

**REQUEST FOR QUOTATION**

**YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF THE POSTBANK SOC LIMITED**

<b>REQUEST FOR QUOTATION (RFQ) NUMBER:</b>	<b>RFQ 08/2026</b>
<b>DESCRIPTION</b>	<b>Appointment of a Creative Agency for the Design and Production of Postbank's 2026 Annual Report – Once-off.</b>
<b>RFQ ISSUED DATE</b>	<b>01 July 2026</b>
<b>RFQ VALIDITY PERIOD</b>	60 days from the closing date.
<b>CLOSING DATE AND TIME</b>	<b>08 July 2026 @ 11:00am</b>
<b>OFFICE ADDRESS</b>	<b>National Postal Centre (NPC) Cnr 497 Sophie de Bruyn &amp; Jeff Masemola Streets Pretoria 0002</b>
<b>RFQ RESPONSES MUST BE EMAILED TO:</b>	Quotations should be emailed to <a href="mailto:RFQ.ProcurementSN@Postbank.co.za">RFQ.ProcurementSN@Postbank.co.za/</a> <a href="mailto:sinovuyo.ndadlana@postbank.co.za">sinovuyo.ndadlana@postbank.co.za.</a> Failure to follow these instructions will result in your quote not being considered.
<b>ENQUIRIES REGARDING THIS RFQ SHOULD BE SUBMITTED VIA E-MAIL TO</b>	Enquires can be directed at this e-mail address <a href="mailto:sinovuyo.ndadlana@postbank.co.za">sinovuyo.ndadlana@postbank.co.za.</a>

**Important Notes to this RFQ:**

Bidders /suppliers should ensure that RFQ responses are emailed to the correct email address, ([RFQ.ProcurementSN@Postbank.co.za](mailto:RFQ.ProcurementSN@Postbank.co.za))

- If the quotation is late, it shall not be accepted for consideration.
- The Postbank reception is generally accessible 8 hours a day (07h30 to 16h00); 5 days a week (Monday to Friday) for delivery of goods.
- Bidders /Supplier to complete and sign all Annexures to this document (including Standard Bidding Document)
- Supplier must ensure compliance with their tax obligations

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**SERVICE PROVIDER/SUPPLIER:** .....

**REGISTRATION NUMBER:** .....

**CSD UNIQUE SUPPLIER REGISTRATION NUMBER:** .....

**ADDRESS:** .....

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

**EMAIL:** .....

**TEL:** .....

- (I) Postbanks standard conditions of purchase shall apply.
- (II) Late submissions will not be accepted.
- (III) The recommended service provider/supplier will be required to complete and sign the Standard Bidding Documents (SBD) and Annexures. All Bidders /suppliers must adhere to the General Conditions of Contract as prescribed by National Treasury.
- (IV) It is the responsibility of the service provider/supplier to ensure that the Postbank has updated information on the status of their business.
- (V) No goods or services shall be delivered before the issuing of an official Postbank’s Award Letter or Purchase Order (PO) signed by the authorised Postbank official. The Postbank reserves the right not to make payment or accept the goods or services should the goods or services be delivered to the Postbank before the Postbank Award Letter or PO is issued.
- (VI) Please note that RFQ responses should be sent to email address mentioned on the cover page of the RFQ document, failure to do so, it shall not be accepted for consideration.

I, the undersigned (NAME).....certify that :

I have read and understood the conditions of this RFQ;

I have supplied the required information and the information submitted as part of this RFQ is true and correct.

**1. Background**

Postbank SOC Ltd hereby invites suitably qualified and experienced service providers to submit quotations for the conceptualization, design, editing and production of its 2026 Annual Report for the financial year ending March 2026.

**2. Bid Objectives**

The Annual Report is a key corporate communication that reflects Postbank's financial performance, strategic progress, governance, and organisational achievements. As such, Postbank seeks to appoint a creative agency with the capability to deliver a high-quality, visually compelling, and professionally produced publication that aligns with its brand identity and stakeholder expectations.

