



PUBLIC INVESTMENT  
CORPORATION®  
Est. 1911



## INVITATION TO TENDER

### **PIC014/21: Appointment of a suitably service provider for the provision of, installation and support of a leased managed printing services for the period of three years with the option to extend for another two years**

The Public Investment Corporation (PIC) is a registered Financial Service Provider (FSP) and a public entity, wholly owned by the South African Government. PIC invests funds on behalf of public sector entities. Among the PIC's clients are the Government Employees Fund ("GEFP"), Unemployment Insurance Fund ("UIF") and Compensation Fund ("CP"):

The current printing equipment is managed and leased from a Printing Service Provider and the PIC pays a fee for the lease of equipment, printing costs, maintenance, and printing consumables. There is a minimum of 2 multifunctional printers per wing, per floor, and printing volumes vary per department. Desk-based printers are allocated to some of the staff members.

#### **The scope of the work includes the following:**

- Supply of printing equipment a leased term-multifunctional and laser printers
- Supply of backup printing equipment, for service continuity purposes.
- Supply of printing consumables and spare parts
- Installation of the leased equipment.
- Maintenance of the printing equipment.
- Support services for the printing equipment.
- Training of the internal team.

Bid documentation will be available on the PIC website: [www.pic.gov.za](http://www.pic.gov.za) The Documents will be published on: [tenders/corporate/Advertised/PIC014/2021](http://tenders/corporate/Advertised/PIC014/2021) from 7 February 2022.

A Virtual Briefing session will be held on 15 February 2022 at 11:00 AM. Bidders need to register on [tenders@pic.gov.za](mailto:tenders@pic.gov.za) on or before 14 February 2021 by 17:00 PM to be invited to the meeting, (No late registrations will be accepted) PIC014/2021 to be quoted in all communication.

**Closing date for the bid submission 7 March 2022, Closing time: 11:00 AM; No late submissions will be accepted.**

**Proposals must be submitted electronically to [tenders@pic.gov.za](mailto:tenders@pic.gov.za). Reference number: PIC014/2021 must be indicated in all correspondence.**

**Enquiries:** [tenders@pic.gov.za](mailto:tenders@pic.gov.za)



## REQUEST FOR PROPOSAL 2021

BID REFERENCE NUMBER:	<b>PIC014/2021</b>
BID DESCRIPTION:	Appointment of a suitably qualified service provider for the provision of, installation and support of Leased Managed Printing Services for the period of three years (3) with the option to extend for another two (2) years
PIC WEBSITE:	<a href="http://www.pic.gov.za">www.pic.gov.za</a>
CLOSING DATE:	7 March 2022
CLOSING TIME:	11:00 AM
VALIDITY PERIOD:	180 days
SUBMISSION DETAILS:	Bidders to submit proposals electronically to <a href="mailto:tenders@pic.gov.za">tenders@pic.gov.za</a> (size up to 10mb, One Drive (dependant on the bidder) or We Transfer (up to 2GB). RFP number to be quoted (PIC014/2021) in all correspondence.
SUBMISSION REQUIREMENTS	<ul style="list-style-type: none"><li>• Bidders are required to submit their proposal on time.</li><li>• All documents should be uploaded electronically.</li></ul>
BRIEFING SESSION:	<p>a. A virtual briefing session will be held on 16 February 2022 at 11:00am.</p> <p><b>b. Bidders are to send an electronic notification to <a href="mailto:tenders@pic.gov.za">tenders@pic.gov.za</a> to be invited to the briefing session by latest 17:00 PM on 15 February 2022 to be registered for the briefing session. A Teams Meeting Invitation will be forwarded to all interested Service Providers.</b></p>

