



## INVITATION TO BID



### YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

**ADVERT DATE:** 12 APRIL 2022

**COMPULSORY BRIEFING:** N/A

**TIME:** N/A

**CLOSING DATE:** 26 MAY 2022

**CLOSING TIME:** 12H00

**BID DESCRIPTION:** RFP – PROVISION OF PRINTING SERVICES FOR THE JDA FOR 36 MONTHS

**BID NUMBER:** JDAICT/PRNTING/002/2022

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), the Bus Factory, Newtown, Johannesburg, 2000

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

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE** (see definition below)

\* MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) An employee of Parliament or a provincial legislature.

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department:** Procurement  
**Contact Person:** Mr Siyambonga Gcobo  
**Tel:** 011 688 7851

**Fax:** 011 688 7899

**E-mail:** [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za)

**ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:**

**Department:** ICT  
**Contact Person:** Ms Precious Betshwana  
**Tel:** 011 688 7866

**Fax:** 011 688 7899

**E-mail:** [pbetshwana@jda.org.za](mailto:pbetshwana@jda.org.za)

**PLEASE NOTE: TENDERS MUST BE SUBMITTED ON THE TENDER DOCUMENTATION ISSUED. TENDER DOCUMENTATION MUST NOT BE REPRODUCED OR REARRANGED. ANY ADDITIONAL INFORMATION MUST BE SUBMITTED AS A SEPARATE ATTACHMENT TO THE TENDER DOCUMENT FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED.**

**OFFER**

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

NAME OF BIDDER .....

BID NUMBER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

CONTACT PERSON .....

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

CELLPHONE NUMBER .....

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

E-MAIL ADDRESS .....

COMPANY REGISTRATION NUMBER .....

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER .....

VAT REGISTRATION NUMBER .....

TAX VERIFICATION PIN NUMBER .....

TOTAL BID PRICE ..... Excluding Value Added Tax

TOTAL BID PRICE in words .....

.....

.....

..... Excluding Value Added Tax

SIGNATURE OF BIDDER .....

CAPACITY UNDER WHICH THIS BID IS SIGNED .....

DATE .....

**To all our stakeholder**

**RE: The channels of reporting fraudulent and Corrupt Activities**

The City of Johannesburg has a **zero-tolerance approach to Fraud, Theft, Corruption, Maladministration, and Collusion** by suppliers with employees. To reinforce this commitment, more channels have been added to report any Fraudulent and Corrupt activities.

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at combatting fraud and corruption. The City took a decision to centralize the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline which is managed by independent service providers.

All people doing business with the Johannesburg Development Agency are encouraged to report any corrupt or illegal practice.

Employees are encouraged to report fraud, waste or other concerns suggestive of dishonest or illegal activities.

**Anyone can report fraudulent and corrupt activities through one of the following channels:**

- Toll free number.....0800 002 587
- Toll free Fax .....0800 007 788
- SMS (charged @ R1.50).....32840
- Email Address:.....anticorruption@tip-offs.com
- Web site:.....www.tip-off.com
- Free post:.....Free post, KNZ 138, Umhlanga, 4320



Let's join hands to take up the Fight against Fraud and Corruption in our society.

# **JOHANNESBURG DEVELOPMENT AGENCY**

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**BID DESCRIPTION:** RFP – PROVISION OF PRINTING SERVICES  
FOR THE JDA FOR 36 MONTHS

**BID NUMBER:** JDAICT/PRNTING/002/2022

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**APRIL 2022**

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## ANNEXURES

- A : Business Declaration
- B : Declaration of Interest
- C : Declaration of Past SCM Practices
- D : Particulars of Contracts Awarded by an Organ of State
- E : MBD9 Certificate of Independent Bid Determination
- F : Declaration on state of municipal account
- G : Organogram
- H : Schedule of completed contracts

## **COPY OF ADVERT**

### **TENDERING PROCEDURES**

#### **Tender Notice and Invitation to Tender**

**BID DESCRIPTION:** RFP – PROVISION OF PRINTING SERVICES FOR THE JDA FOR 36 MONTHS

**BID NUMBER:** JDAICT/PRNTING/002/2022

The JDA is requesting proposals from experienced companies and joint ventures to render the Printing services required for over three financial years. The printing services must be provided either as a joint venture or with both services found within the same company.

