REQUEST FOR QUOTATION

DESCRIPTION: PROVISIONING A PROFESSIONAL SERVICE PROVIDER WITH THE EXPERTISE TO PRODUCE HIGH-QUALITY ELECTRONIC PUBLICATIONS FOR A PERIOD OF TWENTY-FOUR (24) MONTHS TO COMMUNICATIONS DEPARTMENT AT NHLS SANDRINGHAM CAMPUS:

RFQ NO:1931835

CLOSING DATE AND TIME: 11 SEPTEMBER 2026 AT 11H00AM

RFQ SUBMISSION ADDRESS: NHLS RECEPTION, RFQ BOX, NO.1 MODDERFONTEIN ROAD, SANDRINGHAM CAMPUS

QUOTATION VALIDITY PERIOD: THE QUOTATION VALIDITY PERIOD IS 90 DAYS

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1. PART A Invitation to Bid SBD 1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HEALTH LABORATORY SERVICE (NHLS)					
BID NUMBER:	**RFQ NO:1931835**	**CLOSING DATE:**	**11 SEPT 2026**	**CLOSING TIME:**	**11:00AM**
DESCRIPTION	**PROVISIONING A PROFESSIONAL SERVICE PROVIDER WITH THE EXPERTISE TO PRODUCE HIGH-QUALITY ELECTRONIC PUBLICATIONS FOR A PERIOD OF TWENTY-FOUR (24) MONTHS TO COMMUNICATIONS DEPARTMENT AT NHLS SANDRINGHAM**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
NHLS RECEPTION RFQ BOX NO.1 MODDERFONTEIN ROAD, SANDRINGHAM, JOHANNESBURG					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**PROCUREMENT DEPARTMENT**	CONTACT PERSON	**PROCUREMENT DEPARTMENT**
TELEPHONE NUMBER	**011 386 6000**	TELEPHONE NUMBER	**011 386 6000**
FACSIMILE NUMBER	**011 386 6000**	FACSIMILE NUMBER	**011 386 6000**
E-MAIL ADDRESS	procurementcorporate@nhls.ac.za	E-MAIL ADDRESS	procurementcorporate@nhls.ac.za

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:		**O R**	CENTRAL SUPPLIER DATABASE No:	MAAA	

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ 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]			

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes ☐ No ☐ [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

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: ……..…

2. TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

a) This document may contain confidential information that is the property of the NHLS and the Client.

b) No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ, without prior written permission from NHLS and the Client.

c) All Copyright and Intellectual Property herein vests with NHLS and its Client.

d) Late and incomplete submissions will not be accepted.

e) SDB 7 (form of offer) must be completed, and should the total RFQ prices differ, the one indicated on the form of offer shall be considered the correct price.

f) Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform NHLS before RFQ closing date

g) Bidders are required to submit a valid Tax Clearance Certificate and Tax clearance verification PIN, Failure to submit the Tax Pin and valid Tax Clearance Certificate will result in the invalidation of this RFQ.

h) It is the responsibility of the bidder to ensure that NHLS is in possession of the bidder's valid Tax Clearance certificate. The onus is on the bidder to ensure that NHLS receives a valid Tax Certificate as soon as the validity of the said certificate expires.

i) **A compulsory clarification or site meeting: N**/A

- The tenderer shall inspect and examine the Site and its surroundings and shall satisfy himself/herself before submitting his/her quotation. The bidder must be represented at the site inspection by a person who is suitably qualified and experiences to comprehend the implications of the work involved.
- The contractor will be responsible for final measurements.

j) Writing must be in block letters and black ink.

k) Quotation procedure using the two (2) stage system will apply: **Not applicable**.

l) Respondents arriving after the allocated time of the briefing session and failing to attend the compulsory RFQ/Site briefing will be disqualified

m) No services must be rendered or goods delivered before an official NHLS Purchase Order form has been received.

n) This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022.

o) All questions regarding this RFQ must be forwarded to the procurementcorporate@nhls.ac.za 24 hours prior the RFQ closing date.