## TABLE OF CONTENTS

1	DEFINITIONS AND ABBREVIATIONS .....	4
2	INTRODUCTION .....	6
3	BACKGROUND .....	7
4	DURATION OF THE APPOINTMENT .....	7
5	KEY DATES AND ACTIVITIES .....	
6	SCOPE OF WORK .....	7
6.1	In-scope.....	7
7	LEASING MANAGED PRINTING SERVICES IMPLEMENTATION CONSIDERATIONS ..	8
7.1	Phase 2: Minimum Requirements.....	9
8	PRELIMINARY REQUIREMENTS .....	9
8.1	COMPLIANCE TO REQUIREMENTS .....	10
	<b>Bidder should demonstrate delivery on the following technical requirements:.....</b>	<b>10</b>
9	PROJECT MANAGEMENT SERVICES .....	19
10	CLIENT REFERENCES .....	20
11	PROJECT TEAM EXPERIENCE.....	20



12	SERVICE MANAGEMENT.....	21
13	EVALUATION CRITERIA AND METHODOLOGY.....	22
13.1	Phase 1: Compliance With Administrative Requirements .....	23
14	PHASE 3: TECHNICAL/FUNCTIONAL SCORING CRITERIA .....	23
15	PHASE 4: PRICING PROPOSAL .....	29
16	PROPOSED RESPONSES FORMAT .....	32
17	CONDITIONS .....	33
18	PART A SBD 1 .....	38
	INVITATION TO BID .....	38
19	DECLARATION OF INTEREST .....	41
20	COMPANY INFORMATION.....	45
21	DECLARATION .....	48

## 1 DEFINITIONS AND ABBREVIATIONS

- 1.1 **PIC** means Public Investment Corporation
- 1.2 **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;
- 1.3 **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;
- 1.4 **BBBEE Act** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 1.5 **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;
- 1.6 **Contract** means the agreement that results from the written acceptance of a bid by the PIC and successful negotiation and signature of same by both parties delegated authorities;
- 1.7 **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 service and the technical capacity and ability of a bidder;
- 1.8 **Management** means an activity inclusive of control and performed daily, 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;
- 1.9 **Ownership** means the percentage ownership and control, exercised by individuals within an enterprise;
- 1.10 **Validity Period** means the time period for which price quotation for the provision of goods and services shall remain valid, in this case, being a period of 120 (one hundred and twenty) days;
- 1.11 **PPPFA** means the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000);
- 1.12 **SANAS** means the South African National Accreditation System;
- 1.13 **POPIA** means the Protection of Personal Information Act, 2013 (Act No 4 of 2013)
- 1.14 **POPI** means the Protection of Personal Information Act
- 1.15 **SLA** means Service Level Agreement
- 1.16 **AD** means Microsoft Active Directory. A database and set of services that connect users with the network resources they need to get their work done.
- 1.17 **Automatic, Document Feeder**, means a feature in printers, photocopiers, fax machines or scanners wherein a stack of paper is put into the machine and is then

automatically fed through it, allowing the user to print, scan or copy without having to manually place each page into the machine.

- 1.18 **Desktop printer/Laserjet printer** is a printer that is connected to the user's computer and the printer drivers are installed in the specified user's laptop.
- 1.19 **Duplex** printing means that your printer supports printing on both sides of the paper.
- 1.20 **Follow me printing**, A Follow Me printer is a network print queue set up on the print system server that does not automatically route pages to a specific printer
- 1.21 **Internet printing** means the ability to print or manage documents from a Web browser.
- 1.22 **MB** means megabyte.
- 1.23 **MFP** means Multifunctional Printer. a device that consolidates the functionality of a printer, copier, scanner and/or faxes into one machine.
- 1.24 **MS** means Microsoft.

