

BROADBAND INFRACO SOC LTD

REQUEST FOR QUOTATION: DESIGN CORPORATE PLAN + INTEGRATED ANNUAL REPORT FOR BROADBAND INFRACO SOC LTD FOR THE YEAR 2024

RFQ NUMBER:	10832
RFQ ISSUE DATE:	07 May 2024
RFQ CLOSING DATE:	14 May 2024 @ 12:00
RFQ VALIDITY PERIOD:	30 days (COMMENCING FROM THE RFQ CLOSING DATE).
A FULL DESCRIPTION OF GOODS/SERVICES REQUIRED:	APPOINTMENT OF A SERVICE PROVIDER TO DESIGN INTEGRATED ANNUAL REPORT AND CORPORATE PLAN FOR THE YEAR 2024.
RESPONSES TO THIS RFQ SHOULD BE FORWARDED TO:	Supply Chain Management – Commercial Department Email: Khanyisile.Mananga@infraco.co.za
ENQUIRY: NAME:	Khanyi Mananga

Bidders must acknowledge receipt of this RFQ on the above contact details.

Annexure A

BIDDER:

REGISTRATION NUMBER:

ADDRESS:

CONTACT PERSON:

TEL:

FAX:

E-MAIL ADDRESS:

TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ).

1. Broadband Infraco standard conditions of purchase shall apply.
2. No services must be rendered, or goods delivered before an official Broadband Infraco Purchase Order form has been received.
3. Late and incomplete submissions will not be accepted.
4. Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform Broadband Infraco before the RFQ closing date.
5. Where applicable, Work will be carried out in terms of the OHSWA and regulations and therefore it is important for the bidders to include OHSWA compliance costs (i.e., safety file for the recommended bidder will be approved by Broadband Infraco).
6. Bidder is required to submit copy of Tax Clearance Certificate and verification information (PIN) to be used by Broadband Infraco to validate the copy on the SARS website for all price quotations exceeding the value of R30 000 (VAT included). Failure to submit the copy of valid Tax Clearance Certificate and verification information will result in the invalidation of this RFQ. It is the responsibility of the bidder to ensure that Broadband Infraco is in possession of the bidder's valid Tax Clearance certificate.
7. The onus is on the bidder to ensure that Broadband Infraco receives a valid Tax Certificate as soon as the validity of the said certificate expires.
8. Bidders must attach a valid B-BBEE certificate, correct affidavit or valid exemption letters with the bid. Copies must be certified.
9. Bidders must submit the full CSD report.
10. Bidders are required to complete **PART A** for all price quotations exceeding the value of R30 000 (VAT included).
11. This RFQ will be evaluated in terms of Price and Specific Goals system and points shall be awarded accordingly.
12. All prices must be quoted in South African Rand (ZAR) and the foreign currency amount applicable must be stated. The bidder must indicate clearly which portion of the quoted price is linked to the exchange rate. The cost of installation, delivery, and other charges must be included in the total price quoted.
13. It is within Broadband Infraco's prerogative to award this bid in part/s or whole to one or more than one service provider based on the pricing and other technical consideration within the ambits of the law.
14. Broadband Infraco will only commence payment processes after fulfilment of the conditions contained in the contract and/ or on receipt of an invoice from the service provider and after such has been approved by the client division as representing the services received.
15. Payment of invoices will be effected on the last day of the calendar month following the calendar month of receipt of a correct and original invoice
16. Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example

PART B: TERMS AND CONDITIONS FOR BIDDING

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (BROADBAND INFRACO SOC LTD)					
BID NUMBER:	10832	CLOSING DATE:	14 May 2024	CLOSING TIME:	12:00PM
DESCRIPTION	DESIGN CORPORATE PLAN + INTEGRATED ANNUAL REPORT FOR BROADBAND INFRACO SOC LTD FOR THE YEAR 2024				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS		E-MAIL ADDRESS			
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
 YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?
 YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
 YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
 YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
 YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

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

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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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

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.

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

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 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 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:

	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 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest 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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Owned Entity		6		
Women Owned Entity		4		
Youth Equity Ownership		4		
People With Disability		3		
Military veterans		3		

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:
.....

