

## BID ADVERTISEMENT FORM

Bid description	[Layout, Printing and delivery of the Departmental Operational Plan]		
Bid number	[NC/DALO/1683]		
Name of institution	Department of Agriculture, Environmental Affairs, Rural Development and Land Reform		
The place where goods, works, or services are required	Department of Agriculture, Environmental Affairs, Rural Development and Land Reform, 224 Du toitspan road, Kimberley 8301		
Closing date and time	Date	[18 May 2023]	Time
			11:00 AM
Contact details	Postal address	Department of Agriculture Private Bag X5018 Kimberley 8300 Attention: Ms A Montse	
	Physical address	Department of Agriculture 162 George Street Kimberley 8300 Attention: Ms A Montse	
	Tel. no.	053 807 7340	
	Fax no.	N/A	
	E-mail address	amontse@ncpg.gov.za	
	Contact person	[M Matshogo] [053 802 5614]	
Where bids can be collected	[162 George Street, Kimberley 8300]		
Where bids should be delivered	162 George Street, Kimberley 8300		
Category (refer to annexure A)	[N/A]		
Sector	Other		
Region	[Frances Baard]		
Compulsory briefing session/site visit	Date		
	Time		
	Venue		

**PUBLICATION OF AWARD FORM**



agriculture, environmental affairs,  
rural development and land reform

Department:  
agriculture, environmental affairs,  
rural development and land reform  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

## PRICE QUOTATION UP TO R200 000-00

**NB: Use ink, preferably black, to fill in the information applicable to the specific required price quotation**

<b>PRICE QUOTATION NO:</b>	NC/DALO/1683	<b>VALIDITY:</b>	90 DAYS
<b>CLOSING DATE:</b>	[ 18 May 2023	<b>CLOSING TIME:</b>	11:00 AM
<b>CONTACT PERSON:</b>	M Matshogo	<b>CONTACT NO:</b>	053 802 5614
<b>PROJECT DISCRPTION :</b>	Layout, Printing and delivery of the Departmental Operational Plan		
<b>PROJECT:</b>	Printing of the Departmental Operational Plan	<b>FUND:</b>	voted funds

Trade mark and model: .....

Country of origin: .....

**Points claimed:**

B-BBEE status level verification certificate appended?

YES      OR       NO

**\*NB: TICK APPLICABLE BLOCK**

**ISSUING AGENCY** \_\_\_\_\_

- **Delivery basis:**

- (i) Is the delivery period firm? **\*YES / NO**
- (ii) Period required for delivery after receipt of order.....
- Is the price (inclusive of VAT) firm? **\*YES / NO**
- Discount offered (conditional/unconditional): .....
- Is offer strictly to specification/terms of reference, if attached? **\*YES / NO**
- If not to specification/terms of reference, state deviation(s) .....



ITEM	QTY	DESCRIPTION	PRICE IN RAND CURRENCY INCLUSIVE OF VAT
1	See provisional bill of quantities	Layout, Printing and delivery of the Departmental Operational Plan	R .....

- (1) Name of taxpayer/tenderer: .....
- (2) Identification Document number:
- (3) Trade name:   
 Company/Close Corporation registration number: .....
- (5) Income tax reference number:   
 (Original of Income Tax Clearance Certificate to be attached)
- (6) VAT registration number (if applicable):
- (7) PAYE employer's registration number (if applicable):

**Bank Details** (if applicable): .....

Bank Name: .....

Bank Branch Code:

Account Holder: .....

Bank Account number:

Bank account type: .....

**Contact person:**

Signature: ..... Name in print: .....

Telephone No.: Code: ..... No. ....

Fax No.: Code: ..... No. ....

E-mail address: .....

Address: .....

.....  
 ..... Postal code:

\_\_\_\_\_

**SIGNATURE**

\_\_\_\_\_

**SURNAME & INITIALS**

\_\_\_\_\_

**DATE**

# REMINDER: PLEASE TAKE NOTE

IT CAME TO THE ATTENTION OF THE DEPARTMENT THAT PREVENTABLE MISTAKES OCCUR IN THE COMPLETION OF YOUR BID DOCUMENTS. THIS LEADS TO YOUR BIDS BEING INVALIDATED AND/OR DISQUALIFIED.