**3. Scope of work**

The appointed bidder will be responsible for the end-to-end creative development and production of the 2026 Annual Report, including but not limited to:

**3.1 Concept Development**

- Develop a minimum of three (3) distinct creative concepts for the Annual Report for consideration by Postbank.
- Each concept must clearly demonstrate:
  - Creative direction and theme
  - Layout approach
  - Typography and visual style
  - Treatment of imagery, infographics, and data presentation

Incorporate Postbank's brand identity and strategic positioning

**3.2 Design and Layout**

- Full design and layout of the Annual Report (estimated 180 – 200 pages).
- Ensure consistency across all sections, including:
  - Executive messages
  - Financial statements
  - Governance and compliance sections
  - Performance highlights

- Supporting content and annexures
- Provide high-quality infographics, charts, and visual elements to enhance readability and stakeholder engagement.

### 3.3 Content Integration

- Work closely with Postbank's internal team to integrate content, including:
  - Text supplied by Postbank
  - Financial tables and disclosures
  - Images and graphics
- Ensure professional formatting and alignment with reporting standards.

### 3.4 Editing and Proofing

- Provide professional proofreading and quality assurance to ensure:
  - Accuracy
  - Consistency
  - Correct grammar and formatting

### 3.5 Printing

- Professionally print **40 (forty) copies** of the final Annual Report for the Annual General Meeting (AGM).
- Printing specifications must include:
  - High-quality paper and finishing
  - Durable binding suitable for executive distribution
  - Full-color printing throughout

## 4. ADDITIONAL DELIVERABLES

The bidder will also be required to:

### 4.1 Corporate Gifts for AGM

- Source and supply:
  - **50 (fifty) executive pens**, engraved with the Postbank logo.
  - **50 (fifty) A4 notebooks**, embossed with the Postbank logo.
- Items must be of high quality and aligned with Postbank's corporate standards.

### 4.2 DELIVERABLES AND TIMELINES

- Concept development and presentation: As agreed upon project initiation
- Final approved design: As per agreed milestones
- Print-ready files: Upon final approval
- Printed copies: Delivered ahead of AGM date (to be confirmed)

The bidder must demonstrate the ability to meet **tight deadlines** and accommodate multiple review iterations.

## 5. MANDATORY REQUIREMENTS

Bidders must:

- Demonstrate **proven experience** in designing annual reports or similar corporate publications.
- Provide a **portfolio of previous work**, specifically annual reports or integrated reports.
- Show capability to handle **large-format documents (150+ pages)**.
- Demonstrate experience in corporate branding and publication design.

Be able to provide both **creative design and print production services**

## 6. SPECIAL CONDITIONS OF CONTRACT

- i. Award is subject to Postbank's internal governance and procurement approvals
- ii. The service provider must demonstrate experience in annual report design, corporate publication layout, and print production.
- iii. By submitting a bid, the service provider confirms acceptance of the project's expectations, scope, and delivery timelines.

1. The bid will be evaluated as follows:

The bid will be evaluated in three (3) phases, namely:

- **Phase 1: Mandatory Requirements Criteria** - Only bidders that have complied with the Mandatory criteria will be evaluated on functionality requirements
- **Phase 2: Functionality Requirements** – Bidder must obtain a minimum of 70 points out of 100 points to qualify for further evaluation.
- **Phase 3: Price and Specific Goals (80/20)**

