



## T1.1 TENDER NOTICE AND INVITATION TO TENDER

### THE GAUTENG PROVINCE, DEPARTMENT OF ROADS AND TRANSPORT REQUESTS INTERESTED TENDERERS TO BID FOR THE FOLLOWING TENDER:

TENDER NUMBER	SERVICE	COMPULSORY SITE BRIEFING	CLOSING DATE
DRT 114/02/2017	Production of Annual Report for the Gauteng Department of Roads and Transport	<b>Venue:</b> Department of Roads and Transport, 37 corner Loveday & Village Road, Johannesburg <b>Latitude:</b> -26.211924 <b>Longitude:</b> 28.041878 <b>Date:</b> 03 May 2017 <b>Time:</b> 11h00	25 May 2017 at 11h00.  41 Simmonds Street, Sage Life Building Johannesburg

We adhere to all relevant Acts including the Black Economic Empowerment Act No.53 of 2003, Preferential Procurement Policy Framework Act No.5 of 2000, and Employment Equity Act No. 55 of 1998.

In terms of Preferential Procurement Regulation of 2017, the department will be applying the 80/20 preference point system. Broad-Based Black Economic Empowerment (B-BBEE) requires that bidders submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof to substantiate their B-BBEE rating claims. A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid. Not submitting the required certificates will result in the bidder forfeiting the points allocated for B-BBEE. Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their tenders.

**NB: The department reserves the right to award tenders on the basis of a principle that work shall be fairly or equitably distributed amongst contractors/entities.**

#### COMPULSORY/MANDATORY TENDER REQUIREMENTS:

Failure to submit the following required documents will render the bidders tender disqualified:

- Bidders must attend the compulsory site briefing as indicated above. The attendance register must be completed and will be used as proof of your attendance.
- Complete and signed SBD documents i.e. SBD 4, SBD 6, SBD 8 and SBD 9 which form part of the tender document.

**NB: Bidders who are listed on the National Treasury's register of defaulters and restricted suppliers will be automatically disqualified.**

#### OTHER KEY RETURNABLES:

- Valid **Tax Clearance** (A trust, consortium or joint venture must submit a consolidated Tax Clearance OR Tax Clearances of each partner in the trust, consortium or joint venture).
- Registration Documents** of the business with the Companies and Intellectual Property Commission (CIPC) OR Master of the High Court in South Africa.
- Valid **B-BBEE Verification Certificate** (failure to submit a B-BBEE certificate will result in the bidder receiving zero preference points for B-BBEE). The submission of a fraudulent B-BBEE certificate will result in the bidder being disqualified and criminal proceedings being instituted against the bidder. The bidder, the shareholders and / or directors will further be restricted from doing business with any organ of the state for a maximum period of 10 years.
- Certified **ID Copies** of ALL the shareholders, members OR trustees of the business. (NB: the date of certification must be less than 3 months from the date of the bid closure).

Key Personnel (Max 25 points)	Company Experience in the production of Annual Reports (Max 25 points)	Capacity of Equipment (Max 15 points)	Project plan (Max 15 points)	Bank Rating (Max 20 points)
<b>Bidders MUST complete "Schedule of Tenderers Key Staff" (from Page 44 until 54) attached in the bid documents for key personnel and MUST clearly indicate production of annual report experience, project description, duration and contactable references. NB: (Failure to complete "Schedule of Tenderers Key Staff" and submit certified copies of qualifications will result in the bidder getting zero points)</b>	<b>(Failure to submit required proof of references letters detailing firms experience will result in the bidder forfeiting the available points)</b>	<b>(Failure to submit proof of ownership OR lease / hire agreement for equipment will result in the bidder getting zero points)</b>	<b>(Failure to submit relevant documents which clearly indicate the requirements listed below will result in the bidder getting zero points)</b>	<b>(Failure to submit proof of bank rating from the relevant bank will result in the bidder getting zero points)</b>
<b>Project Manager:</b> With at least NQF 7 in Project Management and experience on similar projects (production of annual report) <ul style="list-style-type: none"> <li>10 years or more experience <b>(10 points)</b></li> <li>5 years to less than 10 years <b>(5 points)</b></li> <li>Less than 5 years <b>(0 point)</b></li> </ul> <b>Lead Graphic Designer:</b> With at least NQF 6 in Graphic Design qualification and experience on similar projects (production of annual report) <ul style="list-style-type: none"> <li>5 years or more experience <b>(10 points)</b></li> <li>3 years to less than 5 years <b>(3 points)</b></li> <li>Less than 3 years <b>(0 point)</b></li> </ul> <b>Editor:</b> With at least NQF 6 in Media, Communications, Marketing or English Studies and Financial Editing experience on similar projects (production of annual report) <ul style="list-style-type: none"> <li>5 years or more experience <b>(5 points)</b></li> <li>3 years to less than 10 years <b>(2 points)</b></li> <li>Less than 3 years <b>(0 point)</b></li> </ul>	Attach three verifiable reference letters in the production of annual report: <ul style="list-style-type: none"> <li>Public or Private sector: three verifiable reference letters <b>(15 points)</b></li> <li>Public or Private sector: two verifiable reference letters <b>(10 point)</b></li> <li>Public or Private sector: One verifiable reference letter <b>(05 points)</b></li> </ul> <b>Note: Failure to submit the required proof in the form of a reference letter will result in the tenderer forfeiting the available points</b>	<ul style="list-style-type: none"> <li>Machine for Printing proofs: Digital Printer with approximately printing speed of <b>(04 points)</b></li> <li>Software for Designing: Must be Photoshop CS6 Edition <b>(03 points)</b></li> <li>Machine for binding of proofs: Maximum input sheet rate 450 sheets per minute <b>(02 points)</b></li> <li>Machine for Digital Printing: 100 A4 impressions per minute <b>(02 points)</b></li> <li>Machine for Litho Printing: 12 000 sheets (A1 sized paper) per hour <b>(02 points)</b></li> <li>Machine for Gluing Litho Prints: Machine to fold and glue cardboard trays up to 1200 x 1200 mm automatically <b>(02 points)</b></li> </ul>	<b>Project Plan:</b> Must outline the following: <ol style="list-style-type: none"> <li>A detailed work plan with the project activities <b>(10 points)</b></li> <li>It must reflect time frames for completion <b>(5 points)</b></li> </ol>	Rating A: <b>(20 points)</b> Rating B: <b>(10 points)</b> Rating C: <b>(5 points)</b>