THE MOST COMMON MISTAKES ARE THE FOLLOWING:

1. COPY OF ID & COMPANY REGISTRATION (CERTIFIED)
2. NON INCLUSION OF ORIGINAL TAX CLEARANCE/SARS PIN
3. THE USE OF CORRECTIONAL FLUID/TAPE
4. THE OMISSION OF A FINAL BID PRICE
5. THE OMISSION OF THE DELIVERY PERIOD
6. PLEASE DOUBLE CHECK YOUR CALCULATIONS AS MISCALCULATIONS LEADS TO UNNECESSARY DELAYS AND MAY ALSO LEAD TO INVALIDATION
7. FAILURE TO SIGN ANY FORM WHERE YOUR SIGNATURE IS REQUIRED, WILL LEAD TO DISQUALIFICATION
8. FAILING TO INCLUDE CSD REGISTRATION OR UNIQUE SUPPLIER NUMBER

THE PRICE QUOTATION BOX IS SITUATED AT TEMOTHUO HOUSE, 162 GEORGE STREET, KIMBERLEY AT THE MAIN ENTRANCE TO THE DEPARTMENT (NOT THE STREET ENTRANCE). PLEASE ENSURE THAT YOUR BIDS ARE DEPOSITED IN THIS BOX BEFORE THE OFFICIAL CLOSING TIME AND DATE OF THE BID.

## TAX CLERANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1) In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders/ individuals who wish to submit bids.
- 2) SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period 1 (one) year from the date of approval.
- 3) The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable. Note: For tenders (bids) a Tax Clearance Certificate for tender is required. For quotations a Tax Clearance Certificate for good standing is required.
- 4) In bids where Consortia/ Joint Ventures/ Sub- contractors are involved, each party must submit a separate Tax Clearance Certificate/Sars Pin
- 5) Copies of the TCC 001 "Application for Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6) Application for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as efilers through the website [www.sars.gov.za](http://www.sars.gov.za)

## **BIDDERS 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<sup>1</sup> in the enterprise, employed by the state?

**YES / NO**

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

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

**2.2** 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, (name).....the.....undersigned, 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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4.1** 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.

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.4.2** The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5** There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6** I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**



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

**FORMAL PRICE QUOTATION (UP TO R 200 000)**

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

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

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

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

**1.2 To be completed by the organ of state**

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- a) Price; and
- b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.
- 1.7 Bidders who wish to claim points in terms of table 4.2 below need to provide proof for each point claimed as guided below:
- Who had no franchise in national elections before the 1983 and 1993 Constitution – **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
  - Who is female- **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
  - Who has a disability – **attach doctor’s letter confirming the disability**
  - Who is youth - **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
  - **Locality – Refers to the Northern Cape Province – attach proof of address**

## 2 DEFINITIONS

- a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3 FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1 POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1 In terms of Regulation 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 tender. For the purposes of this tender the tenderer 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 tender:

4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. Who had no franchise in national elections before the 1983 and 1993 Constitution	10		
2. Who is female	4		
3. Who has a disability	2		
4. Who is youth	2		
5. N Cape Province	2		

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3 Name of company/firm.....

4.4 Company registration number: .....

4.5 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]

4.6 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 tender, 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 tendering 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 tenderer 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.

	..... <b>SIGNATURE(S) OF TENDERER(S)</b>
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....

# **GOVERNMENT PROCUREMENT**

## **GENERAL CONDITIONS OF CONTRACT**

### **July 2010 WILL BE USED FOR THIS BID DOCUMENT**

#### **NOTES**

The purpose of this document is to:

Draw special attention to certain general conditions applicable to government bids, contracts and orders; and To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

The General Conditions of Contract will form part of all bid documents and may not be amended.

Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

## SPECIAL CONDITIONS

**PROJECT DESCRIPTION:** Layout, Printing and delivery of the Departmental Operational Plan

**BID NUMBER:** NC/DALO/1683

**PROJECT LEADER:** M Matshogo

**TELEPHONE NUMBER:** 053 802 5614

### 6. LEGISLATION AND REGULATORY FRAMEWORK

- 1.1 This bid and all contracts emanating there from will be subject to the general conditions of contract issued in accordance with Treasury Regulation 16A published in terms of Public Finance Management Act (PFMA), 1999 (Act 1 of 1999). **This Bid is issued in terms of the National Treasury Contract General Conditions of Contract July 2010.** The special conditions of contract are supplementary to that of the general conditions of contract. Where, however, the special conditions of contract are in conflict with General Conditions of Contract (GCC), the special conditions of contract prevail.

### 7. EVALUATION CRITERIA

- 2.1 In terms of regulation 6 of the Preferential Procurement Regulations 2022 pertaining to the Preferential Procurement Policy Framework Policy Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the department on the 80/20 preference point system in terms of which points are awarded to bidders on the basis of:
- a) **The bid price (maximum of 80 points)**
  - b) **Specific Goals (maximum 20 points)**
- 2.2 A maximum of **20** points may be allocated to a bidder for attaining its Specific Goals in accordance with the table below:

<b>Specific Goals</b>	<b>Number of points (80/20 system)</b>
Black (HDI)	10
Women	4
Disability	2
Youth	2
NC Province	2

- 2.3 Bidders are required to complete the preference claim form (NCP 6.1), and submit all required certified copies in order to claim the Specific Goals Preferential points.