Documents can be downloaded from the JDA website: [www.jda.org.za](http://www.jda.org.za) and e-Tenders portal [www.etenders.gov.za](http://www.etenders.gov.za) from the 12 April 2022 must only be submitted on the tender documents that are downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

Queries relating to the issue of these documents and procurement related issued may be addressed to Mr. Siyambonga Gcobo at Tel: (011) 688 7811; fax (011) 688 7899; or e-mail: [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za) or to Ms. Claudia Mahlaule at Tel: (011) 688 7851; fax (011) 688 7899; or e-mail: [cmahlaule@jda.org.za](mailto:cmahlaule@jda.org.za)

Technical queries or queries relating to the project may be addressed to Ms. Precious Betshwana at (011) 688 7851; fax: (011) 688 7899; or e-mail: [pbetshwana@jda.org.za](mailto:pbetshwana@jda.org.za)

**The closing time for receipt of tenders is 12:00pm on 26 May 2022. Telegraphic, telephonic, telex, facsimile, e-mail, and late tenders will not be accepted.**

Tenders must only be submitted on the tender documentation that is issued. The retyping of the tender document is not permitted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The JDA's selection of qualifying tenders will be at the JDA's sole discretion and will be final. The JDA does not bind itself to accept any particular tender and correspondence will be entered into with successful tenderer.

**“WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE, USING THE ANTI-FRAUD HOTLINE NUMBER: 0800 555 836”**

## **1. INTRODUCTION**

The Johannesburg Development Agency (JDA) is looking to appoint a service provider for the printing services.

The appointment period envisaged is for a period of three (3) years. The JDA will welcome all proposals which will cover the requirements as set out in this documentation.

Proposals for this appointment are invited by public tender.

## **2. PROJECT INFORMATION**

### **2.1 Background**

The successful service provider will be appointed to the JDA for Printing Services.

Registration of service provider on the JDA database does not guarantee that the said service provider will be nominated and or awarded any contract by the JDA.

Service provider of printing services who wish to be appointed as JDA printing service provider must ensure that all forms are completed in full, together with all annexures and signed by authorised representatives.

Service provider for printing services must ensure that all details, as required in this request for proposals and forms are complete, that the furnished information is correct and that the required returnable documents are attached to the proposal. Incomplete applications will not be considered for appointment of the printing service provider.

### **Submissions from Service Provider**

Service provider of printing services will be vetted through a compliance process to determine that all information provided is correct and thereafter evaluated for capacity and capability to render services applied as and when required to. Acceptable professional registration of principal(s) / employed staff is a criteria for being appointed.

Applications herein consent to any investigation the JDA deems necessary in validating any particulars presented in this request for proposal. If it is found that the consultants are not sufficiently capacitated to perform services within a specific category applied for, the consultant will not be appointed for that service category and will be informed of such decision.

The appointment of service providers for Printing Services will be valid for Printing Services will be valid for a period of 3 years. The JDA reserves a right to accept or reject any submissions.

### **2.2 Project Overview**

The JDA currently outsources printing services to a panel of two service providers through a lease agreement. The current contract will be terminating soon, hence the JDA is therefore looking to appoint a new service provider to provide printing services over a period of 3 years.

**Bidders must take note that the JDA requires a leasing agreement and NOT a buying arrangement.**

### 3. SCOPE OF WORK

Suitably qualified and experienced Printing Services service provider is required to submit their proposals for the supply and maintenance of printers.

In order for the service provider to be appointed, they must demonstrate that they have capacity, knowledge and experience to undertake the following:

- Supply a cost-effective printing solution((solution)
- Supply new and modern heavy duty printing equipment (smart)
- Supply new and modern light duty printing equipment(smart)
- Fully maintain printing equipment and software solution
- Implement a printing system that has capability to monitor printing costs and usage per user
- Continually review and assess printing solution to add value to the JDA
- Attend monthly performance meetings
- Implement a printing system that is unique pin code driven
- Supply an environment friendly printing solution
- Supply printer consumables (cartridges ,stapling pins, etc.)
- Supply of spare parts
- Priority response support contract

### 4. APPOINTMENT

The JDA is requesting proposals from experienced companies to provide media placement services to the JDA. The appointment will be over three (3) years.

The services required are outlined in item 2 above.

This is followed by item 4.1 below which applicants are required to take note of.

#### 4.1 Notes

- 4.1.1 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 4.1.2 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 4.1.3 Successful tenderers will be required to sign the JDA's Standard Form Agreement and appendices.
- 4.1.4 **Appointments for year 1 and year 2 financial year will be dependent on satisfactory performance and budget availability.**
- 4.1.5 Bidders are to ensure that they have adequate financial resources to undertake the work as defined in the SLA performance matrix.
- 4.1.6 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.



