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Council for Geoscience

REQUEST FOR QUOTATION FOR GOODS AND SERVICES

Council for Geoscience requests your quotation on the goods listed hereunder.
 Please furnish all information as requested and return your quotation on the date stipulated.
Late submission will not be considered.

Date Request Sent	26/04/2024
Department	Supply Chain Management
Description of goods	Appointment of a panel of technical editors for a duration of 14 months as and when required. This initiative aims to uphold the quality and accuracy of CGS publications.
Detailed Specification	<p style="text-align: center;">SCOPE OF WORK</p> <p>The Scope of Work encompasses the linguistic editing and final layout of various CGS publications, including but not limited to geoscientific bulletins, map explanations, memoirs, corporate reports, and administrative documents.</p> <p>To ensure consistency, the editing process utilises MS Word and PerfectIT, or other similar tools and Adobe InDesign for the graphic layout of the publication. The objective is to maintain high standards of quality and coherence throughout the editing and layout process.</p> <p>Scientific publications are an integral part of the CGS and consist of both A4 and A3 format. The expected responsibilities of Editors are as follows:</p> <ol style="list-style-type: none"> 1. Adhere to the established house style of the CGS publication series (UK English). 2. Ensure the text is idiomatically readable, with correct grammar and spelling. 3. Edit and align graphics with manuscript text. 4. Verify and update cross-references in collaboration with the Author. CGS follows the Harvard system of referencing.

5. Create a comprehensive list of acronyms/abbreviations. Acronyms should be used sparingly and fully written out in their first instance of mention.
6. Verify the proper usage and capitalisation of SACS terminology, as provided in the CGS list of SACS terminologies.
7. Maintain effective communication with the author(s) to ensure that the editing accurately reflects the original intention of the Author.
8. Utilises track changes in the MS Word document and incorporate the Author's changes and suggestions.
9. Utilises Adobe InDesign, Photoshop, and Illustrator in the layout of the text and graphics in accordance with the CGS publication house style,

DELIVERABLES

A. Manuscripts (bulletins, reports, map explanations, memoirs etc.)

Edited manuscripts are required to be submitted to CGS with track-changes, allowing for proofreading by a designated third party for typographic and visual consistency of the manuscript.

Once the proofread text has received approval from CGS, the manuscript layouts must be created in accordance with the CGS house style. This process involves utilising Adobe InDesign, Photoshop, and Illustrator® software to achieve the desired layout and formatting standards set by CGS.

The service provider is required to submit the final manuscript layout done in Adobe InDesign as a PDF file to CGS for approval. Once the service provider has incorporated all necessary corrections and CGS has approved the final PDF version of the manuscript, an CGS assigned ISBN number will be allocated to the publication. This ISBN number, along with the release date, must be included in the final layout of the manuscript.

The service provider is responsible for delivering the following documents to CGS:

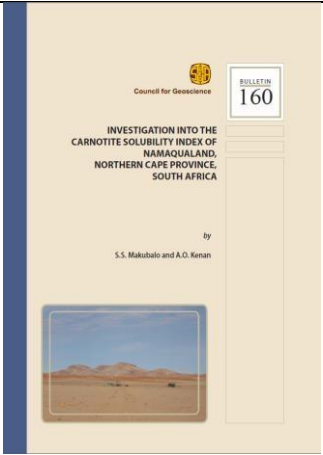
1. The final version of the manuscript in MS Word format, including track changes.
2. The final layout of the manuscript in Adobe InDesign format.
3. The final PDF version of the publication, which includes the assigned ISBN number.