- 2.4 The points scored by a bidder in respect of the Specific Goals will be added to the points scored for price.
- 2.5 Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted proof of Specific Goals Preferential points claimed will be considered for preference points.
- 2.6 The total points scored will be rounded off to the nearest 2 decimals.
- 2.8 In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for Specific Goals. Should two or more bids be equal in all respects, the award shall be decided by drawing of lots.
- 2.9 However, when functionality is part of the evaluation process and two or more bidders have scored equal points including equal preference points for Specific Goals, the contract will be awarded to the bidder scoring the highest for functionality.
- 2.10 A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number in points.
- 2.11 A bidder must not be awarded points claimed for Specific Goals if it is indicated in the bid documents that such a bidder intends sub-contracting more than **25%** of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an HDI that has the capability and ability to execute the sub-contract.
- 2.12 The Department may, before the bid is adjudicated or at any time require a bidder to substantiate claims it has made with regard to preference.

## **8. SCOPE OF WORKS**

- 3.1 Printing of the Operational Plan in full colour ink throughout.  
Cover printed on 300g/m<sup>2</sup> gloss, inside on 113g/m<sup>2</sup> gloss paper.  
Size after folding, perfect binding & trimming +/-20 x 297 mm (A4)

## **9. TAX CLEARANCE CERTIFICATE**

- 4.1 An original and valid tax clearance certificate issued by the South African Revenue Services (SARS) certifying that the taxes of the bidder are in order must be submitted at the closing date and time, where consortium/joint venture/sub-contractor are involved each party to the association must submit a separate valid original tax clearance certificate.
- 4.2 Failure to submit the original and valid tax clearance certificate will result in the invalidation of the bid.
- 4.3 Copies and/or certified copies of the tax clearance certificate will not be acceptable.
- 4.4 CSD REGISTRATION - Bidders must attach their proof of registration on the National Central Supplier database at the time of application or submission of a bid.

## **10. VALUE ADDED TAX**

- 5.1 All bid prices must be inclusive of 15% value-added tax for all VAT vendors.
- 5.2 Failure to comply with this condition will invalidate the bid.



## 11. SUBMISSION OF BIDS

11.1 Bidders must submit the bid in hard copy format (paper document) to the department on or before [**18 May 2023**] at **11:00 AM**. The hard copy of the bid response will serve as the legal bid document and must be signed in ink. The bid must be delivered to:

**DEPARTMENT OF AGRICULTURE, ENVIRONMENTAL AFFAIRS, RURAL DEVELOPMENT AND LAND REFORM**  
**Temothuo House**  
**162 George street**  
**Kimberley**  
**8300**

11.2 Each bid should be submitted in a separate, sealed envelope or suitable cover on which the name and address of the bidder, the bid number and the closing date must be clearly endorsed.

## 12. LATE BIDS

12.1 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where applicable, be returned unopened to the bidder.

## 13. CONTRACT PERIOD

13.1 The delivery period of this bid is **30 days** after receipt of an order.

## 14. COUNTER CONDITIONS

14.1 Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

## 15. FRONTING

15.1 The Department, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the guidelines on complex structures and transactions and fronting, issued by the department of trade and industry, be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of **14** days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten (**10**) years, in addition to any other remedies the Department may have against the bidder/contractor concerned.

## 16. SUPPLIER DUE DILIGENCE

16.1 The Department reserves the right to conduct supplier due diligence prior to final award of the contract or at any time during the contract period. This may include site visits.

## 17. COMMUNICATION

- 17.1 Supply Chain Management (SCM) may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.
- 17.2 Any communication to any government official or a person acting in an advisory capacity for the state in respect of this bid between the closing date and the award of the bid by the bidder is discouraged.
- 17.3 All communication between the bidder and the Supply Chain Management (SCM) must be done in writing (on company's letterhead).