**7.1 Mandatory Requirements (Comply / Do not comply)**

I. Failure to meet any mandatory requirement will result in disqualification

Mandatory requirements	Comply	Do not - Comply
<p><b>1. Company Experience</b> The bidder must have a <b>minimum of five (5) years’ proven experience in annual report design, integrated reports, or similar corporate publication design</b> and must submit a <b>detailed company profile</b>, which includes a <b>portfolio of previous work</b> demonstrating relevant annual reports or corporate publications delivered.</p>		
<p><b>2. Reference letters</b> The bidder must provide a <b>minimum of 3 signed reference letters</b> with contactable references where <b>annual report design, integrated reporting, or similar corporate publication services</b> have been rendered in the last 5 years. The date of the letter must not be older than 12 months from the bid closing date. <b>The reference letters must be on client letterheads and specify services provided and should include the following:</b></p> <ul style="list-style-type: none"> <li>• Company Name</li> <li>• Company Contact details</li> <li>• Description of services rendered</li> <li>• Period/Duration of the project</li> <li>• Contactable referee details</li> </ul>		
<p><b>3. Deadline</b> The bidder acknowledges the project timelines for concept development, design, review rounds, final artwork, print-ready files, and delivery of printed copies for the 2026 Annual Report and, by submitting a bid, confirms acceptance of and ability to meet these timelines. A project plan demonstrating the ability to meet the timelines should be included in the bid submission.</p>		
<p><b>4. Capability and Capacity</b> The bidder must demonstrate the capability and capacity to manage the end-to-end design, layout, revisions, pre-press preparation, and print production of a high-volume annual report within the required timelines.</p> <ul style="list-style-type: none"> <li>• A detailed list of resources (including their qualifications and experience) that will be allocated to the project must be included in the bid submission.</li> <li>• A signed undertaking indicating that sufficient capacity is available to meet the deadline must be included in the bid submission.</li> </ul>		

## 7.2 Phase 2: Functional Evaluation (100 Points)

II. Minimum qualifying score: 70/100

Functional Criteria	Mandatory Evidence	Points
<p><b>BIDDER EXPERIENCE</b> The bidder must <b>demonstrate proven experience in designing and producing annual reports, integrated reports, or similar corporate publications.</b></p> <p>Bidders MUST:</p> <ul style="list-style-type: none"> <li>• Attach a <b>detailed company profile</b> clearly indicating the number of years the company has operated within the <b>corporate publication design</b> industry; and</li> <li>• Submit a <b>portfolio of previous work</b>, demonstrating experience in the design and production of annual reports or similar corporate publications of a comparable scale and complexity.</li> </ul>	<p><b>Company profile with portfolio of evidence</b></p>	<ul style="list-style-type: none"> <li>• More than 5 years' experience = <b>40 Points</b></li> <li>• 5 years' experience = <b>25 Points</b></li> <li>• Less than 5 years' = <b>0 points</b></li> </ul>
<p><b>REFERENCE LETTERS</b></p> <p>Bidders must submit a minimum of three (3) signed client reference letters, on the official letterheads of the respective client organizations, confirming the delivery of <b>annual report design, integrated reporting, or similar corporate publication services</b> within the last five (5) years.</p> <p>Each reference letter must:</p> <ul style="list-style-type: none"> <li>• Be formally dated and not older than twelve (12) months from the RFQ closing date;</li> <li>• Be printed on the official letterhead of the client organization;</li> <li>• Clearly describe the annual report, integrated report, or corporate publication services rendered;</li> <li>• Explicitly state the date of the event, including day, month, and year;</li> <li>• Include the full name, designation, contact details, and signature of the referee</li> </ul>	<p><b>Reference letters and portfolio of evidence / examples of previous annual report work</b></p>	<ul style="list-style-type: none"> <li>• More than three (3) clients signed letters = <b>30 points</b></li> <li>• 3 client signed = <b>20 points</b></li> <li>• 0 client signed letters = <b>0 points</b></li> </ul>
<p><b>TEAM EXPERIENCE &amp; QUALIFICATIONS</b></p> <p>The bidder must demonstrate that suitably qualified and experienced personnel will be assigned to the project for the full duration of the contract. The proposed team must include, at minimum, the following four (4) critical skills: Creative Director, Project Manager, Copywriter and Editor. Bidders must submit detailed CVs for each proposed resource, clearly indicating relevant qualifications, years of experience, role-specific expertise, previous annual report/integrated report or corporate publication experience, and the specific responsibilities to be performed on this assignment.</p> <p>Postbank reserves the right to verify the information provided and may deem bids non-responsive where CVs are incomplete, not role-specific, or do not demonstrate sufficient relevance to the required scope of services.</p>	<p><b>Mandatory evidence:</b></p> <ul style="list-style-type: none"> <li>• <b>Detailed CV: Creative Director</b></li> <li>• <b>Detailed CV: Project Manager</b></li> <li>• <b>Detailed CV: Copywriter</b></li> <li>• <b>Detailed CV: Editor</b></li> </ul>	<ul style="list-style-type: none"> <li>• All four (4) detailed CVs submitted and clearly demonstrate relevant qualifications and experience aligned to the project scope = <b>30 points</b></li> <li>• No or missing CVs submitted, CVs are generic, or CVs do not demonstrate relevance to the required scope = <b>0 points</b></li> </ul>
<b>TOTAL</b>		<b>100</b>