- 4.1.7 Successful tenderers will be required to deliver goods within 24 hours upon receipt of the purchase order.
- 4.1.8 Successful tenderers will be paid within 30 days on receipt of invoice.
- 4.1.9 The JDA does not do up-front payments.
- 4.1.10 The JDA reserves the right to reject/re-turn back the delivered goods that are not in a satisfactory/quality/condition/expired/obsolete/incompatible and malfunctioning.
- 4.1.11 Successful tenderers will be required to sign the JDA's Standard Form Agreement upon appointment.
- 4.1.12 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 4.1.13 No tender will be awarded to a bidder who is not registered on CSD.

**5. PRICING : Table below serves as a guide to pricing required from each bidder as follows.**

- 5.1.1 Fees must include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.
- 5.1.2 The above percentages must be fixed for the duration of the contract.

**THE DISCOUNTED PERCENTAGE THAT WILL BE OFFERED TO THE JDA MUST BE CARRIED TO THE "OFFER" PAGE. FAILURE TO PRICE AS INDICATED ABOVE WILL RESULT IN A NON-RESPONSIVE TENDER AND THE TENDER WILL BE DISQUALIFIED.**

- 5.1.3 Tenderers must ensure that the final **TOTAL FEE (Year1+ year2 + year3)** is correctly carried to the "offer" page. The value recorded on the offer page will be regarded as the tendered amount to render services. Failing to price as required will result in the tender being disqualified.
- 5.1.4 Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement.
- 5.1.5 **Bidders must take note that they quote JDA for LEASING AND NOT BUYING. Maintenance costs must include supply of spare parts.**

**Year - 1**

- Supply a cost-effective printing solution
- Supply new and modern heavy duty printing equipment
- Supply new and modern light duty printing equipment
- Fully maintain printing equipment
- Have a system that monitors printing costs and usage for each user
- Continually review and assess printing solution to add value to the JDA
- Attend monthly performance meetings
- Supply a pin code driven printing solution
- Supply an environment friendly printing solution
- Priority response support contract

**Year - 2**

- Fully maintain printing equipment (replacement of spare parts as per maintenance schedule)
- Monitor printing costs and usage for each user
- Continually review and assess printing solution to add value to the JDA
- Attend monthly performance meetings
- Maintain pin code solution as and when required
- Supply printer consumables(cartridges, staples , pins)
- Supply of spare parts (damage caused by users )
- Priority response support contract

**Year - 3**

- Fully maintain printing equipment(replacement of spare parts as per maintenance schedule)
- Monitor printing costs and usage for each user
- Continually review and assess printing solution to add value to the JDA
- Attend monthly performance meetings
- Maintain pin code solution as and when required
- Supply printer consumables(cartridges, staples , pins)
- Supply of spare parts (damage caused by users )
- Priority response support contract.

**Table 1 – Pricing Table**

**Year 1**

RFP – PROVISION OF PRINTING SERVICES FOR THE JDA FOR 36 MONTHS		
Year 1	DESCRIPTION OF SERVICES	AMOUNT (Excluding VAT)
	1.) Supply of Heavy Duty Black and White printers (price/unit)	R
	2.) Supply of Heavy-Duty Colour printers (price /unit)	R
	3.) Supply of consumables for Black and White printers (price/unit)	R
	4.) Supply of consumables for colour printers (price/unit)	R
	5.) Maintenance for heavy duty black and white printers (rate/hr)	R
	6.) Maintenance for heavy duty colour printers (rate/hr)	R
	7.) Supply printing software solution	R
	8.) Generate printer codes for users (rate/hr)	R
	9.) Usage per colour copy	R
	10.) Usage per black and white copy	R
	11.) Priority response support 120 hr x hourly rate for senior technician)	R
TOTAL AMOUNT FOR YEAR 1 - EXCLUSIVE VAT		R

**Year 2**

RFP – PROVISION OF PRINTING SERVICES FOR THE JDA FOR 36 MONTHS		
Year 2	DESCRIPTION OF SERVICES	AMOUNT (Excluding VAT)
	1.) Supply consumables for Black and White printers (price/unit)	R
	2.) Supply consumables for colour printers (price/unit)	R
	3.) Provide maintenance for heavy duty black and white printers (rate/hr)	R
	4.) Provide maintenance for heavy duty colour printers (rate/hr)	R
	5.) Software support for printing solution (rate/hr)	R
	6.) Maintain printer codes for users (rate/hr)	R
	7.) Usage per colour copy	R
	8.) Usage per black and white	R
	9.) Supply of spare parts	R
	10.) Priority response support (120hr x hourly rate for senior technician)	R
TOTAL AMOUNT FOR YEAR 2 - EXCLUSIVE VAT		R