p) The General Conditions of Contract (GCC) issued by National Treasury are applicable.

q) In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal. Each JV partner must submit all their mandatory documentation.

a) Quotation must be All-Inclusive

i. The Supplier shall allow in the quotation for all deliverables as stipulated in the scope, labour, material, consumables, accessories, software, supervision, overhead costs, profit, royalties, all taxes, levies, duties, variations in exchange rates (if applicable), disbursements and everything necessary for the execution and completion of the works in accordance with the quotation documents.

ii. Value Added Tax (VAT) shall be excluded from the rates and prices and provided for as the total VAT on the cost of the Works in the Summary of Schedule of Rates and Prices.

iii. The Supplier rates and prices shall be fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract.
iv. The offer must be in ZAR currency.
v. The NHLS reserve the right to do due diligence on the quotations and to benchmark prices quoted.
vi. Quotes should be submitted on an official letterhead and duly signed.

Delays in the supplier's performance

i. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed
by the purchaser in the contract.

ii. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

iii. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

iv. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.

v. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar Functionality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

1. Penalties

i. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

FOR HAND DELIVERIES OF RESPONSES, PLEASE SUBMIT THE RFQ DOCUMENT TO NHLS RFQ BOX, NO:1 MODDERFONTEIN ROAD, SANDRINGHAM.

	Accept	Do not accept
The Bidder accepts the above terms and conditions and the Gene Conditions of Contract on NHLS website as per hyperlink GCC Document visit NHLS website https://www.nhls.ac.za/supply-chain/, click on sup chain management tab then select General Conditions of Contract		

SPECIFICATION

FORM OF QUOTATION SUPPLIER NAME: _____

RFQ NO:1931835

DESCRIPTION: PROVISIONING OF A PROFESSIONAL SERVICE PROVIDER WITH THE EXPERTISE TO PRODUCE HIGH-QUALITY ELECTRONIC PUBLICATIONS FOR A PERIOD OF TWENTY-FOUR (24) MONTHS TO COMMUNICATIONS DEPARTMENT AT NHLS SANDRINGHAM CAMPUS

PURPOSE

The National Health Laboratory Service (NHLS) invites suitable and qualified and experienced service providers to submit quotations for Provisioning of a service provider with the expertise to produce high-quality electronic publications for a period of twenty-four (24) months to communications department at NHLS Sandringham Campus.

Specification for Provisioning of a service provider with the expertise to produce high-quality electronic publications for a period of twenty-four (24) months to communications department at NHLS Sandringham Campus.

1. INTRODUCTION

Purpose of the Request

The National Health Laboratory Service (NHLS) invites suitably qualified and experienced service providers to submit proposals for the provision of professional publication services. The appointed service provider will be required to produce a range of high-quality publications, with the monthly internal newsletter as a key deliverable. Publications will be produced primarily in electronic format and must include flipbook capability. Printed copies will be required only when specifically requested by the NHLS.

Communication and Brand Requirements

As a trusted institution, the NHLS is committed to communicating clearly, consistently and effectively with its stakeholders. Its publications play an important role in sharing information, promotional content and key messages, while also serving as ambassadors of the NHLS brand.

Expected Service Provider Capability

To support these communication objectives, the NHLS requires a service provider with the creativity, technical expertise and editorial capability to transform concepts into visually compelling, professionally produced publications that are clear, engaging and impactful.

2. OBJECTIVES

Purpose and Publication Deliverables

The purpose of this request is to appoint a professional service provider with the expertise to produce high-quality electronic publications that support NHLS communication and stakeholder engagement objectives.

The required publications include the following:

- Monthly A4 electronic newsletters for internal audiences;
- Quarterly A4 electronic magazines for external stakeholders;
- DL and Z-fold brochures;
- Flyers and fact sheets;

- Other corporate publications aligned with NHLS standards.

We seek a dependable partner who can deliver exceptional, visually compelling, and well-designed publications that reflect our commitment to excellence.

3. SCOPE OF WORK

Publication Range and Purpose

NHLS publication requirements include compact DL brochures for concise messaging, visually engaging flyers, A5 booklets that present compelling narratives, and A4 gloss newsletters that keep stakeholders informed. Although each publication type serves a distinct communication purpose, all materials must comply with NHLS branding and quality standards to ensure consistency, professionalism and excellence across all communication platforms. All newsletters, magazines, DL brochures, flyers and other corporate publications must also be QR code compatible to improve accessibility and stakeholder engagement.

Service Provider Responsibilities

- Conceptualize and create content for A4 newsletters, magazines, DL brochures, flyers and A5 booklets in collaboration with NHLS internal stakeholders.
- Provide compelling design, layout and desktop publishing services for A4 newsletters, DL brochures, flyers, corporate publications and A5 booklets, working collaboratively with the NHLS in-house designer.
- Provide editorial services for all publications, including rewriting, proofreading and editing content to ensure accuracy, clarity, consistency and alignment with NHLS standards.

3.1 Editorial Scope for Quarterly Magazine (Electronic)

Editorial Planning and Information Gathering

The service provider will be required to attend editorial meetings and brainstorming sessions, and to develop an appropriate information-gathering instrument to obtain the required content and insights.

Content, Imagery and Editorial Standards

- Source high-quality stock photography that is relevant to the NHLS and aligned with pathology services.
- Ensure that all content is researched, written and presented ethically and professionally, with factual accuracy and clear descriptions.
- All content and image assets produced or sourced for the publication will remain the property of the NHLS.

Design, Layout and Template Requirements

- Apply a design and layout approach suited to an externally focused magazine, combining the visual appeal of a mainstream lifestyle publication with a professional corporate aesthetic.
- Provide an editable magazine template for NHLS use.
- Proofread, design and lay out the magazine using NHLS-provided content, working collaboratively with the NHLS in-house designer.

- Ensure that the electronic publications are compatible with NHLS operating systems and accessible across electronic devices.
- The magazine will typically comprise approximately 30 pages, inclusive of cover pages.

Production Requirements

- Develop and manage a project production schedule for all publications, in consultation with the NHLS Communication Department, to ensure timely input, feedback and approvals throughout the production process.
- Ensure that all publications comply with NHLS branding, quality and production standards.
- Produce publications in line with agreed timelines, competitive pricing requirements and approved specifications, including the submission of samples before final production.
- Deliver limited printed materials to the NHLS Communication Department when requested.
- Provide regular and timely updates on project progress, including any risks that may affect delivery timelines.
- Maintain the confidentiality of all information, documents and materials shared by the NHLS.
- Demonstrate the capacity to produce high-quality materials within tight deadlines and offer value-added services where appropriate.

3.2 Editorial Scope for Monthly Newsletter (Electronic)

Editorial Planning and Information Gathering

The service provider will be required to attend editorial meetings and brainstorming sessions, and to develop an appropriate information-gathering instrument to obtain the required content, inputs and insights for the monthly electronic newsletter.

Content, Imagery and Editorial Standards

- Source high-quality stock photography that is relevant to the NHLS and aligned with pathology services.
- Ensure that all newsletter content is researched, written and presented ethically and professionally, with factual accuracy and clear descriptions.
- All content and image assets produced or sourced for the newsletter will remain the property of the NHLS.

Template, Design and Layout Requirements

- Provide an editable electronic newsletter template for NHLS use.
- Proofread, design and lay out the HTML emailer using NHLS-provided content, working collaboratively with the NHLS in-house designer.

Accessibility and Format

- Ensure that the electronic newsletter is compatible with NHLS operating systems.
- Ensure that the newsletter is accessible and user-friendly across mobile, tablet and desktop devices.

