



PUBLIC INVESTMENT
CORPORATION®

Est. 1911

PIC020/2019:

**INTEGRATED ANNUAL REPORT –
APPOINTMENT OF A QUALIFIED
SERVICE PROVIDER TO DESIGN
AND PRINT THE ANNUAL REPORT
FOR THE PUBLIC INVESTMENT
CORPORATION (PIC) FOR A PERIOD
OF THREE YEARS.**

The Public Investment Corporation (PIC) is the investment arm of the government which has various public sector clients, the biggest being the Government Employees Pension Fund (GEPF). The PIC is empowered by its clients' mandates to invest funds on their behalf in various asset classes with an objective to get good returns, while it simultaneously advances the developmental investment agenda. The PIC also has a presence in some countries outside South Africa which are on the African continent and it competes with the best in the world.

The PIC requires the services of qualified service provider to design and print PIC annual report.

A compulsory briefing session will be held on 27 February, 2020, 11:00-13:00. Service Providers must be seated at 11:00. The session will start at exactly 11:00.

Venue:

Public Investment Corporation (PIC)
Menlyn Maine Central Square
Floor 2, Reception
Corner Aramist Avenue & Corobay Avenue
Waterkloof Glen Extension 2

A soft copy of the document will be available from the PIC website: www.pic.gov.za/tenders/corporate tenders from 17 February 2020.

Closing date for the submission of proposals: 17 March 2020, 11:00 AM at
Public Investment Corporation (PIC)
Menlyn Maine Central Square
Ground Floor (Next to ABSA)
Corner Aramist Avenue & Corobay Avenue
Waterkloof Glen Extension 2

Enquiries: tenders@pic.gov.za

BID NO PIC020/2019

INVITATION FOR SERVICE PROVIDERS TO DESIGN AND PRINT THE INTEGRATED ANNUAL REPORT FOR THE PUBLIC INVESTMENT CORPORATION FOR A PERIOD OF THREE (3) YEARS.

Closing Date : 17 March 2020

Place of Submission : Public Investment Corporation

Menlyn Maine Central Square

Corner Aramist Avenue & Corobay Avenue

Waterkloof Glen Extension 2

Pretoria, South Africa

Compulsory Briefing session: 27 February 2020, 11:00 am

Place of submission: Public Investment Corporation

Menlyn Maine Central Square

Corner Aramist Avenue & Corobay Avenue

Waterkloof Glen Extension 2

Pretoria, South Africa

Validity period: 120 days from date of closing

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1 DEFINITIONS AND ABBREVIATIONS

B-BBEE means black broad-based economic empowerment

B-BBEE Status Level of contributor means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of good practice on Black Economic Empowerment, issues in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.

Bid means a written offer in a prescribed or stipulated form in response to an invitation by PIC for the provision of goods and services, through price quotations, advertised competitive tendering processes or proposals

Broad-Based Black Economic Empowerment Act means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).

Consortium or joint venture means an association of persons for the purpose of combining their expertise, property, capital, skill and knowledge in an activity for the execution of a contract

Contract means the agreement that results for the acceptance of a bid by PIC

Functionality means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder.

Management means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director

Ownership means the percentage ownership and control, exercised by individuals within an enterprise.

Validity Period: Time it will take to finalise the adjudication process from the closing date to the adjudication of the bid.

PPPFA means the Preferential Procurement Policy Framework Act

SANAS means South African National Accreditation System

2 INTRODUCTION

The Public Investment Corporation (PIC) is a state-owned asset management firm that invests across various sectors of the economy. PIC’s clients are mostly public sector entities. It has exposure to such asset classes as listed equities, bonds, real estate, private equity and developmental investments. Majority of its investments are in South Africa but now has the mandate to invest in the rest of the African continent and globally. As a financial services provider, registered with the Financial Sector Conduct Authority (FSCA), our investment activities are governed by the Financial Advisory and Intermediary Services Act, 2002 (Act 37 of 2002) (FAIS Act). The PIC’s objective focus is to invest for inclusive growth, for the benefit of all its stakeholders.