**Year 3**

RFP – PROVISION OF PRINTING SERVICES FOR THE JDA FOR 36 MONTHS		
Year 3	DESCRIPTION OF SERVICES	FEE (Excluding VAT)
	1.) Supply consumables for Black and White printers (price/unit)	R
	2.) Supply consumables for colour printers (price/unit)	R
	3.) Provide maintenance for heavy duty black and white printers (rate/hr)	R
	4.) Provide maintenance for heavy duty colour printers (rate/hr)	R
	5.) Software support for printing solution (rate/hr)	R
	6.) Supply of spare parts	R
	7.) Maintain printer codes for users (rate/hr)	R
	8.) Usage per colour copy	R
	9.) Usage per black and white	R
	10. Priority response support (120hr x hourly rate for senior technician)	R
TOTAL AMOUNT FOR YEAR 3 - EXCLUSIVE VAT		R

<b>TOTAL FEE FOR YEAR1 + YEAR2 + YEAR3 excluding VAT TO BE CARRIED CORRECTLY TO THE OFFER PAGE</b>	<b>R</b>
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**6. NOTES**

6.2.1 The bidder's submission must provide the JDA with sufficient information to enable the employer to make a sound and fair evaluation of the proposal. It must clearly indicate the relevant previous experience, capability, and capacity of the bidding entity to undertake the project.

The proposal should use the same item numbers as below, using numbered dividers.

The following minimum documentation must be provided:

6.2.2 THE “OFFER” PAGE and PRICING TABLE MUST BE COMPLETED CORRECTLY AND IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.

6.2.3 Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 5 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE “OFFER” PAGE. Any bidder who fails to do so will be disqualified.

6.2.4 An original valid BBEE status level verification certificate substantiating the bidding entities BBEE rating or a certified copy thereof. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted.

An EME must submit a sworn affidavit confirming the following:

- Annual turnover revenue of R10 million or less; and
- Level of black ownership

Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE Act as amended.

6.2.5 Company registration documents.

6.2.6 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. A lease agreement will also suffice

6.2.7 Details of directors / partners / members and shareholders with certified copies of their identity.

6.2.8 The bidding entity's certificate of professional membership/s to industry bodies.

6.2.9 The forms A to H annexed, must be scrutinized completely in full and submitted together with your quotation.

6.2.10 A corporate brochure alternatively a brief summary of the entity's background.

6.2.11 Provide information on the individuals who will be assigned to **this project (NOT the entire company)**. The following **must** be addressed and completed on Annexure G:

- Organogram
- role/s and responsibility/ies on this project
- relevant qualifications and attach proof hereof
- number of years of relevant experience in the industry **and** in the proposed role
- detailed CV's for each member of the team noting their specific relevant project experience **[project description, role and responsibilities, project value]**
- individual memberships to professional associations and attach proof hereof (where applicable).

6.2.12 A schedule of completed contracts in the past five (5) years of a similar nature to this project. The following details must be included on the Annexure D and H:

- Description of the project
- Service rendered
- Name of employer / client and their representative's contact details
- Cost of the works
- Fee obtained for services
- Date of completion
- Provide supporting evidence of a signed reference letter per project on the client's letterhead or with the client's company stamp that confirms completed project scope of work, the duration on service rendered and project value.

***TENDERERS ARE TO SUBMIT 2 COPIES OF THEIR PROPOSAL (1 ORIGINAL; 1 SOFT COPY AND 1 COPY).***

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 6 ABOVE WILL RESULT IN TENDERERS BEING DISQUALIFIED FOR NON-COMPLIANCE OR NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.**

**Note for consortium and joint ventures**

- **EACH** party to a consortium and joint venture is to submit the requisite documents and / or information as requested in item 6 (ie.6.2.4 - 6.2.9, and 6.2.11 - 6.2.12)
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A lead consultant is to be appointed and noted in the submission.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

**Failure to comply with these conditions may invalidate your offer.**

**7. ASSESSMENT CRITERIA**

Submissions (responses to item 6 above) will be evaluated on the criteria to follow:

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

**7.1 Compliance**

Bidders will be disqualified in the following instances.