### 7.3 Phase 3: Price & Specific Goals (80/20)

- i. Price: 80 points
- ii. Specific Goals (e.g. BBBEE): 20 points

Criteria	Weight	Sub-criteria
Price and Specific Goals	100	
Price	80	Benchmark against the lowest acceptable price
Specific Goals	20	Points to be allocated according to the goals claimed

## 8. PRICING SCHEDULE

Only bidders who meet the **mandatory requirements** and achieve the **minimum functionality threshold – 70 points** will be evaluated on pricing.

- Pricing will be evaluated in accordance with the **80/20 preference point system**, where:
  - **80 points** are allocated to price;
  - **20 points** are allocated to specific goals (where applicable).
- Bidders must submit a **detailed and transparent cost breakdown**, covering all elements of the scope of work, including:
  - Concept development and creative direction (3 concepts)
  - Design and layout (180–200 pages)
  - Content integration, formatting, and data presentation
  - Proofreading, quality assurance, and revisions
  - Pre-press preparation and print-ready artwork
  - Printing of 40 high-quality bound copies and supply of AGM branded notebooks and pens
  - Any additional costs (clearly itemized)

## 9. SUBMISSION REQUIREMENTS

- Completed and signed RFQ response
- All mandatory and functional evidence
- Pricing annexure
- Valid tax clearance and company registration documents

## 10. SUBMISSION REQUIREMENTS

- Completed and signed RFQ response
- All mandatory and functional evidence
- Pricing annexure
- Valid tax clearance and company registration documents

# ANNEX C COST BREAK DOWN

1. **The service provider/supplier is required to provide a full cost breakdown for each item required on an official company letterhead.**
2. All prices must be VAT inclusive (if VAT registered) and must be quoted in South African Rand (ZAR);
3. No price changes will be accepted after official Purchase Order (PO)/Award Letter is issued.
4. The service provider warrants that the pricing quoted above is free of any errors and omissions and that he/she is able to deliver the contract on the price quoted.
5. Postbank will not pay upfront.

Note: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR)

	Item	Exclusive of VAT	Inclusive of VAT
a.	Concept development and creative direction (3 concepts)		
b.	Design and layout of the Annual Report (180 – 200 pages)		
c.	Content integration, tables, infographics, and data visualization		
d.	Proofreading, quality assurance, and revisions		
e.	Printing of 40 copies (for the AGM)		
E	Supply of branded		
f.	<ul style="list-style-type: none"> <li>• executive pens and</li> <li>• notebooks</li> </ul>		
g.	Other costs (clearly itemized)		
<b>Total exclusive of VAT</b>			
<b>VAT calculated at 15%</b>			
<b>Total inclusive of VAT</b>			

The Service Provider warrants that the pricing quoted above is free of any errors and omissions and that the service will be executed at the price quoted.

Bidder's Name: .....

Signature: .....

Date: .....

**BIDDER’S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder’s declaration**

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

Full Name	Identity Number	Name of institution	State

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**

<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.

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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 1.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 1.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

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<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.

Signature

Date

.....  
Position

.....  
Name of bidder

## Annex E :

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### 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**

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#### 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
<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.

## 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. FORMULA 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:

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

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. FORMULA 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**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged individuals	8	
Women	7	
Disabled	5	

**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>	..... ..... ..... .....

## **Annex F : GENERAL CONDITIONS OF CONTRACT AND STANDARD BIDDING DOCUMENTS**

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1. Bidders are required to complete and sign all Standard Bidding Documents (SBDs) and Annexures. All Bidders /suppliers must adhere to the General Conditions of Contract as prescribed by National Treasury.

Detailed information on the General Condition of Contract are found in the link below:

[http://ocpo.treasury.gov.za/Resource\\_Centre/Legislation/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf](http://ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf)