



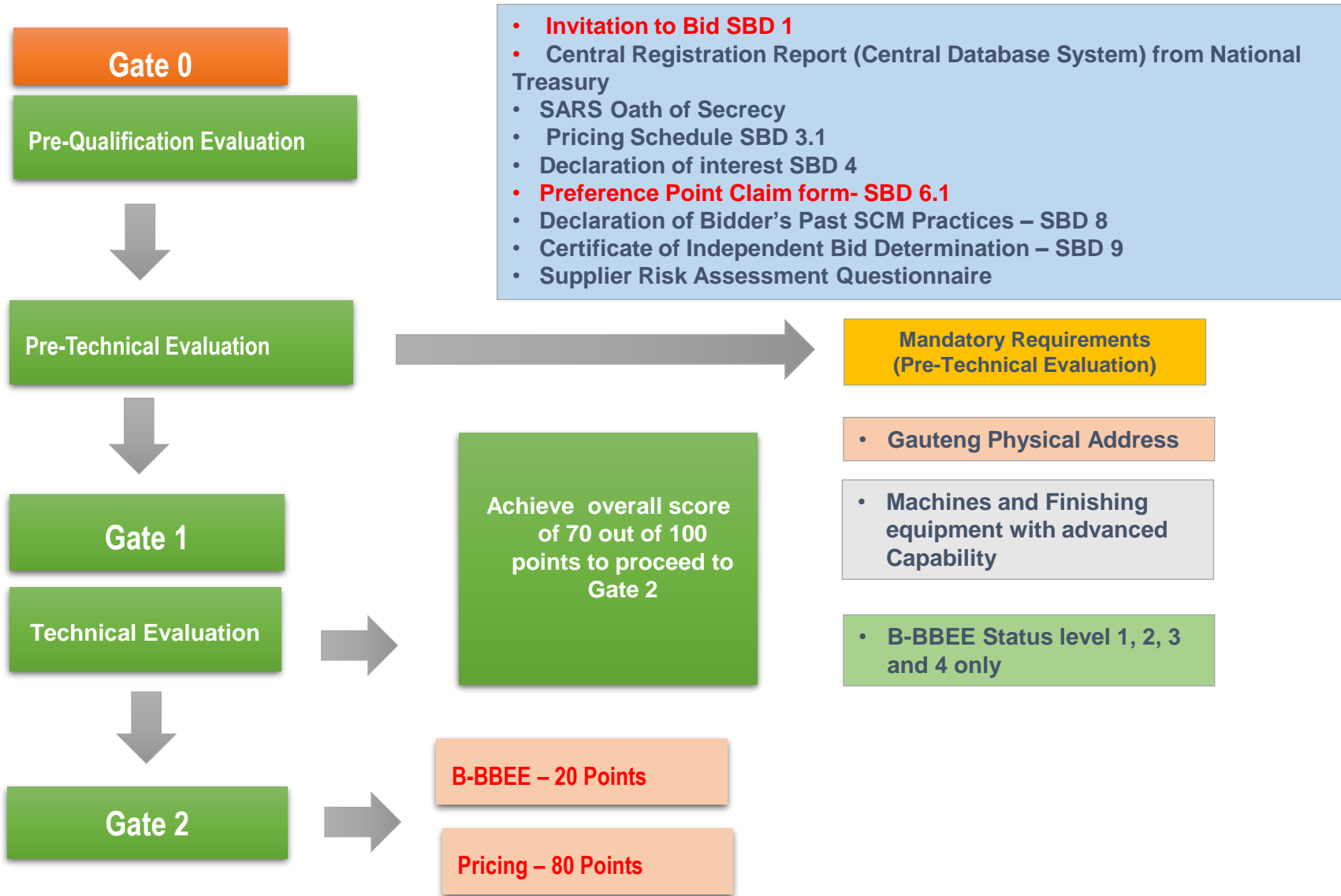
**Printing, Labelling and Packaging of
Communications Material
Non-Compulsory Briefing Session**
04 October 2021 at 10:am



Important Dates

| No. | Activity | Date |
|-----|--------------------------|------------------------------|
| 1. | Clarification of Queries | 04 October – 12 October 2021 |
| 2. | Response to the queries | 06 October 2021 |
| 3. | RFP Closing Date | 18 October 2021 @ 11:00 |
| 4. | Notice to Bidders | December-January |
| 5. | Contract Finalisation | February 2022 |

Bid Evaluation Process



TECHNICAL REQUIREMENTS

Required Services

| Criterion | Description | Weighting |
|--|--|-----------|
| Customer Experience | Three (3) contactable references letters | 10 |
| Customer Reference | How many years has the Bidder been providing the services of Printing? | 10 |
| Capability supply three (3) samples of different finishes | Output printing in Litho, Digital and Large Format | 10 |
| | Quality of the finishing, cutting and binding abilities | 10 |
| | Packing and Labelling meets the standard quality | 10 |
| Industry Service | Three (3) professionals with Litho printing experience | 10 |
| Quality Control | Bidder's system to ensure quality control. | 10 |
| 24/7 Printing Capability | Bidder's must demonstrate capability to do 24 hour / 7 days a week printing | 10 |
| Physical Security | 24/7 Security officers, Access control | 10 |
| Information Security | Information Security Environment (CCTV system with fulltime on-site live monitoring, recording and retrieval capabilities) | 10 |

PRICING REQUIREMENTS

Preference Point Systems

In the second stage of the evaluation, Tenders that have submitted all the required mandatory documents will be evaluated in terms of the 80/20 preference points system under section 2 of the Preferential Procurement Policy Framework Act, 2000, read with the Preferential Procurement Regulations, 2017

Price Evaluation

Stage 1: Price Evaluation (80 points)

| Adjudication Criteria | | Points |
|-----------------------|---|--------|
| Price Evaluation | $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$ | 80 |

Price Evaluation - Gate 2

The Price and B-BBEE points will be added together to determine each bidder's overall score out of 100 points.

Stage 1: Price Evaluation (80 points)

B-BBEE REQUIREMENTS

B-BBEE Mandatory

The Preferential Procurement Regulations 2017 (PPR) allows SARS to exercise its discretion to issue Tenders with mandatory B-BBEE requirements:

The Mandatory B-BBEE Level for this Tender is Level 1, 2, 3 or 4.

B-BBEE = 20 Points

B-BBEE points may be allocated to Bidders on submission of documentation or evidence as follows:

| ADJUDICATION CRITERIA | POINTS |
|---|--------|
| A duly completed Preference Point Claim Form: SBD 6.1 and a B-BBEE Certificate/Affidavit. | 20 |

Bidders **MUST** complete and sign the SBD 6.1 form to claim the Bidder's B-BBEE preference points, failing which, the Bidder will be scored zero.

B-BBEE Certificate/Affidavit

The table below indicates the specific B-BBEE certification documents that must be submitted for this tender.

| Classification | Turnover | Submission Requirement |
|--|--|--|
| Exempted Micro Enterprise (EME) | Below R10 million p.a | A sworn Affidavit or Certificate from CIPC |
| Qualifying Small Enterprise (QSE) | Between R10 million and R50 million p.a. | Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency. A sworn Affidavit – only 51% BO and above |
| Large Enterprise (LE) | Above R50 million p.a. | Certified copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency. |

Incorporated JVs must submit the B-BBEE status of the entity. Unincorporated JVs must submit a consolidated B-BBEE certificate as if they were a group structure for every separate Bid.

Use and acceptance of Affidavits

Section 1.6 SBD 6.1 states.. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

SARS reserves the right to request that bidders submit proof of their Black ownership and turnover information in support of their Affidavits.

B-BBEE Key Sections to complete in SBD

BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7 SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

| | | | |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

7.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?%

(ii) the name of the sub-contractor?

(iii) the B-BBEE status level of the sub-contractor?

(iv) whether the sub-contractor is an EME or QSE?

(Tick applicable box)

| | | | |
|-----|--------------------------|----|--------------------------|
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

SBD 6.1 Sub-contracting

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

| Designated Group: An EME or QSE which is at least 51% owned by: | EME √ | QSE √ |
|---|----------|----------|
| Black people | | |
| Black people who are youth | | |
| Black people who are women | | |
| Black people with disabilities | | |
| Black people living in rural or underdeveloped areas or townships | | |
| Cooperative owned by black people | | |
| Black people who are military veterans | | |
| OR | | |
| Any EME | | |
| Any QSE | | |

Sub-contracting

Bidders who want to claim preference points will have to comply fully with regulations

6(5) and 12(3) of the Preferential Procurement Regulations, 2017 with regard to sub-contracting:

Regulation 6(5)

A tenderer may not be awarded points for B-BBEE status level of contributor if the tender documents indicate that the tenderer intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.

Regulation 12(3)

A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an Exempted Micro Enterprise that has the capability and ability to execute the sub-contract.

Proof of Existence: Joint Ventures and/or Sub-Contracting

- Bidders must submit concrete proof of the existence of joint ventures and/or sub-contracting arrangements. SARS will accept signed agreements as acceptable proof of the existence of a joint venture and/or sub-contracting arrangement.
- The joint venture and/or sub-contracting agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or sub-contracting party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or sub-contracting arrangement.

FINANCIAL ANALYSIS

Public Finance Management Act (PFMA)

- Fair
- Equitable
- Transparent
- Competitive
- Cost Effective

Purpose

- Financially Stable
- Financially Viable
- Identify financial risks
- Apply Appropriate Mitigating Strategies

Financial Requirements

- **Complete Sets of Audited/ Independently Reviewed Annual Financial Statements**

- ✓ Signed Auditors / Accounting Officers Opinions
- ✓ Statement Of Comprehensive Income (*Income Statement*)
- ✓ Statement of Financial Position (*Balance Sheet*)
- ✓ Statement of Cash Flows (*Cash Flow Statement*)
- ✓ Accompanying Unabridged Notes for ALL of the above documents

- **Less than 3 Financial Periods**

Explanatory Letter

- **Joint Ventures**

Unincorporated JVs must submit separate F/S for each party to the JV.

Signed JV legal agreement.

- **Financial statements in Bidding Companies Name**

Subsidiary submitting holding company's F/S must also furnish a Performance Guarantee