- **Bidders who fail to provide proof of certification for the printing services**
- Bidders who fail to provide a warranty of a minimum of 24 months on all hardware supplies
- Bidders whose company directors and the company are listed on the NT register of defaulters;

- Bidders who's whom during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
- Bidders who did not complete correctly and in full, the pricing table and tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed or e-mailed.
- Bidders whose tender document has been received after the closing date time;
- Bidders whose tender document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e. as stipulated in item 6 herein.
- Bidders who have any directors that are in the employment of the state.
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS);
- No award will be made to any bidder whose directors are owing municipal rates and taxes;
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD).

## 7.2 Technical

- (i) Key returnable documents,
- (ii) Skills and capacity (3 x resources are required),
- (iii) Company experience on completed projects in the past 5 years of similar nature
- (iv) Contactable reference letters as proof of the experience of the company in particular relation to (i.e. printing services per item 6.12 above).

Tenderers will have to submit compliant documents and score a minimum number of points in the technical evaluation in order to be considered further in the evaluation process.

**Total points 216 - Minimum points required 130 which is 60%**

VARIABLE	TOTAL POINTS	CRITERIA	DESCRIPTION OF CRITERIA	POINTS
(i)  <b>Key Returnable Documents</b>	A total of <b>16</b> points is achievable fully completed Annexures	Company registration documents	Points will only be allocated for key returnable documents submitted	N/A
		Current municipal account of all company directors		N/A
		3 Years of audited financial statements		N/A
		Certified copies of directors / partners identity documents		N/A
		Annexure A to H completed in full and signed.		<b>16</b>

VARIABLE	TOTAL POINTS	CRITERIA	DESCRIPTION OF CRITERIA	POINTS
<b>(ii)</b>  <b>Skills and Capacity of proposed key personnel in Printing Services: per Item 6.2.11 and complete Annexure G</b>	A total of <b>100</b> points is achievable for Capability of key personnel	<b>1. Key Accounts Manager</b>  The accounts manager must have a 7 and more years of experience in the relevant work field and current position. Relevant experience in the public sector field will be an added advantage.	Points will only be allocated for experience on Printing services  <b>If <u>any</u> of the following information is not provided, zero points will be awarded :</b>	<b>50</b>
		<b>4 - 6 years</b>	<ul style="list-style-type: none"> <li>CV's provided must be as per the resources recorded on the organogram,</li> <li>CV's must clearly show similar experience</li> <li>CV's must clearly show the role executed by the resource on the said projects</li> <li>Detailed CVs indicating track record of the proposed key team members</li> </ul> <b>Note that duplication of resources/personnel on the designations indicated in the criteria will result in zero points being awarded.</b>	<b>25</b>
		<b>1 - 3 years</b>		<b>15</b>
		<b>2. Manager-Technical Team</b>  The Manager-Technical team must have 8 years and more experience in the maintenance and support of a printing solution. (Brand Accreditation is a must. An IT degree or Diploma, as well as ,A+, N+)		<b>25</b>
		<b>(Failure to submit together a detailed CV and certified relevant qualifications will result into a bidder scoring zero points)</b>		
		<b>5 - 7 years</b>		<b>15</b>
		<b>1 - 4 years</b>		<b>10</b>

	<b>25</b>	<b>3. Senior Technical Specialists: (at least 5):</b>  The proposed Team must possess the following:  A minimum of 5 years experience in printer hardware and software maintenance and support.  Brand accreditation is a must.  A Technical qualification such as A+,N+.)A degree or diploma will be an added advantage will be an added advantage.  <b>(Failure to submit together a detailed CV and certified relevant qualifications will result into a bidder scoring zero points)</b>		<b>25</b>
		<b>3 - 4 years</b>		<b>15</b>
		<b>1 - 2 years</b>		<b>10</b>
VARIABLE	TOTAL POINTS	CRITERIA	DESCRIPTION OF CRITERIA	POINTS
(iii) <b>Company Experience and Track record on completed printing services as per 6.2.12 and complete Annexure D</b>	A total of <b>50</b> points is achievable for <b>Company experience</b>	Five or more projects completed for printing services to the value of over 500,000 annually.	Points will only be allocated for printing related projects as listed in the schedule requested in item 6.12	<b>50</b>
		Three to four projects completed for printing services to the value of over 500,000 annually.		<b>25</b>
		One to two projects completed for printing services to the value of over 500,000 annually.	Project information contained elsewhere in the tender submission will <b>not</b> be considered.	<b>15</b>
VARIABLE	TOTAL POINTS	CRITERIA	DESCRIPTION OF CRITERIA	POINTS
(iv) <b>Contactable reference (on client letter head) as per printing services as per 6.2.12</b>	A total of <b>50</b> points is achievable for <b>Contactable reference letters</b>	Five or more satisfactory references for projects completed for printing services to the value of over 500,000 annually.	Points will only be allocated for references on similar projects as listed in the scheduled requested in Item 6.2.12	<b>50</b>
		Three to four satisfactory references for projects completed for printing services to the value of over 500,000 annually.	References <b>must</b> be on the client's letterhead or on a document stamped by the client and <b>must</b> confirm the project description, services rendered	<b>30</b>
		One to two satisfactory for projects completed for printing services to the value of over 500,000 annually.		<b>10</b>