Production Requirements

- Develop a Project Production Schedule (all publications): in consultation with NHLS' Communication Department to gather input, feedback, and approvals throughout the publication production process.
- Ensure compliance with the NHLS branding and quality standards.
- Production of the publications, ensuring timely delivery, competitive pricing, provision of samples before production finalisation and any value-added services to offer.
- Meeting deadlines and providing timely updates on project progress.
- Maintaining confidentiality of all information and materials shared by NHLS.
- Ability to produce material within tight deadlines and impeccable quality.
- NHLS will provide content, and the service provider will proofread, design, and layout the HTML emailer in collaboration with an in-house designer.

4. REQUIREMENTS

Service providers interested in responding to this RFQ must demonstrate that they meet the following minimum requirements:

- **Design and publication experience:** Proven experience in graphic design, layout and the production of high-quality electronic publications.
- **Delivery capacity:** Demonstrated ability to meet strict deadlines and manage the required publication volumes within specified timeframes.
- **Financial stability:** Evidence of financial stability and the operational capacity required to deliver the full scope of work.
- **Relevant portfolio:** A portfolio demonstrating previous work on similar projects, including conceptualisation, design, layout, editing and conversion of booklets, flyers, brochures, magazines and newsletters into electronic publications.
- **Legal and regulatory compliance:** Compliance with all applicable legal and regulatory requirements.

4.1 Requirements for Electronic Newsletters and Corporate Publications

- Experience should include but not be limited to the full production process of newsletters, magazines, and various publications. Proof of experience should be submitted with responses to the bid invitation.
- The service provider should be able to re-write copy creatively, demonstrate experience in preparing content for publications on various projects, and plan fieldwork.
- Where possible, the NHLS will supply pictures.
- Razor-sharp news sense and mastery of storytelling.
- The service provider must have experience in tackling critical issues and crises.

5. PUBLICATION SPECIFICATIONS

5.1 A4 Electronic Newsletters

Where printed (hard) copies are needed, the requirements should be taken into consideration:

- Size: A4
- Orientation: Portrait
- Paper Type/Quality: Aqua Varnish/Glossy paper, 100-130gsm
- Inner pages: 90 - 100 Gsm Gloss art
- Cover: 128- 130 Gsm Hi Q Titan Gloss art
- Colour: Full-colour, CMYK
- Number of Pages: Variable, typically 26 pages
- Ending: Saddle stitching
- Artwork Resolution: 300 DPI minimum
- File Format: High-resolution PDF
- Bleed: 3mm on all sides
- Margins: 5mm on all sides
- Proof: PDF proof for approval before printing

5.2 DL Brochures

Where printed (hard) copies are needed, the requirements should be taken into consideration:

5.2.1. Size: DL (99 x 210 mm)

5.2.2. Orientation: Landscape or Portrait

5.2.3. Paper Type: Glossy paper, 100-130gsm 5.2.4. Colour: Full-colour, CMYK

5.2.5. Number of Pages: Single or double-sided

5.2.6. Artwork Resolution: 300 DPI minimum

5.2.7. File Format: High-resolution PDF

5.2.8. Bleed: 3mm on all sides

5.2.9. Margins: 5mm on all sides

5.2.10. Proof: PDF proof for approval before printing

5.2.11. Quantity: 5 000 5.2.12. Delivery: As per the above requirements

5.2.13. Delivery Deadline: As per project requirement

5.3 Flyers

Where printed (hard) copies are needed, the requirements should be taken into consideration:

5.3.1. Size: Various sizes (A5, A6, or custom)

5.3.2. Orientation: Landscape or Portrait

5.3.3. Paper Type: Glossy or matte paper, 100-130gsm

5.3.4. Colour: Full-colour, CMYK

5.3.5. Artwork Resolution: 300 DPI minimum

5.3.6. File Format: High-resolution PDF

5.3.7. Bleed: 3mm on all sides

5.3.8. Margins: 5mm on all sides

5.3.9. Proof: PDF proof for approval before printing

5.3.10. Quantity: 100. Delivery: As per the above requirements

5.3.12. Delivery Deadline: As per project requirement

5.4 A5 Booklets

Where print (hard) copies are needed, the requirements should be taken into consideration:

5.4.1. Size: A5 (148 x 210 mm)

5.4.2. Orientation: Portrait

5.4.3. Paper Type: Glossy or matte paper, 100-130gsm

5.4.4. Colour: Full-colour, CMYK

5.4.5. Number of Pages: Variable, typically 12 pages

5.4.6. Binding: Perfect binding or saddle stitching

5.4.7. Artwork Resolution: 300 DPI minimum

5.4.8. File Format: High-resolution PDF

5.4.9. Bleed: 3mm on all sides

5.4.10. Margins: 5mm on all sides

5.4.11. Proof: PDF proof for approval before printing

5.4.12. Quantity: 100

5.4.13. Delivery: As per the above requirements

5.4.14. Delivery Deadline: as per project requirement

NATIONAL HEALTH LABORATORY SERVICE

PRICING SCHEDULE – FIRM PRICES

(PURCHASES)

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

No.	Description	DURATION	Unit Price Excl Vat	Total Price Excl Vat)
1.	**PUBLICATION PRODUCTION FOR 24 MONTHS**	**24 MONTHS**	**R**	**R**
TOTAL PRICE EXCLUSIVE OF VAT			**R**	**R**
VAT %			**R**	**R**
TOTAL PRICE INCLUSIVE OF VAT			**R**	**R**

Name of bidder……

Bid number: RFQ –1931835

Closing Time 11:00

Closing date: 11 SEPT 26

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE

NB: Delivery cost must be included.

3. FORM OF OFFER (SBD 7) Offer

4. The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

The tenderer, identified in the offer signature block, has examined the documents listed in the submission data and addenda

Thereto as listed in the returnable schedules, and by submitting this offer has accepted the condition of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

Rand. . . . . .
.. . .
. . . . (in words);
R.....(in figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the submission data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s) . . . .
Name(s) . . . .
Capacity . . . .

for the tenderer

(Name and . . . .

address of organization/) . . . . . .
. . ..
. . . . . .
Name and signature of witness . . . . . Date . . . . . .

6.THE EVALUATION PROCESS

The RFQ will be evaluated on two Stages Administrative Compliance and Price and Specific Goals

Stage 1: Administrative Compliance
All incomplete submissions and respondents who do not meet the compliance requirements at quotation submission will be eliminated from further evaluation.

Stage 2: Price and Specific Goals
Bid will be evaluated based on the PPPFA 80/20-point system as presented in the Preferential Procurement Regulations 2022, for this purpose SBD 6.1 form should be scrutinized, completed and submitted together with your quotation. The 80/20-point system will be as follows:

Price Assessment	**80 Points**
Specific Goals	**20 Points**

STAGE 1: Administrative Compliance

- Administrative compliance/responsiveness will be tested based on returnable documents submitted and signatures on the Bid documents.
- At this stage, it must be determined what documents are required to be returned by Bidders. Returnable documents are categorized as follows:

a) Mandatory Returnable Documents (to be returned by Bidders)

(NOTE: Failure to provide the below listed documents *WILL* lead to disqualification)

1. The Service Providers to have to agree with all NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC)	**Comply**	**Do Not Comply**
Substantiation: The Bidder must submit and attach to the bid response the signed and accepted NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC).		

2. Fully completed and signed Declaration of Interest SBD 4	**Comply**	**Do Not Comply**
Substantiation: The Bidder must submit and attach to the bid response the signed Declaration of Interest SBD 4		

3. Bidder *must* complete the pricing Schedule.	**Comply**	**Do Not Comply**
Substantiation: The Bidder must submit and attach to the bid response fully completed pricing Schedule.		

4. Tax Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter.	**Comply**	**Do Not Comply**

Substantiation: The Bidder must submit and attach to the bid response a valid TAX Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter issued by the South African Revenue Services (SARS).

5. **The Bidder must provide the CSD** (Central Supplier Database) **Registration number (MAAA number) / Attach the CSD Summary Report**	**Comply**	**Do Not Comply**
Substantiation: The Bidder must provide the CSD (Central Supplier Database) **Registration number (MAAA number) / Attach the updated CSD Summary Report.**		

B. Essential Returnable Documents (to be returned by Bidders) Not a disqualification factor

6. B-BBEE Certificate and/or Affidavit. Fully completed and signed preferential points claim form SBD 6.1.	**Comply**	**Do Not Comply**
Substantiation: The bidder must submit and attach to the bid response a copy of B-BBEE Certificate issued by an authorised body or person, or a sworn Affidavit prescribed by the B-BBEE Codes of Good Practice.		
7.MANDATORY:		
• **Design and publication experience:** Proven experience in graphic design, layout and the production of high-quality electronic publications.	**Comply**	**Do Not Comply**

• **Delivery capacity:** Demonstrated ability to meet strict deadlines and manage the required publication volumes within specified timeframes. • • **Financial stability:** Evidence of financial stability and the operational capacity required to deliver the full scope of work.	**Comply**	**Do Not Comply**
	Comply	**Do Not Comply**

• **Relevant portfolio:** A portfolio demonstrating previous work on similar projects, including conceptualisation, design, layout, editing and conversion of booklets, flyers, brochures, magazines and newsletters into electronic publications. • **Legal and regulatory compliance:** Compliance with all applicable legal and regulatory requirements.	**Comply**	**Do Not Comply**
	Comply	**Do not Comply**

Stage 2: Price and Specific Goals

Bid will be evaluated on the basis of the PPPFA 80/20-point system as presented in the Preferential Procurement Regulations 2022, for this purpose SBD 6.1 form should be scrutinized, completed and submitted together with your quotation. The 80/20-point system will be as follows:

Price Assessment	**80 Points**
Specific Goals	**20 Points**

7. SCHEDULE OF WORK CARRIED OUT BY THE BIDDER

The bidder must indicate in the spaces provided below a complete list of similar contracts awarded over the last five (5) years, including the current contract (if any). This information shall be deemed to be material to the award of this bid.

Company Name	Nature of work	Value of the work	Contact person & contact number	Duration of the project (Start and end date)

Signature of person authorized to sign the bid: _____

Date: _____

8. DECLARATION OF INTEREST SBD4

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**

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

2.2.1 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 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.

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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

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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

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.

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**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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**

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

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.*)**

No.	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% Owned by black people	4	
2.	51% Owned by Black people who are women	4	
3.	51% owned by Black people with disabilities	2	
4.	51% Owned by Black people who are youth	4	
5.	51% Owned by black people living in rural areas or underdeveloped areas or townships	2	
6.	Exempted Micro Enterprise (EME) and/or qualifying small enterprise (QSE)	4	
		Total	

Table 2: The following verification documents must be submitted with the Request for quotation or tender document to be awarded points for specific goals:

No	The specific goals allocated points in terms of this tender	Means of verification
1.	51% Owned by black people	Valid BBBEE Certificate issued by SANAS accredited verification agency or DTI /CIPC BBBEE Certificate for Exempted Micro Enterprises or Affidavit sworn under oath
2.	51% Owned by Black people who are women	
3.	51% owned by Black people with disabilities	
4.	51% Owned by Black people who are youth	
5.	51% Owned by black people living in rural areas or underdeveloped areas or townships	Valid lease agreement or municipal statement **or** letter from councillor or letter from traditional council confirming address of the owner of the company **and** a Valid BBBEE Certificate issued by SANAS accredited verification agency **or** DTI /CIPC BBBEE Certificate for Exempted Micro Enterprises **or** Affidavit sworn under oath
6.	Exempted Micro Enterprise (EME) and/or qualifying small enterprise (QSE)	Valid BBBEE Certificate issued by SANAS accredited verification agency **or** DTI /CIPC BBBEE Certificate for Exempted Micro Enterprises or Affidavit sworn under oath

JOINT VENTURE, CONSORTIUM:

For Joint Venture or Consortiums agreement must show percentages of ownership and work to be completed by each party. This agreement must form part of the tender submission.