3 OBJECTIVE AND SCOPE OF WORK

The PIC is an institution created in terms of an Act of Parliament, the Public Investment Corporation Act No. 23 of 2004. In addition, it is governed by other statutes, which assist it to carry out its mandate. As a public institution, the PIC is required in terms of the Public Finance Management Act (PFMA) No.1 of 1999 to present an annual report outlining its activities for the year, including financial performance. It is further expected in terms of the Companies Act to present its financial performance. The PFMA specifically states that the annual report must be submitted six (6) months after the end of the financial year. The PIC’s financial year ends on 31 March. To ensure compliance, PIC would like to commission a service provider to assist with the production of the annual report. The service required will include the following:

Scope of Work

Integrated Annual Report	The two printed books: 1. Annual Report; and 2. Annual Financial Statements.
Book Casing	The two books must have a hardcover casing where both books will be placed once printed. The hardcover casing must have full-colour branding which is in line with the concept/theme created for the Integrated Annual Report.

	<p>Bookcase 298 x 211 x 22mm (estimate, worked the spine size on the amount of text pages for both books. Both A4 books must fit into the casing).</p> <p>Cover printed 4 process colours (i.e. full colour) x 2 side on 150gsm Magno matt and matt laminated one side. Cosmetically mounted onto one side 1200-micron board. Creased and die-cut, assemble flap with a Velcro dot to secure the books.</p>
Design	<p>Proposed (10) ten different Integrated Report designs based on the current theme for the year and this must be included in your quotation.</p> <p>N.B.</p> <p>Three design concepts aligned to the theme <u>must be submitted</u> with your proposal.</p> <p>(The theme will be communicated at the compulsory briefing session)</p>
Theme	The theme will be communicated each year.
No. of pages	<ul style="list-style-type: none"> • The Annual Report will have 252 full-colour pages excludes front and back cover. • The Annual Financial Statements will have 80 full-colour pages excludes front and back cover.
Inside pages colour	Full colour throughout with machine varnishes throughout the reports. 129gsm Matt Art.
Graphs	Reconstruction of 60 graphs.
Images	50 Shutter Stock images.
Size	A4 (297mm x 210mm) on 135gsm paper on the inside for both books.
Orientation	Portrait or Landscape

Content	Unlimited changes and amendments to the content and design throughout the Integrated Annual Report production phase (-+ 6 months). (Not negotiable)
Special finishes	<p><u>Cover (Front and back: four pages x two books):</u></p> <ul style="list-style-type: none"> • 300gsm. • Matt lamination with machine varnish throughout, spot gloss UV varnish, raised UV varnished and foiling (A4 area) on front and back cover.
Binding	Section sewn with cover drawn on (thread sewn).
Iris Proofs	20 full-colour copies.
Photography	Five (5) half-day photo shoots at the PIC office in PTA, facilitated by the service provider. Photoshoot of Board Members, Executive Committee, Management Committee and PIC employees.
Proofreading and Editing	The content will be supplied by the PIC. Four (4) rounds of proofreading and editing.
Preparation of the Integrated Annual Report	<ul style="list-style-type: none"> • Supply the Integrated Annual Report in PDF format on four (4) branded disks. • Conversion of the final Integrated Annual Report from InDesign to MS Word and PDF. • Supply an email and web-based user-friendly format. • All icons used in the report must be saved in a separate disk in a user-friendly format for PIC Management to use in their presentation.
Printed Copies	<ul style="list-style-type: none"> • 400 hard copies, Annual Report; • 400 hard copies, Annual Financial Statements; and • 400 hardcover branded book casing.
CDs	Four (4) CDs which are in line with the concept created for the Annual Report. These are loaded with a PDF/ digital version of the Annual Report by the service provider.

Flash Drives	100 x 4GB flash drives which are in line with the concept created for the Annual Report. These are loaded with a PDF/ digital version of the Annual Report by the service provider.
Delivery	1 Central Square, Cnr Aramist Avenue and Corobay Avenue, Waterkloof Glen Ext 2, Pretoria East.
Period	This will be contracted for a three-year period, at an all-inclusive fixed amount.

**Scope of work indicated above is for each year's Integrated Annual Report.*

4 EVALUATION CRITERIA

Proposals will be evaluated in the following three Phases:

- **Phase 1:** Compliance with administrative requirements
- **Phase 2:** Evaluation of proposals in terms of functionality (Presentations: Shortlisted bidders may be requested to present their proposals to the evaluation committee.
- **Phase 3:** Price and B-BBEE Evaluation

PHASE 1

4.1 Administrative requirements

- **The bidder must comply with the following requirements to proceed to the next stage of evaluation: -**

Submission of:

- A valid and original Tax Clearance Certificate/Valid Tax Pin Number.