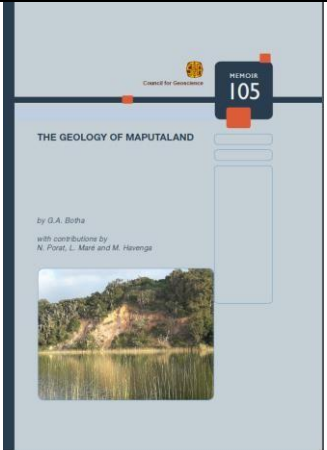
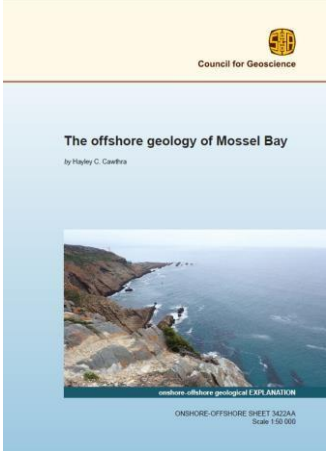

B. Other (Map legends, corporate reports, and administrative documents)

As part of its comprehensive on- and offshore mapping program, the CGS produce 1:50 000 geological maps. These maps require a thorough review process to identify and rectify any spelling or grammatical errors. The maps are provided to the service provider in PDF format. To indicate corrections on the PDF map, the service provider is expected to utilise Adobe Acrobat editing tools, such as adding new text, editing existing text, or using selections with notes. It is important to note that the service provider is only responsible for editing text within the map marginalia, which is located outside the map area.

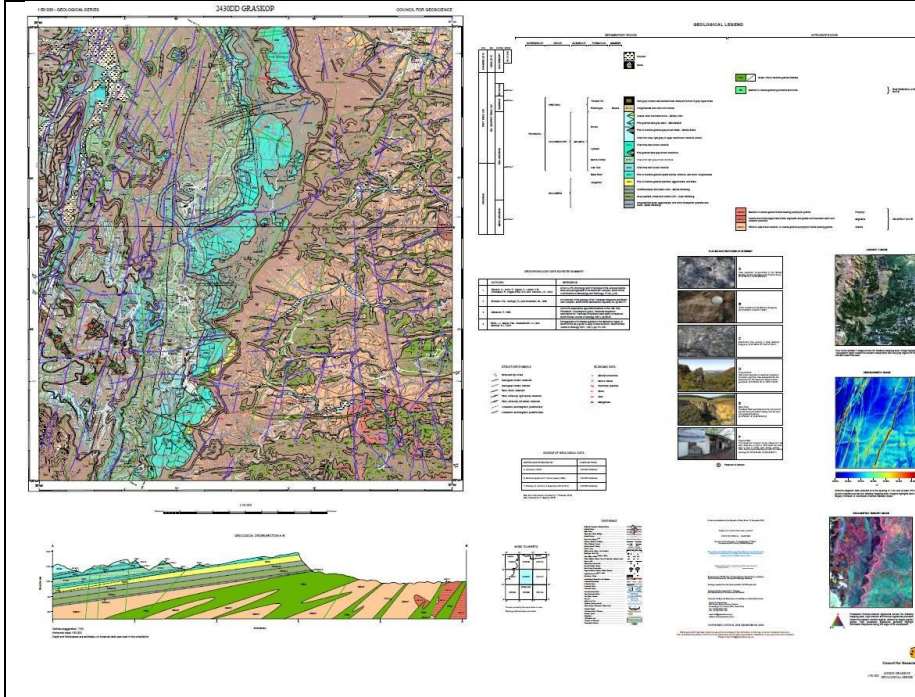
In addition to the maps, the CGS also produces various documents, including memorandums, reports, letters, and notes, in MS Word format. The service provider is required to edit these documents and return them in two formats:

1. Final MS Word version with changes made using the track changes feature.
2. Alongside the MS Word version, the final edited document should be provided in PDF format, ensuring that all changes are accurately reflected.

Description (Detail)				
EXAMPLES OF CGS MANUSCRIPTS	TYPE	DESCRIPTION	QTY	COLOUR
	Bulletins	Document results of limited studies and research of a less comprehensive nature on a localised geological aspect or entity	On request	Full colour

		Memoir	Document results of comprehensive research on a geological theme or entity that does not cover the entire country.	On request	Full colour
		Map explanation	Accompany geological maps to provide additional information	On request	Full colour
		Newsletters See Appendix A for example of an article in original text (unedited version)	Issued quarterly by CGS, the Geoclips presents information and news on project activities	On request	Full colour
	Maps		Cover geological, geotechnical,	On request	Full colour

metallogenic,
 geochemical, structural,
 and metamorphic
 aspects and are usually
 produced at a 1:50 000
 scale



MANDATORY CRITERIA	COMPLIANCE		
Description	<i>Comply</i>	<i>Not comply</i>	<i>Comments</i>
CV with BA (Hons) degree (Majoring in English) or higher			
Submitted portfolio bearing testimony to experience in manuscript layout using Adobe InDesign®.			
Submitted portfolio to demonstrate success in developing and completing the linguistic editing, reviewing and desktop publishing of a scientific publication			
1 or more official contactable reference letters on client's company letter head or			

	<p>Letter of recommendation from previous employer/s.</p> <p><i>The letter/s must state the type of service, organisation that was a recipient of your services and active contact details. No points will be awarded for a list submitted that do not show any of the listed requirements.</i></p>			
	<p>Proven membership of the Professional Editors' Guild (PEG) and/or the South African Translators' Institute (SATI).</p>			
<p>Bidders must submit all requirements mentioned above and failure to comply with 100% of the mandatory evaluation criteria will lead to disqualification. Bidders who complied with all the requirements will be approved to be on preferred list of service providers for this service.</p>				
<p>ENGAGEMENT MODEL</p> <p>The Request for Quotation will be sent to all companies who are on the preferred list of service providers as and when the service is required. The 80/20 preference point system will be applicable.</p> <p>Bidders on the preferred-list will be required to submit SBD 6.1 that must be completed correctly with the bid submission and none submission or incomplete submission will results in no scoring of points for specific goals. The successful bidder will be the one who scored highest points on Price and Specific Goals</p> <p>Bidders who are not tax compliant will be afforded seven working days to correct none-compliance in the CSD; failure will render the bid unacceptable and be disqualified.</p> <p>Bidders must submit proof of tax compliance within the seven-day period, in line with Instruction note 09 of 2017/18, section 4.2. The Council for Geoscience reserves the right to add more companies to the existing list and to deviate from this engagement model when circumstances dictates.</p>				

Telephone no:	012 841 1016
	Submission of quotation
Email	E-bids@geoscience.org.za ATT:KATLEGO THUSI
Closing Date and Time	04/05/2024 at 14:00
The following number must be quoted in all correspondence	RFQ NO:2024-011k

Company Name	
Bidder Signature	
Designation	

RFQ TERMS AND CONDITIONS

1. RFQ responses must be submitted in pdf format.
2. Service providers must provide proof of registration on the National Treasury Central database, if a supplier is not registered; they are encouraged to register on the central database.

CGS POPI ACT COMPLIANCE POLICY STATEMENT

The Council for Geoscience is committed to securing the integrity and confidentiality of your Personal Information that is in our possession and will guard against unlawful access and use. The processing of your personal information by the Council for Geoscience will be done in accordance with the POPI Act 4 of 2013 as well as our processing notice that can be accessed from our website www.geoscience.org.za.

SBD 4

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 interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

¹ 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.

2.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² 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.

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

SBD 6.1

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

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:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 Preference point system

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

- a) The 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 Allocated preference points

The maximum points for this tender 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 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.

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 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 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.

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

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) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. 51% or more black Ownership. (Submit a valid certified Accredited SANAS or DTI B-BBEE certificate or sworn affidavit as supporting document)	10	
2. 30% or more black women ownership (Submit a valid certified Accredited SANAS or DTI B-BBEE certificate or sworn affidavit as supporting document)	10	

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.

	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