## 18 OTHER CONDITIONS

- 18.1 If one member of the company is employed by the state, it is a bidder's responsibility to provide the department with an approval documents from their employer's executing authority.
- 18.2 Recent (not older than 3 months) proof of company's address or confirmation from the municipality should be attached. Failure to submit proof of company's address may invalidate your bid.
- 18.3 Bidders must submit copies of identity documents of all directors or shareholders of the company with bid documents at the closing date and time of the bid and failure to do so the bid may not be considered.
- 18.4 The departmental project official/leader must be contacted 1 week prior to delivery.
- 18.5 The use of correction fluid or correction tape and scratching without initialling on bid documents will invalidate your bid.
- 18.6 All items listed on the departmental bill of quantities should be priced or billed for and the total bid price should be transferred to page 2. Inconsistency between the totals will invalidate your bid.
- 18.7 Amending the bill of quantities will invalidate the bid. Clarity can be sought from the project leader for any information regarding the bid to gain a clear understanding of the project before completion and submission of the bid.
- 18.8 The Department reserves the right not to award the tender or accept the lowest tender or any bid.
- 18.9 The Department has a right to award the bid to more than one bidder if the need arises.
- 18.10 The Northern Cape Provincial Supply Chain Management Procurement Policy Framework, approved in December 2018, States that the Provincial Departments must at least spend 60% of their procurement budget on Designated Groups within the province. The Department Reserves the right to award contracts based on the above mentioned framework policy
- 18.11 Latest proof of company registration from Companies Intellectual Property Commission (CIPC) must be submitted in the form of certified copies of the relevant registration.

18.12 In the case of a joint venture, all partners (members) must include their SARS certificates/SARS PIN, and a joint venture agreement. Parties to a joint venture should complete the following documents separately:  
**-NCP 4**

18.13 After the satisfactory delivery of services, payment will be made within 30 days after acceptance and receiving of a valid original tax invoice.

18.14 Supplier must give one week notice prior to deliver.

18.15 The site on which the goods will be delivered is at Department of Agriculture, Environmental Affairs, Rural Development and Land Reform, 224 Du toitspan road, Kimberley 8301

18.16 The bidder must have prior printing experience of similar work. Proof of such experience must be detailed on page 22

## 19. PURCHASES ORDERS AND DELIVERIES

19.1 Delivery must take place only from 08:00 am to 15:00pm from Mondays to Fridays. No delivery during public holidays and over weekends will be accepted. Delivery of goods ordered shall take place within 30 days from the date of receipt of order.

19.2 The signing of the delivery note does not mean that the quality of product/service has been accepted, but serves merely as proof that the item has been delivered.

## DECLARATION FOR BID DOCUMENT: NC/DALO/1683

I, the undersigned (name, surname & designation)

.....  
Hereby accept the conditions stated above.

.....  
Signature

.....  
Date

## Specifications of Contract

Printing of Operational Plan in full colour ink throughout.  
Cover printed on 300g/m<sup>2</sup> gloss, inside on 113g/m<sup>2</sup> gloss paper.  
Size after folding, perfect binding & trimming +/-20 x 297 mm (A4)

## BILL OF QUANTITIES

ITEM NO	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE(VAT EXCLUDED)	TOTAL PRICE(VAT EXCLUDED)
1	PRINTING OF OPERATIONAL PLAN IN FULL COLOUR INK THROUGHOUT. 100 PAGES COVER PRINTED ON 300g/m <sup>2</sup> GLOSS, INSIDE ON 113g/m <sup>2</sup> GLOSS PAPER. SIZE AFTER FOLDING, PERFECT BINDING & TRIMMING +/-20 X 297 MM (A4)	SUM	80		
2	LOADING AND OFFLOADING	SUM	1		
				SUB-TOTAL (EXCLVAT)	R
				VAT 15%	R
				GRAND TOTAL (INCL VAT)	R

## SUMMARY

**Add summary table here**

**Project Name:** Printing of the Departmental Operational Plan

**Funding:** voted funds

**For Employer:**

Specification Committee	Name	Signature	Rank	Office	Date
Compiled:	Maria Matshogo		Secretary	kimberley	25/04/2023
Checked:	D. Badenhorst		DD	Kimberley	25/4/23
Checked:	M. Tsepo		DP	Kimberley	25/4/23
Approved:	TSHAMO MONCHO		DD	KIMBERLEY	25/04/2023

Project Office	Name	Signature	Rank	Office	Date
Checked:					

**For Contractor:**

Signature(s) .....

Name(s) .....

Capacity .....

For the Tenderer .....

(Name and address or organisation)

Date .....

## Record of previous supply and delivery contracts

**Attach proof of below mentioned experience in the form of completion certificates if not attached bid will be invalid**

The following is a statement of similar value successfully executed by myself/ourselves:

EMPLOYER, CONTACT PERSON AND TELEPHONE NUMBER	DESCRIPTION OF CONTRACT	VALUE OF GOODS INCLUSIVE OF VAT (RAND)	DATE COMPLETED

**Signed** .....

**Date** .....

**Name** .....

**Position** .....

**TENDERER**.....