- BBBEE status level certificate –Accredited by SANAS (If no BEE certificate is submitted/or BEE certificate submitted is not valid, no points will be allocated for BEE).
- EME's and QSE's (51% Black ownership) –sworn Affidavit
- Signed and completed declaration of interest document
- Signed and completed SBD 1 – Invitation to Bid document
- Signed and completed Company Information document
- Latest audited Financial Statements or independently reviewed Financial statements
- Completed and signed Company Information document and submission of all the required documentation as stipulated in the company information document
- Acceptance of the conditions as stipulated in the bid document by signing the documents.
- All documents should be indexed, clearly marked with bid number.
- Technical and administrative requirements 1 original and 4 copies. Documents must be bound.
- The CSD (Central Supplier Database) is a single source of all supplier information for all spheres of government and all suppliers engaging with the PIC should be registered on the CSD. Kindly enclose your CSD registration number.

PHASE 2

4.2 Functionality

- **All Bidders who meet the above administrative requirements will then proceed to be evaluated in terms of Functionality:**

Criteria	Requirements from service providers	Weighting
Company experience related to the request	Indicate: Number of years in the industry. Total years' experience of the business in the provision of Annual Report publication services is to be indicated along with five (5) hard copies of	15

	companies for which Annual Reports have been produced is to be provided.	
Production Team	Detailed experience. CV's of the Project Manager and Designer.	10
Production of Annual Report	A comprehensive proposal as indicated on the scope of work and printing timelines. Include approach and methodology (Design, Layout, Proofreading and Editing).	30
A conceptualisation of PIC Theme (Look and feel)	Three design concepts aligned to the theme. (PIC Corporate Identify Manual will accompany this tender)	25
Location	For practical reasons, preference will be given to vendors not far from the PIC office; there will be regular planned and unplanned interactions with the service provider during all stages of annual report production.	10
Testimonial Letters	Provide at least 5 testimonials from your current and/or previous clients in the past 5 years.	10
<i>Total</i>		100
<i>Minimum Threshold</i>		70

PHASE 3 - Price and BEE (BEE Level contributor, ownership, executive management)

Pricing: Prices must be quoted in South African Rand excluding of VAT.

A maximum of 80 points is allocated for price on the following basis:

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

P = Points scored for price of bid under consideration

P_t = Rand value of bid under consideration

P_{min} = Rand value of lowest acceptable bid

Broad-Based Black Economic Empowerment Status Level Certificates

Points will also be awarded based to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points 20
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2

Ownership:

Indicate percentage of Black ownership

_____ %

Indicate a percentage of black executive management

_____ %

List of Shareholders

Name	ID No	SA Citizen	Race	Gender	Shareholding %

Ownership:

Indicate percentage of Black ownership

_____ %

Indicate a percentage of black executive management

_____ %

5 CONDITIONS

The PIC reserve the right to conduct presentations with bidders who pass the 70 functionality points.

5.1 NON- COMMITMENT

Public Investment Corporation (PIC) reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference prior to the closing date.

The cost of preparing of bids will not be reimbursed.

5.2 REASONS FOR REJECTION

- PIC reserves the right to reject bids that are not according to specification/Terms of Reference. Bidders must clearly indicate compliance or non-compliance with specification/Terms of Reference.
- Bidders shall not contact PIC on any matter pertaining to their bid from the time the bids are closed to the time the bid has been adjudicated. Any effort by a bidder to influence the bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned.
- PIC shall reject a submission if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.

PIC may disregard any submission if that bidder, or any of its directors:

- Have abused the Supply Chain Management (SCM) system of any Government Department/ institution.
- Have committed proven fraud or any other improper conduct in relation to such system.
- Have failed to perform on any previous contract and the proof thereof exists.
- Is restricted from doing business with the public sector if such a supplier obtained preferences fraudulently or if such supplier failed to perform on a contract based on the specific goals.

5.3 CANCELLATION OF A BID

PIC may prior to the award of a bid, cancel a bid if:

- Due to changed circumstances, there is no longer a need for the goods or services requested;
- Funds are no longer available to cover the total envisaged expenditure
- No acceptable bids are received.

5.4 CLARIFICATIONS

Any clarification required by a bidder regarding the meaning or interpretation of the document, or any other aspect concerning the submission, is to be requested in writing e-mail to tenders@pic.gov.za

5.5 RECEIPT OF BIDS

The bid shall be submitted in a separate sealed envelope with the name and address of the bidder, the bid number and title, the bid box number (where applicable), and the closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope.