## 2 INTRODUCTION

- 2.1 The Public Investment Corporation (PIC) is an asset management company wholly owned by the government of the Republic of South Africa duly represented by the Minister of Finance. The PIC manages investments on behalf of public sector funds which include the Government Employees Pension Fund (GEPF), Unemployment Insurance Fund (UIF), and Compensation Fund.
- 2.2 Established in 1911, the PIC ranks amongst the best and most successful asset management firms in the world and is by far the biggest in Africa. The PIC runs one of the most diversified portfolios, which is made up of multiple asset classes. These asset classes include listed equities, real estate, capital market, private equity, and impact investing. Through listed investments, the PIC controls over 10% of the Johannesburg Stock Exchange and has direct and indirect exposure to almost all sectors of the South African economy.
- 2.3 The corporation has the mandate to invest in the rest of the African continent and beyond. Over and above generating financial returns for clients, through its impact-investing programme, the PIC seeks to generate social returns by investing in projects that ensure inclusive growth. The PIC supports the United Nations' Sustainable Development Goals and considers environmental, social, and governance issues in all its investments.
- 2.4 The PIC manages assets exceeding R2 trillion; and as the leader in the Asset Management industry, thrives to meet and exceed its clients' expectations.

### **3 BACKGROUND**

- 3.1. The PIC has decided to embark on a journey to procure the specified leasing managed printing services, maintenance, and support.
- 3.2. The Infrastructure Management team currently manages the printing services for the entire PIC. Daily, the staff members use the printing equipment for the print, copy, scan and fax functionality to execute the various tasks.
- 3.3. The current printing equipment is managed and leased from another Printing Service Provider and the PIC pays a fee for the lease of equipment, printing costs, maintenance, and printing consumables. There is a minimum of 2 multifunctional printers per wing, per floor, and printing volumes vary per department. Desk-based printers are allocated to some of the staff members.

### **4 DURATION OF THE APPOINTMENT**

- 4.1 The contract for leasing managed printing service will be for a period of three (3) years with the option to extend for another 2 years

### **5 SCOPE OF WORK**

#### **5.1 In-scope**

This section entails the scope of work for Leasing Managed Printing Services for a period of three (3) years with the option to extend for another two (2) Years. The scope of work includes the following but not limited to:

- a) Supply of printing equipment a leased term–multifunctional and laser printers
- b) Supply of backup printing equipment, for service continuity purposes.
- c) Supply of printing consumables and spare parts
- d) Installation of the leased equipment.
- e) Maintenance of the printing equipment.



- f) Support services for the printing equipment.
- g) Training of the internal team.
- h) Printing services security and vulnerability management including patch deployment to be embedded in the services

### **5.1.1 IT Project Management services**

The service provider must provide IT project management services include the following:

- a) Project management documentation to track and monitor the scope, milestones, time, and resources for the installation, maintenance, and support of leasing managed printing services. (i.e., project plan, project charter, statement of work).
- b) Plan, acquire, and setup subscription user licenses.
- c) Project handover, documentation, and data handover.
- d) Project management, deliverables delivered on time and budget.
- e) Plan training and development for the relevant stakeholders.

### **5.1.2 Change management**

The service provider to assist PIC with managing organizational change of leasing managed printing service:

- a) Providing activities and a structured approach for ensuring that changes are thoroughly and smoothly implemented and that the benefits of change are achieved.

### **5.1.3 Maintenance and Support**

- a) The Bidder to provide ongoing support and maintenance of leasing managed printing services when required by PIC.

## **6 LEASING MANAGED PRINTING SERVICES IMPLEMENTATION CONSIDERATIONS**

## 6.1 Phase 2: Minimum Requirements

**Bidder(s) who do not meet the minimum requirements, the bidder will be disqualified immediately from the bidding process.**

#	Minimum requirements	Yes or No	Proof must be provided if the response is yes and paragraph in Bid Proposal to be referenced e.g. Document name, page 7, par 1
1.	The Bidder must have previously provided installation, maintenance, and support of leasing managed printer services in the last five (5) years.		
2.			

## 7 PRELIMINARY REQUIREMENTS – PHASE 3

Bidders must indicate compliance with this requirement as follows - By ticking the relevant box “Comply” or “Not Compliant” in the event that no tick  is made it will be accepted that the bidder is “Not Compliant”.