#### Bidders should note the following:

- Material should be sourced locally (within South African borders).
- Where the proposed prices of critical materials to be supplied to the Department are considerably less than the expected market price or rates, the Department reserves the right to verify the proposed prices by requesting quotations directly from the supplier(s) cited in the compilation of the bid.
- The Department reserves the right to conduct site visits and interview officials whose qualifications have been submitted for verification.
- Proof of registration on the National Centralised Supplier Database (CSD). Only suppliers who are registered on CSD will be considered for appointment.
- Recommended bidders will be subjected to supplier security screening processes. Only suppliers who obtain security clearance will be considered for appointment.
- Potential suppliers must note that in terms of Departmental policy, the Department reserves the right to cancel a contract and blacklist any supplier for a period of at least 12 months if the supplier fails to adequately perform in terms of the awarded contract.
- The bid validity period is 90 days. However, the department reserves the right to request all bidders to extend such validity period should the need arise.
- Prospective bidders should be represented at the compulsory site meeting by suitably qualified and experienced individuals who can fully comprehend the scope and complexities of the work involved.**
- Bidders are required to subcontract at least 40% of the contract value (excluding VAT) to SMMEs and developing companies.
- The Department will not compensate the bidder for any costs incurred in the preparation and submission of a bid offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

A non-refundable amount of R500 (Five Hundred Rand) will be levied per tender document. This amount is payable in cash or debit card between 09h00 and 15h00 at our Finance Section of the **Gauteng Department of Roads and Transport, located on the 8th Floor – North Tower, Sage Life Building, 41 Simmonds Street, Johannesburg.**

Tender documents will be available for collection by prospective bidders upon presentation of the appropriate proof of payment to the Department. **These documents can be collected on the 7th Floor – North Tower, Sage Life Building, 41 Simmonds Street, Johannesburg between 09h00 and 15h00.** Tender documents will be available from the 21 April 2017.

For the availability of the bid document and technical specification enquiries contact Supply Chain Management (SCM) on the following numbers @ 011- 355 7335 or 011- 3557143 or [drt.scmbidadmin@gauteng.gov.za](mailto:drt.scmbidadmin@gauteng.gov.za).

#### OR Alternatively

Prospective bidders can download and print their own version of the tender document by accessing the eTender Publication Portal website ([www.etenders.gov.za](http://www.etenders.gov.za)). Bidders are advised to ensure that all bid documents are properly bound upon submission on the closing date and time. Late bids (bids submitted after the closing date and time) will NOT be accepted.

Failure to submit all the required pages of the Bid Document may result in the bidder either being disqualified or forfeiting the available points on functionality, depending on the nature of the submission.

Electronic submission of bids will **NOT** be accepted.

Telegraphic, telephone, telex, facsimile, email or similar apparatus. s of bids and late bids will **NOT** be accepted.

The Department's requirements, preferred criteria, proposed terms and conditions to be applied in the sealing, addressing, delivery, opening and assessment of bids are stated in the bid documents.

The Department reserves the right to cancel **OR** not to award this tender to any party.

**Clearly indexed Bid Documents together with all applicable attachments must be deposited in the tender box at the foyer of the Gauteng Department of Roads and Transport, Sage Life Building, Ground floor, 41 Simmonds Street, Johannesburg, by no later than 11h00 on the closing date indicated above.**