

RFQ Number: 3148b/23

Appointment of a service provider for design and mass/bulk printing services required for a project that will be hosted in the uMgungundlovu District

Closing Date and Time: 11h00 on 19 April 2024

Validity Period: 60 Calendar days after the closing date.

BRIEFING SESSION

Date:	N/A
Time:	N/A
Venue:	N/A
Compulsory:	No

BID DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY TO THE FOLLOWING EMAIL ADDRESS:

RFQsubmissions@weathersa.co.za

ENQUIRIES:

Any clarification required by a bidder regarding the meaning or interpretation of the document or any aspect concerning the submission is to be requested **in writing** from:

SCM: Acquisition Department
South African Weather Service
Email: rfq@weathersa.co.za

Contents

Invitation to Bid	Annexure A
General Conditions of Contract (GCC)	Annexure B
Bidder's Disclosure	Annexure C
Preference points claim form in terms of the Preferential Procurement Regulations 2022.....	Annexure F
Pricing Schedule	Annexure G
Specifications / Terms of Reference	Annexure H
POPIA Supplier Notice and Consent form.....	Annexure i

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF SOUTH AFRICAN WEATHER SERVICE

1 SUPPLIER INFORMATION

The following section must be completed by the bidder. Failure to do so may result in the offer being rejected.

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 BBE SUBMITTED IN ORDER TO QUALIFY FOR POINTS CLAIMED]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<p>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.</p>			

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, 2022, the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract (SCC).
- 1.4. **The successful bidder will be required to fill in and sign a written contract form (SBD7).**
- 1.5. Bidders are advised to initial all pages of their bid.
- 1.6. **Submission of RFQ responses**

Responses to this RFQ must be submitted before the closing date and time indicated on the cover page of the RFQ.
- 1.7. The South African Weather Service (SAWS) is not bound to accept any of the offers submitted and reserves the right to:
 - 1.7.1 Reject bids that are not according to Specifications / Terms of Reference;
 - 1.7.2 Reject bids with incomplete standard bidding documents (SBD's);
 - 1.7.3 Request further information from any bidder after the closing date of the bid for clarity purposes;
 - 1.7.4 Conduct site inspection/s to verify the infrastructure of bidders before final selection and award;
 - 1.7.5 Not to award the bid if the bid price is not market related;
 - 1.7.6 Not to award the bid to a bidder whose tax matters have not been declared by the SARS to be in order;
 - 1.7.7 Reject a bid if the bidder has committed a proven corrupt or fraudulent act in competing for any contract;
 - 1.7.8 Award the bid in totality to one or partially to more than one bidder;
 - 1.7.9 Conduct reference / background checks on bidders and / or individuals to, among other things, verify information provided by a bidder, confirm a firm's existence and track record, identify its owners and affiliations or verify an individual's educational and professional credentials.
- 1.8. The South African Weather Service may, prior to award of the bid, cancel the bid if:
 - 1.8.1. Due to changed circumstances, there is no longer a need for the goods or services requested;
 - 1.8.2. Funds are no longer available to cover the total envisaged expenditure;
 - 1.8.3. No acceptable tenders are received;

- 1.8.4. Due to material irregularities in the tender process.
- 1.9. Any effort or attempt by a bidder to influence the award decision in any matter may result in the rejection of the bid.
- 1.10. Costs incurred by the bidder in respect of attending any briefing / information / site visit / presentation will be borne by the bidder and the South African Weather Service will not be liable to reimburse such costs incurred by the bidder or his/her representative/s.
- 1.11. Cost incurred by the bidder in preparing and submission of any bid proposal will be borne by the bidder and the South African Weather Service will not be liable to reimburse such costs incurred by the bidder or his/her representative/s.
- 1.12. The South African Weather Service shall on receipt of any proposal relating to this bid become the owner thereof and shall not be obliged to return any proposal.
- 1.13. The bidders shall indemnify the South African Weather Service against all third-party claims of infringement of patent, trademark, or industrial design rights arising from the use of the goods or any part thereof by the South African Weather Service.
- 1.14. The South African Weather Service reserves the right to request a bidders latest audited financial statements prior to the award of the bid in order to ascertain financial stability of the bidder. Failure by a bidder to provide such information upon request may result in the rejection of the bid submitted by the bidder.
- 1.15. Subcontracting: Tenderers or contractors must submit proof of subcontracting between the main tenderer and the subcontractor. Proof of subcontracting arrangement may include a subcontracting agreement between the main tenderer and the subcontractor.
- 1.16. The SAWS reserves the right to request final presentation only to the short listed bidders to the evaluation committee. The shortlisted service providers will be subjected to present their service offering in line with the bid requirements/scope of work. The SAWS might also conduct site visit to ensure the firm existence and validate the firm's proposed capacity/employees and administration office.
- 1.17. The service provider must have duly approved operational premises with the necessary infrastructure to provide services and relevant accreditation by the relevant body. Before the awarding of the tender a due diligence site visit will be carried out at the premises of the service provider.
- 1.18. Supplier Performance Management is viewed by the SAWS as critical component in ensuring value for money acquisition and good supplier relations between the SAWS and all its suppliers. The successful bidders shall upon receipt of written notification of an award, be required to conclude a SLA with the SAWS, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value-add to SAWS's business. Successful bidders are required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.
- 1.19. The SAWS respects your privacy and acknowledge that your submission/s will contain personal details, which may belong to you, others and / or to your company (Personal Information). By sending us your submissions, you expressly give us consent to process and further process the Personal

Information contained therein which processing will be done in accordance with POPIA, the SAWS POPIA policy and our standard section 18 informed consent documentation which sets out why we need the Personal Information, what we will do with it, and who we will share it with, which you are to familiarise yourself with by downloading it from our website i.e. www.weathersa.co.za

- 1.20. Unless stated otherwise in this RFQ or as mutually agreed upon by both parties prior to award of the RFQ, all payments due to creditors for goods delivered / services rendered will be settled within thirty (30) days from receipt of an invoice.

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 the South African Revenue Service (SARS) to enable the South African Weather Service to verify the taxpayer's (Bidder's) profile and tax status.
- 2.3 Application for a 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 Tax Compliance Status (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.
- 2.8 Foreign suppliers with neither South African tax obligations nor history of doing business in South Africa must complete the questionnaire on page 2 and 3 of Annexure A. In instances where a recommendation for award of a bid will be made to a foreign bidder, the South African Weather Service will submit the bidders completed Annexure A bid document to the South African Revenue Service. The South African Revenue Service will then issue a confirmation of tax obligations letter to the South African Weather Service confirming whether or not the foreign entity has tax obligations in South Africa.

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

**PART C
DECLARATION BY BIDDER**

I, in my capacity as
..... hereby declare that I have read and
understood the contents and conditions of this bid and certify that the information furnished is true
and correct. I accept that, in addition to cancellation of a contract, action may be taken against me
should the information provided prove to be false.

Signature:
Date:

Annexure B

General Conditions of Contract

In accordance with the Framework for Supply Chain Management [Section 76 (4) (c) of the PFMA] that was promulgated in Government Gazette Number 25767 on 5 December 2003 as Treasury Regulations, National Treasury is required to issue general conditions of contract and bid documentation for supply chain management.

This Request for Quotation and any contract emanating from this Request for Quotation are subject to the General Conditions of Contract (GCC) which were revised in July 2010.

The General Conditions of Contract (GCC) revised and issued by National Treasury in July 2010 are available on the website of National Treasury.

http://ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf

Annexure C

Bidder's Disclosure

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

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 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

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

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.

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.

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

Annexure F

Preference Points Claim Form in terms of the
Preferential Procurement Regulations 2022

**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

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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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:

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

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)
B-BBEE Status Level of Contributor		
Level 1	20	
Level 2	18	
Level 3	14	
Level 4	12	
Level 5	8	
Level 6	6	
Level 7	4	
Level 8	2	
Non-compliant contributor	0	

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:

.....

.....

.....

.....

Annexure G

Pricing Schedule for Services



SBD3.3

NAME OF BIDDER:

1. PRICING SCHEDULE/S

1.1 Appointment of a service provider for design and mass/bulk printing services required for a project that will be hosted in the hosted in the uMgungundlovu district.

All prices must be in South African rand value and must be inclusive of VAT.

1.1.1 Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of VAT for the project.

R

1.1.2 Any other costs not included in the above price?

*YES	NO
------	----

* If YES, please specify

1.1.3 Cost break-down of ceiling price in 1.1.1

Bidders are required to indicate the cost component/s used for determining the ceiling price as given in 1.1.1 above.

Item no	Description	Specification	Quantity	Cost (VAT Incl.)
1a	Design and layout of 20 page plus cover Training Manual (Fire Index and SOP)	A4 size full colour design and layout 155 gsm inner pages Saddle stitching	20 +4	
1b	Printing of Training Manual	Full colour A4 size Portrait 200gsm gloss cover 155 gsm inner pages Saddle stitching	1000 units Cover page plus 20 inners	
2a	Design and layout of 2 weather awareness brochures, 2 languages, 8 pages per brochure and 2 brochures in last table	Current PDF brochures on SAWS website need to be updated with co-branding Languages: IsiZulu English 8 pages per brochure Full colour	2 brochures	
2b	Printing of weather awareness brochures in English and isiZulu	8 A4 pages per brochure Saddle stitched 115 gsm semi gloss print	1000 isiZulu 1000 English	
3a	Layout and design of 20 + 4 cover page of for Educational sheets booklet (to be made into 1 booklet)	20 sheets and 4 coversheets	1	
3b	Print educational sheets booklet	Full colour Inner pages 80 gsm bond Cover page 200 gsm semi gloss print saddle stitched	1000	
4a	Design and layout of Web portal user manuals (20 pages plus cover page)	A5 Full colour	1	

4b	Print of 500 Web portal user manuals (20 inners and gloss cover)	A5 full colour Saddle stitching Inner 115 gsm Cover pages 170 gsm	500	
5a	Design and layout of Project Report of 160 pages plus cover <i>After event-expected in May</i>	Full colour A4	1	
5b	Printing of 50 Project Reports <i>After event – expected in May</i>	A4 cover page 250 gsm gloss 160 inner pages 128 gsm gloss PUR Binding	50	
6a	Design and layout of 12 page meteorology career guidance brochure	105mmx297mm (A4 folded in length) 12 pages Double sided	1	
6b	Printing of Meteorology career guidance brochure	105mmx297mm (A4 folded in length) 12 pages Printed both sides Full colour 128 gsm self colour Saddle stitching	150	
7a	Design and layout GoF ICMHEWS Project display A1 poster for KZN	Full colour, A1, co-branding	1	
7b	Printing and lamination of GoF ICMHEWS Project display A1 poster	A1 poster, gloss and laminated 170 gsm paper	10	
7c	A1 aluminium frames for poster framing Plus SAWS delivery	See through vinyl aluminum clipper frame	10	
10	Printing of fliers for mass events	A 80gsm bond One sided Colour	1000	
11	Design and layout of event programme	A4	3	
12a	Revise Layout and design of isiZulu weather dictionary brochure	4 pages per booklet A5 size	1	

		Semi-designed revision of layout and design required isiZulu brochure		
12b	Printing of weather dictionary A5 brochures in 1 language (isiZulu)	4 pages A5 format Saddle stitched 125 gsm self cover	1000 isiZulu	
13	Layout, design and print of 2-pager – A4 lightning information brochure	A4 Full colour	1000	
14	Design, layout and printing of A1 cloud poster from current pdf artwork and adding of co-branding	A1 200gsm Full colour Z-fold or A4 printed both sides 115 gsm	250	
15	Print of 8 DRR leaflets A4 size from current material in booklet format	A4 80 gsm bond; back to back, Cover page Full colour	1000	
16	Print Trifold ImpB brochure	A4 z fold full colour 115 gsm bith sides	1000	
17	Print and cut of Impact Tables	Print full colour and cut each page in 8 blocks 200 gsm	125 pages (cut in 8)	
18	Design, layout and print KZN poster climatology (no 18)	A3 Full colour 115 gsm	500	
19	Training topographical maps	A1	250	
20	Delivery of material to venue in KwaZulu Natal	Early week and late week delivery	2 delivery batches	

1.1.4 Period required for commencement of the project after acceptance of bid?

1.1.5 Are the rates quoted firm for the full period of the project?

YES	*NO
-----	-----

1.1.6 *If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

Annexure H

RFQ Terms of Reference for services

Template: RFQ Terms of Reference for Services – Annexure H

1 DESCRIPTION

The South African Weather Service (SAWS) requires a service provider skilled in mass printing and the design and production of various corporate documents and training manuals. These services are critical to support the technical training aspects of the (SAWS) and the Donor-Funded Integrated Climate-driven Multi-Hazard Early Warning System (ICMHEWS) Project.

Delivery of the services must be made to the SAWS regional offices in Pietermaritzburg or Centurion. Bidders are expected to provide a comprehensive catalogue of their mass printing work and document design capabilities, along with proof of successful completion of significant general print media projects, demonstrating their ability to manage large-scale printing and design operations.

2 INTRODUCTION

The South African Weather Service (SAWS) is a public entity of the Department of Forestry, Fisheries and the Environment (DFFE) and derives its mandate from the South African Weather Service Act (No 8 of 2001) and as amended in 2013 (Act No 48 of 2013). The public entity is listed as a Schedule 3A Public Entity in terms of the Public Finance Management Act (PFMA).

SAWS has a dual mandate, to provide timely and accurate scientific data in the field of meteorology to the broader South African society, encompassing both public good and commercial services. The organisation plays a vital role in South African public life, not only as a provider of key services, but also in empowering citizens to adapt to the effects of the ever-changing weather.

The organisation specifically will need a service provider for the design and printing of training manuals, plot charts, various print media for marketing and promotion, as well as for the design of corporate documents for reporting, needed by the project.

3 BACKGROUND

The Government of Flanders-funded ICMHEWS project necessitates a substantial volume of professionally designed corporate materials for training and promotional events. In addition, the phases following project closure will require expert design and layout of reports, underscoring the need for a skilled document design and print service provider. Given the essential nature of these deliverables, SAWS is seeking an experienced and dedicated service provider to fulfill this critical role effectively.

4 REQUIREMENTS / SCOPE OF WORK

4.1 Design and Build Printing Services solution for the GOF, ICMHEWS Project needs.

UMGUNGUNDLOVU DISTRICT (KZN STATE PROVINCE), MASS/ BULK PRINTING NEEDS

Description: Design and Mass/ bulk printing Services.

Item no	Description	Specification	Quantity
1a	Design and layout of 20 page plus cover Training Manual (Fire Index and SOP)	A4 size full colour design and layout 155 gsm inner pages Saddle stitching	20 +4
1b	Printing of Training Manual	Full colour A4 size Portrait 200gsm gloss cover 155 gsm inner pages Saddle stitching	1000 units Cover page plus 20 inners
2a	Design and layout of 2 weather awareness brochures, 2 languages, 8 pages per brochure and 2 brochures in last table	Current PDF brochures on SAWS website need to be updated with co-branding Languages: IsiZulu English 8 pages per brochure Full colour	2 brochures
2b	Printing of weather awareness brochures in English and isiZulu	8 A4 pages per brochure Saddle stitched 115 gsm semi gloss print	1000 isiZulu 1000 English
3a	Layout and design of 20 + 4 cover page of for Educational sheets booklet (to be made into 1 booklet)	20 sheets and 4 coversheets	1
3b	Print educational sheets booklet	Full colour Inner pages 80 gsm bond Cover page 200 gsm semi gloss print saddle stitched	1000
4a	Design and layout of Web portal user manuals (20 pages plus cover page)	A5 Full colour	1

Template: RFQ Terms of Reference for Services – Annexure H

4b	Print of 500 Web portal user manuals (20 inners and gloss cover)	A5 full colour Saddle stitching Inner 115 gsm Cover pages 170 gsm	500
5a	Design and layout of Project Report of 160 pages plus cover <i>After event-expected in May</i>	Full colour A4	1
5b	Printing of 50 Project Reports <i>After event – expected in May</i>	A4 cover page 250 gsm gloss 160 inner pages 128 gsm gloss PUR Binding	50
6a	Design and layout of 12 page meteorology career guidance brochure	105mmx297mm (A4 folded in length) 12 pages Double sided	1
6b	Printing of Meteorology career guidance brochure	105mmx297mm (A4 folded in length) 12 pages Printed both sides Full colour 128 gsm self colour Saddle stitching	150
7a	Design and layout GoF ICMHEWS Project display A1 poster for KZN	Full colour, A1, co-branding	1
7b	Printing and lamination of GoF ICMHEWS Project display A1 poster	A1 poster, gloss and laminated 170 gsm paper	10
7c	A1 aluminium frames for poster framing Plus SAWS delivery	See through vinyl aluminum clipper frame	10
10	Printing of fliers for mass events	A 80gsm bond One sided Colour	1000
11	Design and layout of event programme	A4	3
12a	Revise Layout and design of isiZulu weather dictionary brochure	4 pages per booklet A5 size Semi-designed revision of layout and design required	1

Template: RFQ Terms of Reference for Services – Annexure H

		isiZulu brochure	
12b	Printing of weather dictionary A5 brochures in 1 language (isiZulu)	4 pages A5 format Saddle stitched 125 gsm self cover	1000 isiZulu
13	Layout, design and print of 2-pager – A4 lightning information brochure	A4 Full colour	1000
14	Design, layout and printing of A1 cloud poster from current pdf artwork and adding of co-branding	A1 200gsm Full colour Z-fold or A4 printed both sides 115 gsm	250
15	Print of 8 DRR leaflets A4 size from current material in booklet format	A4 80 gsm bond; back to back, Cover page Full colour	1000
16	Print Trifold ImpB brochure	A4 z fold full colour 115 gsm bith sides	1000
17	Print and cut of Impact Tables	Print full colour and cut each page in 8 blocks 200 gsm	125 pages (cut in 8)
18	Design, layout and print KZN poster climatology (no 18)	A3 Full colour 115 gsm	500
19	Training topographical maps	A1	250
20	Delivery of material to venue in KwaZulu Natal	Early week and late week delivery	2 delivery batches

4.2.2 Providers must have proven experience in corporate document design, layout and mass media related projects in the corporate public and private sector and space. Experience in government projects is a requirement.

4.2.3 Providers to be considered must have at least **5 (five) years'** experience in Corporate Branding, mass/ bulk

printing and related Services. Provision of proof of experience is a requirement.

5 EVALUATION OF BIDS

The RFQ's will be evaluated in 3 phases as mentioned below:

- **Phase 1: SCM compliance requirements (administrative compliance)**
- **Phase 2: Technical / Functional evaluation.**
- **Phase 3: Price lists and Specific Goals.**

5.1 Phase 1: SCM Compliance Requirements (Administrative Requirements)

RFQs received will be verified for completeness and correctness. SAWS reserve the right to accept or reject a RFQ based on the completeness and correctness of the documentation and information provided.

Bidders are to ensure that they submit the following documentation / information with their RFQ.

Document	Comments
Proof of registration on the Central Supplier Database (CSD) of National Treasury	Bidders must be registered on the CSD. CSD registration number must be provided.
Request for Invitation (Annexure A)	Completed and signed
SBD 3.3 for services (Pricing Schedule/ Catalogue)	Completed and signed
SBD 4 (Bidder's Declaration)	Completed and signed
SBD 6.1 (Preference Points Claim Form)	Completed and signed if points are claimed
SARS (South African Revenue Service) Tax Compliant	Bidders tax matters must be in order
BBBEE Certificate	Valid and compliant original B-BBEE and/or certified copies of Sworn Affidavit must be submitted for any points claimed
CIPC Company Registration Documents	Valid CK or CoR documents

Template: RFQ Terms of Reference for Services – Annexure H



Bidders who comply with the above requirements will be considered for further evaluation.

5.2 Phase 2: Technical / Functional Evaluation

5.2.1 Mandatory requirements.

The following Technical / Functional requirements which are mandatory must be complied with by the bidder. Please note that bidders will not be evaluated further if they do not provide evidence confirming compliance with any of the specified mandatory requirements.

	Mandatory Technical / Functional requirements	Evidence to be submitted with bid
	Ability to Provide Specified Services: Design and Mass Printing	Yes – 3 Samples or Catalogue showing Portfolio of Goods and Services Provided before. (PDF' ed, Proof, Documents or PDF'ed photographs) <ul style="list-style-type: none"> - Include samples (finished product) of branded items supplied. - At least one from branded clothing and at least one for banners or display boards.
	Ability to do Corporate Branding Artwork	Yes – Proof of Artwork for at least 3 jobs or projects done before. <ul style="list-style-type: none"> - Must have at least two done within the last 12 months. - Must have at least two done for government or public entity. - Must have at least one done for a big private corporate.
	Operational Service Provision Proof.	Provide in writing (company profile, website profile extracts or relevant documentation)
	Corporate Credibility Information	Company Letterhead with all standard letterhead details (company office, contact details, directors etc).
	Minimum 5 years' experience in Corporate Branding, document design, logo design and printing work.	Minimum 3 Contactable Corporate References

Bidders who comply with the mandatory technical/ functional requirements will be considered for further evaluation.

5.2.2 Non-mandatory functional requirements

Evaluation of the non-mandatory functional requirements will be done in terms of the criteria as stated in the table below.

Bidders should take note of the Criteria, Itemised technical requirements, Weighting & Scoring when responding to this bid.

Criterion	Weight	Score
<p>Bidder must submit the following requirements proposal with their proposal:</p> <ul style="list-style-type: none"> • Company Profile: Provide an overview of your company's background, experience, and relevant credentials. • Portfolio: The product and service offering catalogue. • Online catalogue also acceptable (must provide link) 	20	<p>0 = No Profile</p> <p>20 = Company profile.</p>
<p>Corporate Mass/ bulk printing, Proven Track Record (Including Ability to Design Corporate Office and Visual Display Material, Using high-resolution logos) (Reference Letters and proof of work delivered)</p> <p>Bidder to provide contactable references as proven track record of, mass/ bulk printing, corporate office, display, training manual and annual report designs and printing, With service being for government, local government, or privately owned entities.</p> <p>Minimum of 3 (three) Reference letters must include the following details:</p> <ul style="list-style-type: none"> - Name of institution/ company - Contact Person - Contact Details (Telephone or Cellphone and Email) - Details of what was provided. <p>Each Reference letter must be accompanied by the sample of the finished product that was supplied to the referenced client/ organisation. (You may clearly label the customer</p>	40	<p>0 = No reference letters or linked samples provided to referenced organisation provided / reference letters without required details/ samples not linked to reference.</p> <p>5 = One reference letter with required details provided.</p> <p>5 = One sample of finished product supplied to the referenced organisation.</p> <p>(Total 10 Points)</p> <p>10 = Two reference letters and more with required details provided.</p> <p>10 = Two samples of finished product supplied to the two</p>

<p>samples as Reference 1, 2, 3 and 4 if not scanned as one document with the respective reference letter/ s)</p>		<p>referenced organisations (one for each reference (Total 20 Points) 15 = Three reference letters with required details provided. 15 = Three samples of finished product supplied to the three referenced organisations (one for each reference (Total 30 Points)</p> <p>20 = Four reference letters or more with required details provide 20 = Four samples of finished product supplied to the four referenced organisations, respectively (one for each reference (Total 40 Points)</p>
<p>Demonstration of Operational Ability to Deliver. (Delivery Plan for indicated period and product and services catalogue) (Full catalogue with photographs or finished goods/ services photos and sketch work plan/ delivery plan)</p> <p>Bidder to provide contactable references as proven track record of, corporate identity package design, report printing, manual printing, business card design, logo design and related work with proof of service being for government, local government, or privately owned entities.</p> <p>Minimum of 3 (three) Reference letters must include the following details:</p> <ul style="list-style-type: none"> - Name of institution/ company - Contact Person - Contact Details (Telephone or Cellphone and Email) 	<p>40</p>	<p>0 = No Catalogue and Samples</p> <p>5 = One Sample 5 = Catalogue Score based on Catalogue having less than 60% of what is required displayed. (Total 10 Points)</p> <p>10 = Two samples provided. 10 = Catalogue with 80% of what is required. (Total 20 Points)</p> <p>15 = Three samples provided. 15 = Catalogue with 100% of what is required.</p>

Template: RFQ Terms of Reference for Services – Annexure H



- Details of what was provided. Each Catalogue must show what the service provider provides samples are to be photographs, Images and clearly marked the finished product, for which organisation they were for. (viewing the finished)		(Total 30 Points) 20 = Four samples provided. 20 = Catalogue showing More than 100% of what is required. (Total 40 Points)
Total	100	

Bidders who score 70% and more will qualify for further evaluation in terms of Price and Specific Goals.

5.3 Phase 3: Price and Specific Goals Evaluation

Bidders who comply with the requirements of this bid will be evaluated according to the preference point scoring system as determined in the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.

Points for this RFQ shall be awarded, to one service provider for:

- Price catalogue and relevant pricing schedule provided.
- Technical ability to provide products and services and
- Operational availability for the 36 months period, to provide quotations and respective services as requested.
- Specific Goals (Refer to Annexure F: Preference Points Claim Form).

The maximum points for this bid are allocated as follows:

	POINTS
COMPETITIVE PRICING SCHEDULE, CATALOGUE and REFERENCES	80
COMPANY'S BACKGROUND, EXPERIENCE, AND RELEVANT INDUSTRY EXPERIENCE (Refer to Preference Points Claim Form Annexure)	20
Total points for Price and Specific Goals	100

Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000 (Act no 5 of 2000), the RFQ will be awarded to the bidder scoring the highest points.

6 DUE DILIGENCE

The South African Weather Service reserves the right to conduct supplier due diligence prior to final award of the opportunity to be part of the service provide panel or at any time during the contract period. This may include site visits, reference checks and requests for additional information.

7 SPECIAL CONDITIONS OF CONTRACT

This panel of service provider process and all contract emanating it will be subject to the General Conditions of Contract (GCC) issued in accordance with Chapter 16A of the Treasury Regulations published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions are supplement to that of the General Conditions of Contract. Where, however the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of the Contract prevail.

SAWS reserve the right to exclude bidders who fail to comply with any of the Special Conditions of Contract as stated below.

7.1 Address where services are required.

The successful bidder will be required to render the services at the following address:

**South African Weather Service Regional Office (Pietermaritzburg)
King Shaka International Airport**

OR

***Centurion Head Office, ABSA Building, 1263 Heuwel Rd, Centurion Central, Centurion 0157**

**to be arranged with the appointed bidder*

Delivery of finished goods will be to the above Head Office. From time to time, delivery to the Thohoyandou Regional Office, selected event sites and facilities, may be required of which a successful bidder will be requested for the respective delivery quotation for such required delivery from time to time.

7.2 Negotiating a fair market related price.

Award of the RFQ may be subject to price negotiation and quantity adjustments, with the preferred service provider/ s.

Annexure I

POPIA : Supplier Notice and Consent Form



POPIA: SUPPLIER NOTICE AND CONSENT FORM

I confirm that I am duly authorised to sign this consent form.

Name (Print)

Capacity

Signature

Name of Firm

Date



(Hereinafter referred to as “the **Data Subject** “)

A company/organization duly incorporated under the laws of Republic of South Africa, having its
main place of business

at....., with

registration number:.....

Preparatory Statement

Whereas the “**Data Subject**” is in agreement with the contents of this Notice and Consent Form and grants SAWS permission to process certain confidential/personal information, for purposes of

whereas the “**Data Subject**” is considering making an offer (the “**Offer**”) to SAWS on a solicited Bid/Tender/RFQ/RFP/RFI, subject to conducting due diligence, as a result of which certain confidential/personal information of the Data Subject may be disclosed to SAWS.

The Data Subject hereby gives consent to the following:

1. Purposes

SAWS will process, including collect, your personal information (as set out in point 2 below) for the following purposes:

- a) strategic sourcing;
- b) procurement;
- c) contract management;
- d) supplier management;
- e) invoice management;
- f) payments;
- g) debt recovery;
- h) fraud prevention; and
- i) supplier discovery.

The provision of personal information is voluntary. However, if you do not provide your personal information, we may not be able to perform the above-mentioned purpose/s.

2. Legal basis for the processing

We process your personal information on the basis that (i) processing information is necessary for pursuing our legitimate interests (according to section 11(1) of the Protection of Personal Information Act, No. 4 of 2013 (“POPIA”)), which lies in achieving the purposes as set out in point 1 above, (ii) processing is necessary to carry out actions for the conclusion or performance of “supply chain management functions” for which you are party (according to section 11(1)(b) of POPIA), or (iii) processing complies with an obligation imposed by law on us (according to section 11(1)(c) of POPIA).

We process the following personal information (for specific natural or juristic person and can be used to identify you or that person):

POPIA: SUPPLIER NOTICE AND CONSENT FORM

- a) Master data
- Name
 - Addresses
 - Contact numbers
 - Email address
 - Other contact details of the supplier
 - Supplier primary contact person's name and contact information
 - Job position and role / qualifications
 - Partner roles of the suppliers needed for invoicing and ordering
 - Identification / company registration number
 - BBBEE status
 - Central Supplier Database number
- b) Accounting and payment information
- VAT & Income tax numbers
 - Tax clearance pin
 - Bank details
 - Bank account type and number
 - Name of the account holder
 - Attachment of confirmation documents
 - Terms of payment
 - Accounting correspondence
- c) Supplier classification
- Category
 - Vendor portfolio
 - Product categories
 - Main product category
 - Additional product categories
 - Vendor category.
- d) Declared conflict or potential conflict of interest
- e) Information on goods and/or services offered by supplier
- quantity and quality of offered goods and/or services
 - other commercial terms of the offer
- f) Contract information
- commercial terms of the contract
 - legal terms of the contract
 - any other contractual documentation
 - information about contract performance and instances of non-performance

3. Retention periods

Your personal information will only be kept for as long as we reasonably consider necessary for achieving the purposes set out in point 1 above and as is permissible under applicable laws. We will, in any case, retain your personal information for as long as there are statutory retention obligations or potential legal claims are not yet time barred.

4. Law enforcement

We may disclose personal information if required:

- by a subpoena or court order;
- to comply with any law;
- to protect the safety of any individual or the public; and
- to prevent violation of our supplier relation terms.

5. Regulators

We may disclose your personal information as required by law or governmental audit.

6. Sharing

We may share your personal information with:

- other divisions or public entities within the South African Government as the South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Environmental Affairs and is governed by a Board, so as to provide joint content and services like registration, for transactions and customer support, to help detect and prevent potentially illegal acts and violations of our policies, and to guide decisions about our products, services;
- an affiliate, in which case we will seek to require the affiliates to honor this privacy notice;
- our goods or services providers under contract who help provide certain goods or services or help with parts of our business operations, including fraud prevention, bill collection, marketing,
- technology services (our contracts dictate that these goods or services providers only use your information in connection with the goods or services they supply or services they perform for the SAWS and not for their own benefit);
- credit bureaus to report account information, as permitted by law;
- banking partners as required by credit card association rules for inclusion on their list of terminated merchants (in the event that you utilize the services to receive payments and you meet their criteria); and
- other third parties who provide us with relevant services, where appropriate.

7. Suppliers rights

Under applicable law, you have, among others, the rights (under the conditions set out in applicable law): (i) to check whether and what kind of personal data we hold about you and to request access to and the right to rectify the information collected (ii) in certain circumstances, to object to the processing of personal information, in the prescribed manner, on reasonable grounds relating to your particular situation, unless legislation provides for such processing or to object for the purposes of direct marketing; or (iii) to lodge a

POPIA: SUPPLIER NOTICE AND CONSENT FORM

complaint with the Information Regulator. The address of the Information Regulator is 33 Hoofd Street Forum III, 3rd Floor Braampark, Braamfontein, Johannesburg.

8. Your obligations

You may only send us your own personal information or the information of another data subject where you have their permission to do so.

9. Security

We take the security of personal information very seriously and always do our best to comply with applicable data protection laws. Our website is hosted in a secure server environment that uses a firewall and other advanced security measures to prevent interference or access from outside intruders. We authorize access to personal information only for those employees who require it to fulfil their job responsibilities. We implement disaster recovery procedures where appropriate.

10. Data Storage

We will try to keep the personal information we collect as accurate, complete, and up to date as is necessary for the purposes defined in this notice. Please note that to better protect you and safeguard your personal information, please inform us of any required corrections to your personal information.

11. Limitation

We are not responsible for, give no warranties, nor make any representations in respect of the privacy policies/notices or practices of any third parties.

12 Enquiries

If you have any questions or concerns arising from this notice and consent form or the way in which we handle personal information, please contact the South African Weather Service Deputy Information Officer:

HEAD OFFICE
1263 Heuwel Road
Centurion
0157
+27 12 367 6000
Email for Head Office: CRS@weathersa.co.za