The bidder(s) is expected to meet 100% of the requirements (Technical requirements, Non-functional requirements) tabled below to proceed to the next stage of the evaluation process (where it is requested to indicate comply/not comply):

Prospective bidder(s) must be able to deliver installation, maintenance, and support of leasing managed printing services. with the following components:

## 7.1 COMPLIANCE TO REQUIREMENTS

### 7.1.1 Technical Requirement

The table below details business requirements that must/should be met by the Bidder.:

Bidder should demonstrate delivery on the following technical requirements:

No.	Technical Requirements	Comply	Not Compliant	Comments	Reference Page on Proposal
1.	<p>The Bidder will be responsible for the supply, maintenance, and support of the printing equipment for the specified leasing period of 3 years. Printing equipment includes:</p> <ul style="list-style-type: none"> <li>• Multifunctional Printers (MFP).</li> <li>• LaserJet Printers.</li> </ul>				
<b>Multifunctional Printing (MFP) Equipment</b>					
2.	<p>The Bidder must charge the PIC for the number of copies reported by the billing system. The service provider will be</p>				



No.	Technical Requirements	Comply	Not Compliant	Comments	Reference Page on Proposal
	requested to provide the cost of printing per page.				
3.	The Bidder must provide printers that can print a minimum of 100 pages per minute.				
4.	The Bidder must provide printers that have a minimum of 2GB Memory.				
5.	The Bidder must provide printers that have a minimum of 250GB Solid State Hard Drive.				
6.	<p>The Bidder must provide multifunctional printing devices that cater for the following functionality:</p> <ul style="list-style-type: none"> <li>• Printing,</li> <li>• Copier,</li> <li>• Scanning—including scan to email,</li> <li>• Faxing.</li> </ul>				
7.	The service provider must provide printers with an Automatic Document Feeder.				
8.	The Bidder must provide printers that can print colour and black and white from the same device.				



No.	Technical Requirements	Comply	Not Compliant	Comments	Reference Page on Proposal
9.	The Bidder must provide printers that have the ability to assign rights to colour printing.				
10.	The Bidder must provide printers that support duplex unit printing (e.g., double-sided printing, scanning, and copying).				
11.	The Bidder must provide printers that cater for a monthly capacity of at least 80 000 prints.				
12.	The Bidder must provide printers that contain a Job Separator.				
13.	The Bidder must provide printers that support the Wireless Connectivity Capability.				
14.	The Bidder must provide printers that cater for Ethernet and USB ports.				
15.	PIC should have the option to enable and disable the printer USB ports for privacy purposes.				
16.	The Bidder's printer must cater for the "Follow Me" printing capability, to allow users to print from any printer.				
17.	The devices must have security settings and access control functionality to cater for secure and managed printing.				



No.	Technical Requirements	Comply	Not Compliant	Comments	Reference Page on Proposal
18.	The Bidder's printer must allow for user login by use of active directory credentials.				
19.	The Bidder's printer should have the functionality for access by use of the biometric capability.				
20.	The Bidder's printer must cater for service notifications.				
21.	<p>The Bidder's printers must allow for the following mobile functionality:</p> <ul style="list-style-type: none"> <li>• Printing from a mobile device -e.g., iPhone/iPad.</li> <li>• Scan documents to a mobile device.</li> <li>• Wireless access and connectivity -e.g., via Bluetooth.</li> </ul>				
22.	The Bidder must supply an account management capability.				
23.	The printing equipment must cater for remote management of the printer hardware.				
24.	The printing equipment must cater for remote and onsite monitoring of operational status, toner levels and replenishment thereof.				