			and values in order to obtain the points.  <b>If <u>any</u> of the required information does not appear in the reference, zero points will be awarded.</b>	
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**Note regarding the submission of reference letters from JDA for JDA projects :**

Should completed JDA projects be listed, and then bidders are required to supply reference letters for those JDA listed projects. Points will be awarded if the projects meet the required criteria (i.e. Printing Services completed in the past 5 years above R5 m) and were satisfactorily completed.

**7.3 Price and Empowerment**

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is Method 2 (Price and Preferences). The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's BBBEE status. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

- For tenders up to R50 million
  - 80 points are assigned to price
  - Up to 20 points are assigned to BBBEE status per the table under item 7.3.1
- Points scored will be rounded off to the nearest 2 decimal places

**7.3.1 Points awarded for BBBEE status level**

Points will be awarded for empowerment (BBBEE), in accordance with the Preferential Procurement Regulations 2017 published in Government Gazette No. 40553 dated 20 January 2017. The table overleaf is applicable in this regard:

B-BBEE Status Level Of Contributor	Number of Points
	Tenders up to R50 million
<b>1</b>	<b>20</b>
<b>2</b>	<b>18</b>
<b>3</b>	<b>14</b>
<b>4</b>	<b>12</b>
<b>5</b>	<b>8</b>
<b>6</b>	<b>6</b>
<b>7</b>	<b>4</b>
<b>8</b>	<b>2</b>
<b>Non-Compliant contributor</b>	<b>0</b>

Notes:

- 7.3.1.1 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act ( Act No.53 of 2003).
- 7.3.1.2 Tenderers must submit their original and valid B-BBEE status level verification certificate substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable. **IF A COPY IS SUBMITTED IT MUST BEAR AN ORIGINAL CERTIFICATION STAMP. FAILURE TO SUBMIT A BBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBEE.**
- 7.3.1.3 An EME must submit a sworn affidavit confirming the following:
- Annual Turnover Revenue of R10 million or less; and
  - Level of Black ownership
  - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 7.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and are in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 7.3.1.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 7.3.1.6 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.
- 7.3.1.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.
- 7.3.1.8 A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.
- 7.3.1.9 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 7.3.1.10 No tender will be awarded to a bidder who is not registered on CSD.

7.3.2 Formula for scoring tender price

The following formula will be used to calculate the points for price.

$$P_s = X [1 - \frac{(P_t - P_{min})}{P_{min}}]$$

Where

$P_s$  = Points scored for comparative price of tender under consideration

$P_t$  = Comparative price of tender under consideration

$P_{\min}$  = Comparative price of lowest acceptable tender

**X = Points** assigned to price

7.3.3 The total preference points for a tender are calculated with the formula

**PP =  $P_s$  +  $P_{bee}$**  Where

**PP** is the total number of preference points scored by the tenderer

**$P_s$**  is the points scored for the comparative price of the tenderer, and

**$P_{bee}$**  is the number of points awarded to the tenderer based on his certified B-BBEE status level

#### 7.4 Risk Tolerance

The JDA has adopted a Risk Tolerance Framework (RTF) which enjoins the JDA to consider its risk exposure to contractors / service providers in terms of the number of contracts awarded to a single contractor / service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determines the risk exposure as excessive in instances where the value of the contracts for **individual** professional service providers (e.g. project managers / engineers / quantity surveyors / consultants) is either:

1. The greater of R8 million or four contracts / projects in the current financial year or
2. The greater of R12 million or six contracts / projects over two financial years (current year and previous financial year)

And in instances where the value of contracts for **multi-disciplinary** professional service provider (e.g. more than one discipline / service is provided by the same bidder) is either:

3. The greater of R12 million or six contracts / projects in the current financial year or
4. The greater of R20 million or nine contracts / projects over two financial years (current year and previous financial year)

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA's risk framework criteria as stated above. In other words, whether it falls within the ambit of the Risk Tolerance Framework as acceptable.

JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

#### 8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The completed tender document shall be placed in a sealed envelope. The words:

“RFP – PROVISION OF PRINTING SERVICES FOR THE JDA FOR 36 MONTHS”

Must be written / typed clearly on the envelope.

The envelope must be deposited in the tender box at the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (Formerly President Street), Newtown** only between the hours of 08H00 and 17H00.

**The Tender closes at 12h00 on 26 May 2022.**

Bids will be stamped on receipt. There will be a public opening of tenders from 12:00.

**NO LATE / TELEPHONIC / E-MAILED / FAXED / POSTAL TENDERS WILL BE ACCEPTED OR CONSIDERED.**

The Johannesburg Development Agency's selection of qualifying tenders shall be in the Johannesburg Development Agency's sole discretion and shall be final. The Johannesburg Development Agency does not bind itself to accept any particular tender and no correspondence will be entered into.

The Johannesburg Development Agency's selection of qualifying tenders shall be in the Johannesburg Development Agency's sole discretion and shall be final.

The Johannesburg Development Agency does not bind itself to accept any particular tender and no correspondence will be entered into.

Unsuccessful bidders will have the opportunity to query the award or decision within fourteen days (14) calendar days from the day of notification.

The tender offer validity period for this tender is 120 days.

Queries can be addressed in writing to:  
Precious Betshwana  
E-mail: [pbetshwana@jda.org.za](mailto:pbetshwana@jda.org.za)

**Tender/RFP Number** : .....

**Tender/RFP Description** : .....

**Name of Company** : .....

**Contact Person** : .....

**Postal Address** : .....

.....

**Physical Address** : .....

.....

**Telephone Number** : .....

**Fax Number** : .....

**Cell Number** : .....

**E-mail Address** : .....

**Company/enterprise Income**

**Tax Reference Number** : .....

(Insert personal income tax number if a one person business and personal income tax numbers of all partners if a partnership)

**VAT Registration Number** : .....

**Company Registration Number** : .....

**1. Type of firm**

☐ Partnership

☐ One person business/sole trader

☐ Close corporation

☐ Public company

☐ Private company

(Tick one box)

**2. Principal business activities**

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

3. Total number of years company has been in business: .....

4. Detail all trade associations/professional bodies in which you have membership

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

5. Did the firm exist under a previous name?

- ☐ Yes  
☐ No

(Tick one box)

If yes, what was its previous name? .....

6. How many permanent staff members are employed by the firm:

Full Time : .....

Part Time : .....

7. In the case of a firm which renders services for different disciplines, how many permanent staff members are employed by the firm in the discipline for which you are tendering:

Full Time : .....

Part Time : .....

8. What is the enterprise's annual turnover for the last three years and what is the estimated turnover of current commitments from 1 July 2015 to 30 June 2016 (excl. VAT):

R ..... Year .....

R ..... Year .....

R ..... Year .....

R ..... Year .....

**9. List all contracts which your company is engaged in and have not yet completed:**

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	PROJECT VALUE	ESTIMATED FEES	EXPECTED COMPLETION ( MONTH & YEAR)

**10. Banking details**

I/We hereby request and authorize you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorized will be processed by computer through a system known as the “ACB Electronic Fund Transfer Service” and

I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.

This authority may be cancelled by me/us giving **30 days’** notice in writing.

**BANK** : .....

**BRANCH** : .....  
**BRANCH CODE** : .....

**ACCOUNT NUMBER** : .....

**ACCOUNT HOLDER** : .....

**TYPE OF ACCOUNT** : .....

**CONTACT PERSON** : .....

**CONTACT NUMBER** : .....

***PLEASE INCLUDE ORIGINAL SIGNED AND STAMPED LETTER FROM THE BANK CONFIRMING THE COMPANY'S BANKING DETAILS, PHOTOSTAT COPIES AND LETTERS BEARING ELECTRONIC SIGNATURES WILL NOT BE ACCEPTABLE.***

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the company, affirms that the information furnished in response to this request for proposal is true and correct:

**SIGNATURE** : .....

**NAME IN FULL** : .....

**CAPACITY** : .....

**DULY AUTHORIZED TO SIGN ON BEHALF OF:** .....

**DATE** : .....

**COMPANY STAMP**

**ANNEXURE B: DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state\*.



2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

3.1 Full Name: .....

3.2 Identity Number: .....

3.3 Position occupied in the company (director, trustees, shareholder\*\*) .....

3.4 Company Registration Number: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state\* **YES / NO**

If yes, furnish particulars

.....

.....

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

If yes, furnish particulars

.....

.....

3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....

.....

- 3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....

.....

- 3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....

.....

- 3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....

.....

- 3.14 Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract? **YES / NO**

If yes, furnish particulars

.....

.....

4.Full details of directors / trustees / members / shareholders.

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

**CERTIFICATION**

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

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

- \* MSCM Regulations: "in the service of the state" means to be –
- (a) a member of –
    - (i) Any municipal council;
    - (ii) any provincial legislature; or
    - (iii) the national Assembly or the national Council of provinces;
  - (b) a member of the board of directors of any municipal entity;
  - (c) an official of any municipality or municipal entity;
  - (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
  - (e) a member of the accounting authority of any national or provincial public entity; or
  - (f) an employee of Parliament or a provincial legislature.

- \*\* "Stakeholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

**ANNEXURE C: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1 This Municipal Bidding Document must form part of all bids invited.

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- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
- abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - been convicted for fraud or corruption during the past five years;
  - willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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4.3.1	If so, furnish particulars:		

4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

### CERTIFICATION

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

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

**ANNEXURE D: PARTICULARS OF CONTRACTS AWARDED BY AN ORGAN OF STATE\*\*\* DURING THE LAST 5 YEARS**

(In the event of insufficient space, kindly attach documentation)

[illegible]



**ANNEXURE D: PARTICULARS OF CONTRACTS AWARDED NOT BY AN ORGAN OF STATE\*\*\* DURING THE LAST 5 YEARS cont.**

CLIENT	CONTACT PERSON	SIMILAR NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

**\*\*\* Organ of State means-**

- ♦ a) a national or provincial department;
- ♦ b) a municipality;
- ♦ c) a constitutional institution defined in the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- ♦ d) Parliament;
- ♦ e) a provincial legislature;
- ♦ f) any other institution or category of institutions included in the definition of “organ of state” in section 239 of the Constitution and recognised by the [Minister](#) by notice in the *Government Gazette* as an institution or category of institutions to which [this Act](#) applies

.....

Signature

(of person authorised to sign on behalf of the organisation)

.....

Position

.....

Name of Bidder

.....

Date

**ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

*for*  
RFP – PROVISION OF PRINTING SERVICES FOR THE JDA FOR 36 MONTHS

in response to the invitation for the bid made by:

*Johannesburg Development Agency*

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

I certify, on behalf of:

\_\_\_\_\_that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);

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- (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

**ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS**

- A Any bid will be rejected if:  
Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.
- B Bid Information
- i. Name of bidder: .....
  - ii. Registration Number: .....
  - iii. Municipality where business is situated.....
  - iv. Municipal account number for rates: .....
  - v. Municipal account number for water and electricity: .....
  - vi. Names of all directors, their ID numbers and municipal account number.
    - 1. ....
    - 2. ....
    - 3. ....
    - 4. ....
    - 5. ....
    - 6. ....
    - 7. ....
- C Documents to be attached.
- i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
  - ii. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
  - iii. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

.....

.....

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**ANNEXURE G: ORGANOGRAM**

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for.

DESIGNATION	NAME AND NATIONALITY	SUMMARY OF QUALIFICATIONS & EXPERIENCE
<b>Account Manager</b> 1 resource required		
<b>Manager-Technical Team</b> 1 resource required		
<b>Senior Technical Specialists</b> 1 resource required		

**NOTE: Detailed Curriculum Vitae (CV's) of the above proposed candidates must be provided. Said CV's MUST indicate the name and description of the project, role played in the project, project value, and the start and end dates of the project. In addition proof of relevant qualifications and of memberships to relevant professional associations must also be provided for the above proposed candidates.**

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

**ANNEXURE H : SCHEDULE OF COMPLETED CONTRACTS**

The tenderer shall list below a **maximum of 5 projects completed in the past 5 years of a similar nature and scale** to this project i.e.. Printing Services valued at a minimum of R 5 m.

<b>CLIENT</b> Company name and contact person's name, tel, cell & e-mail address	<b>PROJECT</b> Name and description	<b>SERVICE RENDERED</b>	<b>PROJECT VALUE and FEE VALUE</b>	<b>COMPLETION DATE</b>

**NOTE: Contactable references for the above listed projects must be provided. Said references MUST be on the client's letter head or on a document stamped and signed by client and must confirm the name of the project, description of the project, description of the service rendered, the value of the project, the completion date, and it must rate the service rendered.**

.....  
Signature

.....  
Position

.....  
Name of bidder

.....  
Date