SPECIFICATION/ TERMS OF REFERENCE

BACKGROUND

Broadband Infraco SOC Ltd is a Schedule 2 Public entity in terms of the Public Finance Management Act (PFMA) 1 of 1999 (as amended) and is required to submit a Corporate Plan to Parliament and the Shareholders in terms of section 52 of PFMA.

OBJECTIVE

The objective of this bid is to appoint a suitably qualified and experienced service provider to do graphic design, edit, layout, proof-read and print 2024 Integrated Annual Report and Corporate Plan for Broadband Infraco respectively.

SCOPE OF WORK

Broadband Infraco wishes to engage the services of a service provider to design Integrated Annual Report and Corporate Plan respectively.

The successful bidder will be responsible for the editing, graphic design, layout, proof-reading, and printing of the Broadband Infraco's 2024 Integrated Annual Report and Corporate Plan. Also, should source telecommunication generic pictures to use on the intranet and website.

The bidder must adhere to the following sizes for the Annual Report:

- Cover: 300 x 950mm.
- Text: 297 x 210mm
- Tabbed Inserts: 225 x 297mm

The bidder must ensure that printing is done as per the following:

- Cover: Printed in full colour throughout on Mongani 300gsm Matt Paper + Machine/UV varnish both sides
- Text: Printed in full colour throughout on Mongani 170gsm Gloss Paper
- Tabbed Inserts: Printed in full colour throughout on Mongani 250gsm Matt Paper + Machine/UV varnish

The bidder must ensure that the finishing is as follows

- Cover Matt Laminated both sides and spot Gloss UV-varnish outside only affix double-sided tape, paste, and cut to size, punch and wire-bound.
- The bidder must be able to provide the original desktop publishing files in Design or similar (open files).
- Develop template for Word and PowerPoint. Provide 3 sets of each.
- The software to be used must be able to integrate with Microsoft Office applications and be compatible with the Company's Corporate Identity guidelines.

- The bidder must be willing to work overtime and have the necessary resources/backup to amend information, as and when required.
- The bidder must provide their **own photographer, make-up artist and stylist** for image purposes and should have an applicable photographic stock library to also reuse on the website/ intranet and any other print material.
- The bidder should review and update the website, intranet, and policies.
- Proofread and edit reports, business plans, policies, and media statements as and when necessary.
- The bidder should not outsource any functions, except for printing and have a minimum of five (5) years' experience and extensive skills in editing, designing, layout, proof-reading and printing of Annual Reports.

BID EVALUATION METHODOLOGY

The Evaluation will be conducted in three (3) phases, as follows:

Points will be allocated for the evaluation criteria as discussed in this RFP; bidders will be ranked in terms of the overall score attained in terms of the PPPFA Act.

PHASE 1 –ADMINISTRATIVE REQUIREMENTS

Bidders must provide all fully, completed and signed administrative documents listed in this RFP document.

Table 1: Administrative Requirements

Completion and submission of SBD 1 - Annexure F	Comply	Not comply
Bidders must provide completed and signed SBD 1 – “Invitation to Bid”.		
Substantiate/Comment		
Completion and submission of SBD 4 - Annexure G	Comply	Not comply
Bidders must provide completed and signed SBD 4 – “Declaration of interest”.		
Substantiate/Comment		
Completion and submission of SBD 6.1 - Annexure H	Comply	Not comply
Bidders must provide completed and signed SBD 6.1 – “Preference Points ClaimForm in terms of the preferential procurement regulations 2022”		
Substantiate/Comment <i>(Please indicate if the portion of the contract will be subcontracted and the %)</i>		
National Treasury Central Supplier Database (CSD)	Comply	Not comply

With effect from 1 April 2016, Accounting Officers and Accounting Authorities may not award any bid to a supplier/service provider not registered as a prospective supplier on the National Treasury 's Central Supplier Database. Please attach the full report of the Central Supplier Database (CSD) from the National Treasury to the bid response. Please provide proof of registration with National Treasury.		
Substantiate/Comment		
South African Revenue Services Certificate	Comply	Not comply
Bidder is required to submit an authorisation PIN as provided by the tax authority as verification information to be used by Broadband Infracore to validate SARS matters on the website.		
Substantiate/Comment		
1.1.7 TEAMING AGREEMENT	Comply	Not comply
Bidders are required to submit a teaming agreement in Annexure I (JV or Consortium) if applicable		
Substantiate/Comment		

PHASE 2 – TECHNICAL/FUNCTIONALITY

Technical/Functionality evaluation will be in accordance with the criteria below. Bidder/s must achieve a minimum threshold of **75** points to be considered for further evaluation.

Bidders who achieve the minimum threshold of 75 out of 100 points will be subject to site inspection.

The functional/technical criteria utilised is to test the capability of service providers were set as follows: Technical /Functionality will be evaluated against the following detailed

Table 2 : Functionality Evaluation Criteria

Sub-Criteria	Description	Weighting
Experience	<ul style="list-style-type: none"> ▪ The Bidder must provide the Company with proof of experience in designing of Annual Reports, as well as a complete client list. ▪ The bidder should not outsource any functions, except for printing, and have a minimum of five (5) years' experience and extensive skills in editing, designing, layout, proof-reading, and printing of Annual Reports. <p>The bidder must provide the following information:</p> <ul style="list-style-type: none"> ▪ Details of 3 companies/organisations as proof of services rendered regarding Annual Reports, as well as contact details of said 	20

	<ul style="list-style-type: none"> clients. ▪ Copies of Integrated Annual Reports completed for the same companies/organisations. 	
Reproduce documents on website	<ul style="list-style-type: none"> ▪ The bidder must indicate the ability to design an electronic copy of the report in both HTML and PDF formats. ▪ The bidder must indicate the ability to reproduce the Integrated Annual Reports on the COMPANY's website. ▪ The bidder must provide three (3) examples of websites where they have reproduced an Annual Report in electronic format. 	5
Design	<ul style="list-style-type: none"> ▪ The bidder will be expected to submit three (3) examples of proposed COMPANY Integrated Annual Report graphic design and layout options, inclusive of graphs, charts, and tables, in line with the COMPANY's corporate identity. 	25
Editing & Proof Reading	<ul style="list-style-type: none"> ▪ The bidder must edit and proof-read the contributions from different COMPANY business units and ensure that there is a "golden thread" between the reports, i.e. the reports must be consistent in terms of language and written style. ▪ Editing and proof-reading must be done by a person with a minimum of five (5) years' experience. ▪ The bidder must furnish CVs of the person(s) who will be responsible for the editing and proof-reading of the document. 	25
Total		75

Bidders who score 60 and above out of 75 in respect of the above, will be shortlisted for presentations. Any bidder scoring less than 60 will be disqualified from further evaluation.

Table 3 : Technical/ Functional Requirements

Sub-Criteria	Description	Weightings
Presentation	<p>Demonstrate the ability to be flexible.</p> <ul style="list-style-type: none"> ▪ Demonstrate the ability to work within tight deadlines. ▪ Provide the rationale for 3 design options submitted. ▪ Demonstrate knowledge of the COMPANY as a government entity. 	15
Total		15

Bidders who score 75 out of 90 after presentations will be shortlisted for site visits.

Table 4 : Technical/Functional Requirements

Sub-Criteria	Description	Weightings
Site Visit	<ul style="list-style-type: none"> ▪ Sound professional infrastructure. ▪ Minimum of three in-house designers. ▪ Spacious and customer-friendly environment. ▪ Suitable equipment and software. ▪ Present applicable images from photographic stock library. 	10
Total		10
<i>Site Visits outside Johannesburg i.e. travelling and accommodation costs etc. will be for the service provider</i>		

The prospective bidder is required to provide a list of team members

PHASE 3 – PRICE AND SPECIFIC GOALS

Specific goals for the tender and points claimed as per the SBD 6.1

PRICING SCHEDULE (Attachment)

- ***N.B: The Pricing Schedule should be completed in full. Failure to utilise the suggested format may result in the bid being disqualified because it will be impractical to compare across all submissions.***
- ✓ The attached pricing sheet should be completed in full. Broadband Infraco will not entertain pricing adjustments after the signing of contract, and it is therefore important that all pricing elements are disclosed.
- ✓ The pricing sheet should show VAT separately.
- ✓ All pricing assumptions excluded costs and estimated costs should be clearly documented. Broadband Infraco assumes that the pricing document as supplied is complete and covers all costs associated with this project.
- ✓ The service provider will be requested to provide a quoted proposal regarding the work to be undertaken for each project.
- ✓ The total cost must be VAT inclusive and should be quoted in South African Rand (i.e. ZAR).

