration documents	
	Certified copy(ies) of Identity documents of the Company directors	
	Declaration letter signed by the bidder.	

NB: The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA Logo may result in legal action.