To determine the Joint Venture or Consortium score for specific goals, NHLS will evaluate at the consolidated B-BBEE certificate issued by a SANAS accredited verification agency and Joint Venture or Consortiums agreement to determine the proportional points for specific goals that will be awarded to the tenderer for black people living in rural areas or underdeveloped areas or townships and Exempted Micro Enterprise (EME) and/or qualifying small enterprise (QSE).

Example, if there are two parties in a Joint Venture with a 50:50 ownership of the Joint Venture.

In a Joint Venture where one party is living within the township and one is living in the suburbs, if one of the specific goals is ownership by black people living in rural areas or underdeveloped areas or township with a total point of 2, the Joint Venture will only be entitled the proportional points of 1 point.

Table 3: The following are the requirements for a valid Sworn Affidavit in terms of the BBBEE Sector Codes of Good Practise:

Abbreviations

BEP = Built Environment Professional

Affidavit Prescribed Formats	Category	Financial Threshold
General Enterprises		
	QSE	Between R10 million and R50 million
	EME	Less than R10 million
Sector Specific Enterprises		
	QSE	Between R10 million and R50 million
	EME	Less than R10 million
Construction Sector Code		
	BEP	Less than R1.8 million
	Contractor	Less than R3 million

Affidavit Prescribed Formats	Category	Financial Threshold
	Supplier	Less than R3 million
Financial Sector Code		
	QSE	Between R10 million and R50 million
	EME	Less than R10 million
Information Communication Technology Sector Code (ICT)		
	QSE	Between R10 million and R50 million
	EME	Less than R10 million
Marketing, Advertising & Communication Sector Code (MAC)		
> Public Relations	QSE	Between R5 million and R10 million
> Marketing, Advertising & Communications	EME	Less than R5 million
Property Sector Code		
> Service-based	QSE	Between R5 million and R10 million
	EME	Less than R5 million
> Agency-based	QSE	Between R2.5 million and R35 million
> Asset-based	EME	Less than R2.5 million
	QSE	Between R80 million and R400 million
Tourism Sector Code		
	QSE	Between R5 million and R45 million
	EME	Less than R5 million
Specialised Enterprises		
	QSE	Between R10 million and R50 million
	EME	Less than R10 million

Note 1: A sworn affidavit received from a tenderer that does not meet the above requirement will not be considered for the allocation of points for specific goals.

Requirements for a valid B-BBEE Certificate and are as follows:

a) A valid copy of a B-BBEE certificate must be issued by a SANAS B-BBEE agency and the expiry date of the certificate must be after the closing date of the request for quotation or tender to be deemed valid.

b) The B-BBBEE certificate contents must contain accurate information about the company.

Requirements for a valid sworn affidavit are as follows:

a) Valid Sworn Affidavits must comply with the requirements outlined in the Justices of the Peace and Commissioners of Oaths Act, no 16 of 1963 and its Regulations promulgated in Government Notice GNR 1258 of 21 July 1972 Justices of the Peace and Commissioners of Oaths Act, No. 16 of 1963. i.e.
   (i) The deponent shall sign the declaration in the presence of the commissioner of oaths (COA).

(ii) Below the deponent's signature the COA shall certify that the deponent has acknowledged that he knows and understands the contents of the declaration and the COA shall state the manner, place, and date of taking the declaration.

(iii) The COA shall sign the declaration and print his full name and business address below his signature; and state his designation and the area for which he holds his appointment, or the office held by him if he holds his appointment ex officio.

(iv) the expiry date of the sworn affidavit must be after the closing date of the request for quotation or tender to be deemed valid.

Note 2: A tenderer failing to submit valid proof of specific goals claimed as per indicated above bidders will **not** be disqualified but will be allocated **zero points** for specific goals and will be allocated points for pricing.

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: .....

.....

.....

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