Documents submitted on time by bidders shall not be returned and shall remain the property of the Public Investment Corporation (PIC).

5.6 LATE BIDS

Bids received late shall not be considered. A bid will be considered late if arrived only one second after 11:00 AM or any time thereafter. The tender box shall be locked at exactly 11:00 AM.

Bids received late shall be returned unopened. Bidders are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

5.7 PRESENTATIONS

PIC may require presentations from shortlisted bidders as part of the evaluation process.

5.8 SERVICE LEVEL AGREEMENT

The service level agreement will set out the administration processes, service levels and timelines.

6. INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PUBLIC INVESTMENT CORPORATION					
BID NUMBER:	PIC020/2019	CLOSING DATE:	17 March 2020	CLOSING TIME:	11:00 AM
DESCRIPTION	INVITATION FOR SERVICE PROVIDERS TO DESIGN ANF PRINT THE INTEGRATED ANNUAL REPORT FOR THE PUBLIC INVESTMENT CORPORATION FOR A PERIOD OF THREE YEARS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Menlyn Maine Central Square					
Corner Aramist Avenue & Corobay Avenue					
Waterkloof Glen Extension 2					
Tender Box is located on ground floor: Between ABSA and Woolworths					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON		CONTACT PERSON			
TELEPHONE NUMBER		TELEPHONE NUMBER			
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS		E-MAIL ADDRESS			
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		

CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		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 BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]				
5.8.1.1 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]		5.8.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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?

YES

NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO SIGN A SERVICE LEVEL AGREEMENT.**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS 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:

6 DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:
.....

2.2 Identity Number:
.....

2.3 Position occupied in the Company (director, trustee, shareholder²):
.....

2.4 Company Registration Number:
.....

2.5 Tax Reference Number:
.....

2.6 VAT Registration Number:
.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person

connected to the bidder is employed:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document?

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company’s directors / **YES / NO**
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, **YES/NO**
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state/PIC
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Personal Number

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE PIC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

7. COMPANY INFORMATION

Please complete the following questionnaire:

1. Company Name:

2. Other Trading Names:

3. Type of Organization: (Public Company ('Limited'), Private Company ('Pty Ltd'), Close Corporations ('cc'))

4. Physical and Postal Address of the Company:

Postal Code:	Postal Code:
---------------------	---------------------

5. Contact Details

Contact Name	
Contact Number	
Cell Number	
Email Address	
Alternative Contact	
Email Address	
Contact Number	

6. Company Information

Average no. of employees:	
Average annual turnover:	
Type of Enterprise: (e.g. Generic, Qualifying small enterprise, Exempted Micro Enterprise)	
Industry in which the entity operates:	

7. Banking Details

Banker:	
Auditor:	
Year of Establishment:	
Registration number of entity:	
Sector:	

*A letter from your bank with a bank stamp or cancelled cheque must be submitted.

8. Tax Registration Details:

Income Tax Reference Number:	
VAT Registration Number:	
PAYE Registration Number:	

9. List of Shareholders:

*ID Documents of the Board of directors/members, owners, shareholders or executive committee must be submitted.

* CIPC Documents must be attached.

8. DECLARATION

Bidder Name: _____

Signature: _____

Designation: _____

I declare that:

- All information provided is true and correct
- The signatory of the bid document is duly authorised
- Documentary proof regarding any bid issue, will, when required be submitted to the satisfaction of the PIC

PIC will upon detecting that:

- The B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis;
- Any of the conditions have not been fulfilled act against the bidder.

I understand that:

PIC may:

- Disqualify the bidder from the bidding process; and
- Recover all costs, losses and/or damages it has incurred or suffered as a result of the bidder's conduct.
- Cancel the contract and claim any damages which has been suffered as a result of having less favorable arrangements due to cancellation
- Restrict the bidder, its shareholders and directors or only shareholders and directors who acted on fraudulent basis, from obtaining business from any organ of state for a period

not exceeding 10 years after audi alteram partem (hear the other side) rule has been applied; and

- Forward the matter for criminal prosecution

Thus signed and accepted on this _____^{st / nd / rd / th} day of _____, 20____ at
_____:

Who warrants his / her authority hereto

For and on behalf of:
