

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	IPID04/2023/24	CLOSING DATE: 15 NOVEMBER 2023	CLOSING TIME:	11:00	
DESCRIPTION	INVITATION TO SUBMIT PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVERY AND RENDERING SERVICES OF COMMUNICATION PRODUCTS AS WELL AS THE SOURCING AND PRINTING OF COMMUNICATION PRODUCTS FOR THE INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE (IPID) FOR A PERIOD OF 36 MONTHS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
GROUND FLOOR					
BENSTRA BUILDING					
473 STANZA BOPAPE STREET					
ACARDIA, PRETORIA					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	MS F MASEKO / MR M GQALANE		CONTACT PERSON	MS L SUPING	
TELEPHONE NUMBER	012 399 0095 / 012 399 0106		TELEPHONE NUMBER	012 399 0092	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	fmaseko@ipid.gov.za / mgqalane@ipid.gov.za		E-MAIL ADDRESS	lsuping@ipid.gov.za	
<b>SUPPLIER INFORMATION</b>					
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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
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		
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**

<b>1.</b>	<b>BID SUBMISSION:</b>
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2.</b>	<b>TAX COMPLIANCE REQUIREMENTS</b>
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: .....

**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**

Name of bidder.....	Bid number IPID04/2023/24
Closing Time 11:00	Closing date: 15 November 2023

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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INVITATION TO SUBMIT PROPOSAL FOR THE APOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND RENDERING SERVICES OF COMMUNICATION PRODUCTS AS WELL AS THE SOURCING AND PRINTING OF COMMUNICATION PRODUCTS FOR THE DEPARTMENT OF THE INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE (IPID) FOR A PERIOD OF 36 MONTHS

- Required by: INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE
- At: BENSTRA BUILDING  
473 STANZA BOPAPE STREET  
ACARDIA  
PRETORIA
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....  
\*Delivery: Firm/not firm
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. 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:

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

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:

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

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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprises with ownership of 51% or more by person/s who are Black		8		
Enterprises with ownership of 51% or more by person/s who are Women		8		
Enterprises with ownership of 51% or more by person/s who are Youth		2		
Enterprises with ownership of 51% or more by person/s with Disability		2		

**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:** .....  
.....  
.....  
.....



# independent police investigative directorate

Department:  
Independent Police Investigative Directorate  
REPUBLIC OF SOUTH AFRICA

Private Bag X941, Pretoria, 0001, 473 Stanza Bopape Street, Benstra Building, Arcadia Pretoria Tel: (012) 399 0026

## SPECIFICATIONS

### 1. PURPOSE

**1.1 The Department of Independent Police Investigative Directorates hereby invites the prospective Bidders to submit their proposals for supply, delivery and rendering services of Communication products as well as the sourcing and printing of communication products for the Department for a period of 36 months.**

### 2. BACKGROUND

- 2.1 The Independent Police Investigative Directorate (IPID) is governed by the Constitution of the Republic of South Africa, 1996 and the IPID Act No.1 of 2011. The Constitution provides the Framework for Communication within the South African environment and regards freedom of expression and the Public's rights to information as a fundamental rights.
- 2.2 The role of Communication and Marketing Directorate includes amongst others to strengthen and facilitate partnerships while also promoting and marketing IPID to the broader public.
- 2.3 Appointing a Service Provider to produce the work of IPID will ensure that we manage the quality of work to be rendered as well as deadlines.

### 3. PROJECT SCOPE

#### 3.1 Service Requirements

- 3.1.1 The Directorate Communications is responsible for the development of collateral or marketing material to promote and publicise IPID to the broader public.
- 3.1.2 Communications will provide a brief to the appointed Bidder and sign off on the artwork and design for the Bidder before final production.
- 3.1.3 The scope of the work will include amongst others the design and layout as well as the printing of the IPID Brochures, Annual Performance Plan and Annual Report, Promotional material to market IPID, branding of the IPID Fleet and offices etc.
- 3.1.4 The Bidder will be responsible for sourcing and printing of the communication products where necessary.
- 3.1.5 The Service Provider should reside in South Africa and should be able to respond rapidly to requests and also be able to produce the desired products by means of resources directly

**Bid Specification for supply, delivery and rendering services of Communication products as well as the sourcing and printing of communication products.**

G.S.N



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under their own control and management while at the same time maintain quality and reliability.

- 3.1.6 The Service Provider should be able to produce large volumes of material needed and be able to deliver quality products under pressure.

## 3.2 Special conditions to the contract

- 3.2.1 All artwork produced during the period of the contract will remain the intellectual property of the Independent Police Investigative Directorate. The Bidder should forward all soft copies or Word Documents to IPID.
- 3.2.2 The Bidder should ensure that all items supplied are packaged in boxes to allow for easy handling.
- 3.2.3 The Bidder should ensure that the cost of packaging and delivery of communication products is included in the bid.
- 3.2.4 The Bidder should be prepared to start production at short notice  
A high degree of accuracy and quality control is required as the service provider should be able to deliver high quality products at short notice
- 3.2.5 The Communications Unit within the department will sign off all artwork before production of any communication project can resume

## 4. DURATION OF THE CONTRACT

- 4.1 The contract is for a period of 36 months.

## 5. EVALUATION AND SELECTION PROCESS

### 5.1 Mandatory Requirements

- 5.1.1 The Service Provider should be able to provide a letter/s of reference from their previous clients which indicates the type of communication products supplied and services they've rendered on layout and design and printing services, production of branding material and the production of promotional material.
- 5.1.2 Bidder must be registered on the Central Supply Database (CSD).
- 5.1.3 Bidder to provide Company Profile
- 5.1.4 Bidder to provide fully completed pricing schedule
- 5.1.5 Bidder to provide bank letter of good standing

**N.B Any Bidder who fails to comply with the above-mentioned mandatory requirements will be eliminated from the evaluation process and will not be considered for further evaluation**

Bid Specification for supply, delivery and rendering services of Communication products as well as the sourcing and printing of communication products.



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## 5.2 EVALUATION CRITERIA

### 5.2.1 This bid will be evaluated in three (3) phases, i.e.

- Administrative requirements
- Functionality
- Price and HDI scoring

#### 5.2.1.1 PHASE 1: ADMINISTRATIVE REQUIREMENTS

- Proof of CSD full report must be attached.
- Compliant Tax Status
- In order to advance the designated groups on the basis of Historically Disadvantaged Individuals (HDI), priority will be given to the following of which 51% are owned by: Blacks, Black Youth; Black Women; Black people with disabilities; Black People living in rural or underdeveloped areas; or townships; cooperatives owned by Black people; Black people who are Military Veterans;
- Company profile;
- SBD Forms fully completed and signed:
  - SBD 1 (Invitation to Bid)
  - SBD 3.1 Pricing schedule)
  - SBD 4 (Declaration of Interest)
  - SBD 6.1 (Preferential Procurement Regulations 2022)
- Original certified ID copies of all Directors not older than 6 months (A certified copy of a copy will not be accepted).
- Signatures and initialization on each page of the bid document.

**N.B. Failure to comply with the above Administrative Requirements may result in disqualification**

#### 5.2.1.2 PHASE 2: FUNCTIONALITY

Criteria	Description	Weights	
Financial Capability	Bidder must provide a bank letter to confirm good standing not older than 30 days	20	0 points – non submission 20 points – BANK Letter submitted confirming good standing
Layout and design capability	Bidder to submit samples of previous work done in line with specifications from the Government Corporate Identity and Branding Guidelines together with reference letters from previous clients <b>NB. Table of experience on past and current</b>	30	0 points – non submission 30 points - provision of sample and reference letter

Bid Specification for supply, delivery and rendering services of Communication products as well as the sourcing and printing of communication products.

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Criteria	Description	Weights	
	<p>experience to be fully completed. Reference letter/s in the referee's letterhead with contactable details stating the nature of the services rendered, value of the project and period of delivery must accompany the profile.</p> <p>The Referee's letter must be signed by the Referee with a date not older than 3 months</p>		
Company projects and Ability to meet IPID requirements	<p>Bidder to provide company profile of communication projects successfully concluded that are in line with the design and layout and printing services, production and branding of marketing material and promotional material. <b>NB Table of experience on past and current experience to be fully completed. Reference letter/s in the referee's letterhead with contactable details stating the nature of the services rendered, value of the project and period of delivery must accompany the profile.</b></p> <p>The Referee's letter must be signed by the Referee with a date not older than 3 months</p>	30	<p>0 points – non submission 10 points – 1 project 20 points – 2 projects 30 points – 3 or more projects</p>
Expediency	<p>Bidder to provide proof of once off large production and delivery to the value of R200 000 or more (indicate the ability to produce large quantities/volumes of work within a short space of time)</p> <p><b>NB. Table of experience on past and current experience to be fully completed, reference letters stating project for services rendered and delivery period and the order/ award letter/SLA to be attached.</b></p> <p>The Referee's letter must be signed by the Referee with a date not older than 3 months</p>	20	<p>5 points – within 30 days and above 10 points – within 25 – 30 days 15 points – within 20 - 25days 20 points – under 15 days and below</p>

**NB:**

- Only proof of past or current experience specified on the compulsory Table of experience will be consider for evaluation purposes.
- A Bidder who scores less than 70 points on the functional criteria will not be subject for further evaluation on pricing.

**Bid Specification for supply, delivery and rendering services of Communication products as well as the sourcing and printing of communication products.**

GJDN



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**TABLE OF EXPERIENCE**

**CURRENT AND RECENT CONTRACTS (CLIENT BASE)**

A list of previous and current contracts for supply, delivery and rendering services of Communication products as well as the sourcing and printing of communication products, which are relevant to the service required in the bid specifications must be attached to the bid proposal. The following template must be used and must be completed in full.

- Reference letters from the bidder's recent and current clients confirming the work conducted must be attached.
- Reference letters must be signed by the Referee with a date not older than three (3) months.

Indicate all the current and recent contracts in the table below executed by the company. **ONLY** those relevant to supply, delivery and rendering services of Communication products as well as the sourcing and printing of communication.

Only the relevant experience shall be considered for bid evaluation purposes.

**NB: IPID has the right to confirm the details captured in this table. Any misrepresentation of information shall result in disqualifying the bid proposal.**

Name of client / organization where contract is being executed/was executed	Current and previous Contract period (indicate start and end dates) e.g. 1 April 2022 to 31 March 2023	Type of services rendered or work conducted.	Previous/Current Contract?	Contact persons and telephone numbers of your client	Total Cost of the Contract

WJN





# independent police investigative directorate

Department:  
Independent Police Investigative Directorate  
**REPUBLIC OF SOUTH AFRICA**

Private Bag X941, Pretoria, 0001, 473 Slemza Bopape Street, Benstra Building, Arcadia Pretoria Tel: (012) 399 0026


G.R.N



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## 5.2.1.3 PHASE 3: PRICING AND HDI SCORING:

NB: It should also be noted that the required promotional material is not limited to the ones below because promotional material varies and is dependent on what is available in the market at the time of production. The quantities may also vary.

### PRICING SCHEDULE:

A detailed and complete cost break down **must** be provided by completing the pricing schedule and the total bid price including all applicable taxes must also be indicated on the Pricing Schedule (SBD 3.1)

Item	Unit Price	Quantity	Total Cost	Ability to produce (tick or circle appropriate service)
<b>Design and Printing Services</b>				
Annual Performance Plan		200		<ul style="list-style-type: none"> <li>Ability to produce</li> <li>Outsourcing</li> </ul>
Annual Report		200		<ul style="list-style-type: none"> <li>Ability to produce</li> <li>Outsourcing</li> </ul>
IPID Brochures		50 000		<ul style="list-style-type: none"> <li>Ability to produce</li> <li>Outsourcing</li> </ul>
IPID Act		10 000		<ul style="list-style-type: none"> <li>Ability to produce</li> <li>Outsourcing</li> </ul>
<b>Marketing Material</b>				
Corporate Video		2 copies		<ul style="list-style-type: none"> <li>Ability to produce</li> <li>Outsourcing</li> </ul>
<b>Branding of IPID Fleet</b> <ul style="list-style-type: none"> <li>Cut out branding (300 x 500mm)</li> </ul>		15		<ul style="list-style-type: none"> <li>Ability to produce</li> <li>Outsourcing</li> </ul>
<ul style="list-style-type: none"> <li>Magnetic branding (300 x 300mm) - door size of the car may have an impact on the size of the banner</li> </ul>		18		<ul style="list-style-type: none"> <li>Ability to produce</li> <li>Outsourcing</li> </ul>
Branding of IPID Offices (National/Countrywide) <ul style="list-style-type: none"> <li>Wall mounted signage/ Light Box (Opal Perspex and Aluminium Frames)</li> <li>Office name plates (Di-bond)</li> </ul>		10		<ul style="list-style-type: none"> <li>Ability to produce</li> <li>Outsourcing</li> </ul>

Bid Specification for supply, delivery and rendering services of Communication products as well as the sourcing and printing of communication products.

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<ul style="list-style-type: none"> <li>• Pole signage (Dibond)</li> </ul> <p>Size may vary but the common ones are</p> <ul style="list-style-type: none"> <li>• <b>Light Box</b> – 2000 X 600mm</li> <li>• <b>Directional hanging sign</b> 500X250mm</li> <li>• <b>Door Plates – 400 x 120mm)</b></li> <li>• Material to be used includes Chromadek, Aluminium, Opal Perspex and Dibond)</li> </ul>				
<p>Reproduction of banners as and when needed Teardrop, Pull-up, Pop up banners, Rotational banners</p> <p><b>Design and print</b> Full colour, Table cloths</p> <p>Gazebos (bags included)</p>	Unit price of each banner	As and when		<ul style="list-style-type: none"> <li>• Ability to produce</li> <li>• Outsourcing</li> </ul>
Wrap around banner with printed information on values/code of conduct of the department on the courtyard wall inside the building		<b>1</b>		<ul style="list-style-type: none"> <li>• Ability to produce</li> <li>• Outsourcing</li> </ul>
<b>Promotional Material (Branded with Department name)</b>				
Lanyards		10 000		<ul style="list-style-type: none"> <li>• Ability to produce</li> <li>• Outsourcing</li> </ul>
2 Gig USB (memory sticks) with mandate info		10 000		<ul style="list-style-type: none"> <li>• Ability to produce</li> <li>• Outsourcing</li> </ul>
Pens		10 000		<ul style="list-style-type: none"> <li>• Ability to produce</li> <li>• Outsourcing</li> </ul>
Note pads		5 000		<ul style="list-style-type: none"> <li>• Ability to produce</li> <li>• Outsourcing</li> </ul>
<b>Grand Total (Vat incl.)</b>				

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Bids will be evaluated in terms of the Preferential Procurement Points system where the **80/20** Preference point system will be used. The preferential procurement points will account for 80 points on pricing and the Historical Disadvantaged Individuals (HDI) points will be added to points for pricing.

## PREFERENTIAL POINTS

This bid is anticipated not to exceed R50 million and therefore, the 80/20 preferential point system for acquisition of goods and services with Rand value above R30 000.00 and up to R50 million will apply.

The following formula must be used to calculate the points out of 80 for price in respect of an invitation for tender with a Rand value above R30 000.00 and up to R50 million, inclusive of all applicable taxes.

The points obtained will then be converted to 80% of the total points as follows:

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

Where

$P_s$  = Points scored for price of the bid under consideration

$P_t$  = Rand value of the bid under consideration

$P_{min}$  = Rand value of lowest responsive bid

A maximum of 20 points may be awarded to a tender for specific goals specified for the tender as follows:

Specific goals	Points
Historically Disadvantaged Individuals (HDI)	
Enterprises with ownership of 51% or more by person/s who are black	8
Enterprises with ownership of 51% or more by person/s who are women	8
Enterprises with ownership of 51% or more by person/s who are youth	2
Enterprises with ownership of 51% or more by person/s with disability	2
Total	20

The points scored for specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

The contract/ order must be awarded to the tenderer scoring the highest points.

If two or more tenders score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals, and if two or more tenders score total equal points in all respects, the award must be decided by drawing of lots.

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## Regulations.

- a. The bidder who scored the highest points will be recommended for the bid.

## Failure to capture the required status and to submit the required HDI.

- (a) The points scored by a bidder in respect of points indicated above will be added to the points scored for price.
- (b) Bidders are requested to complete the various preference claim forms in order to claim preference points.
- (c) Only a bidder who has completed and signed the declaration part of the preference claim form will be considered for HDI status.
- (d) Points scored will be rounded off to the nearest 2 decimals.
- (e) In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for HDI status. Should two or more bids be equal in all respects, the award shall be decided by drawing of lots.
- (f) A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

## 7. TERMS AND CONDITIONS

- 7.1 IPD reserves the right to screen and vet shortlisted service providers before appointment.
- 7.2 IPID reserves the right to terminate the contract in the event that there is clear evidence of deviations from the agreed specifications.
- 7.3 IPID reserves the right not to procure from the service provider with the lowest price.
- 7.4 IPID reserves the right not to award the bid/contract.
- 7.5 IPID reserves the right to call for a presentation from short-listed bidders at their own cost before final selection. Prospective service providers will be re-evaluated on individual score cards in terms of the functionality criteria.
- 7.6 Late submissions will not be considered.
- 7.7 The award of the tender may be subjected to price negotiation with the preferred tenderer.

## 8. PENALTIES

Bid Specification for supply, delivery and rendering services of Communication products as well as the sourcing and printing of communication products.

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- 8.1 If it is shown that errors or shortcomings exist within the service provided, the bidder shall be notified in writing and shall be required to perform corrective services within ten (10) days to remedy such errors at no cost to the IPID
- 8.2 IPID reserves the right to reject work that does not meet the required standard and engage a different service provider to complete the work.
- 8.3 IPID shall serve thirty (30) days written notice for termination of contract in the case of non-performance.

## 9. CONTACT DETAILS

Any request of clarification must be submitted by e-mail to the relevant contact person.

### Supply Chain Management enquiries

Ms. Fikile Maseko  
Email: [fmaseko@ipid.gov.za](mailto:fmaseko@ipid.gov.za)  
Tel: 012 399 0095

Mr. Mteteleli Gqalane  
Email: [mgqalane@ipid.gov.za](mailto:mgqalane@ipid.gov.za)  
Tel: 012 399 0103

### Technical enquiries

Ms. Lizzy Suping  
Email: [lsuping@ipid.gov.za](mailto:lsuping@ipid.gov.za)  
Tel: 012 399 0092

### Delivery address

The proposals should be clearly labelled:

### APPOINTMENT OF A SERVICE PROVIDER FOR THE DEVELOPMENT AND PRODUCTION OF COMMUNICAITON PRODUCTS

The proposal should be hand delivered and placed into the bid/tender box at:  
Supply Chain Management: Bids and Contract Management  
Independent Police Investigative Directorate  
Benstra Building (Ground Floor)  
473 Stanza Bopape Street  
ARCADIA  
0002

Bid Specification for supply, delivery and rendering services of Communication products as well as the sourcing and printing of communication products.

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