No.	Technical Requirements	Comply	Not Compliant	Comments	Reference Page on Proposal
25.	The solution must cater for cloud-native printing services.				
<b>LaserJet / Desktop Printing Equipment</b>					
26.	The Bidder must provide desktop printers that can print a minimum of 36pages per minute.				
27.	The Bidder must provide desktop printers that have a minimum of 512MB memory.				
28.	The Bidder must provide desktop printers with an Automatic Document Feeder.				
29.	The Bidder must provide desktop printers that can print colour and black and white from the same device.				
30.	The Bidder must provide desktop printers that support duplex unit printing (e.g., double-sided printing, scanning, and copying).				
31.	<ul style="list-style-type: none"> <li>• The Bidder must provide desktop printing devices that cater for the following functionality:</li> <li>• Printing,</li> <li>• Copier,</li> <li>• Scanning,</li> </ul>				



No.	Technical Requirements	Comply	Not Compliant	Comments	Reference Page on Proposal
32.	The Bidder must provide desktop printers that support the Wireless Connectivity Capability (e.g., built-in Wi-Fi capability).				
33.	The Bidder must provide desktop printers that cater for Ethernet and USB ports.				
34.	The Bidder must provide desktop printers that cater for a monthly capacity of 30 000 prints.				
	<b>Bidders must indicate if the solution offered will have the capabilities as indicated per paragraph 35 to 38.</b>	<b>Yes</b>	No	Comments	
35.	Optional: The Bidder desktop printer should cater for service notifications.				
36.	Optional: The Bidder should supply an account management capability.				
37.	Optional: The printing equipment should cater for remote management of the printer hardware.				
38.	Optional: The printing equipment should cater for remote and onsite monitoring of operational				



No.	Technical Requirements	Comply	Not Compliant	Comments	Reference Page on Proposal
	status, toner levels and replenishment thereof.				

### 7.1.2 Non-Functional Requirements

The table below details the non-functional requirements that the Bidder must/should address:

Non-Functional Requirements		Comply	Not Compliant	Comments	Reference Page on Proposal
No.	Description				
<b>Reporting Capability</b>					
1.	<p>The Bidder must provide monthly reporting on overall device health and quality performance.</p> <ul style="list-style-type: none"> <li>• Reports to be published in Microsoft (MS) supported file formats, e.g., MS Word, Excel, PowerPoint, PDF.</li> </ul>				
2.	<p>The Bidder must provide reporting on printing volume for the following:</p> <ul style="list-style-type: none"> <li>• Volume per printing device.</li> </ul>				



Non-Functional Requirements		Comply	Not Compliant	Comments	Reference Page on Proposal
	<ul style="list-style-type: none"> <li>A number of prints per person/department.</li> </ul>				
3.	The managed printing equipment must cater for audit trail reporting (e.g., audit trail of user activity).				
<b>Printing consumables</b>					
4.	<p>The Bidder will be responsible for the supply and replacement of printing consumables:</p> <ul style="list-style-type: none"> <li>Toners.</li> <li>Cartridges.</li> </ul>				
5.	<p>The Bidder is required to keep a sufficient quantity of the following consumables on-site for the continuous operation of each Multifunctional Printer:</p> <ul style="list-style-type: none"> <li>Toners.</li> <li>Cartridges.</li> <li>Spare Parts.</li> </ul>				
<b>Maintenance and Support</b>					
6.	The Bidder will be responsible for the installation and configuration of the printing equipment throughout the PIC office.				



Non-Functional Requirements		Comply	Not Compliant	Comments	Reference Page on Proposal
7.	All equipment must be installed with industry approved lightning surge protection kits.				
8.	Relocation and remote servicing of printers				
9.	The Bidder must provide maintenance and support of the leased printing equipment throughout the contract.				
10.	Repairs and replacements to be carried out per incident within the specified resolution turnaround time				
11.	The Bidder will be responsible for the updates of the various printer software and firmware versions.				
12.	The Bidder will be responsible for the support and management of the printer related software. This also includes the support and management of the Follow Me Printing and the Internet Printing platforms.				
13.	The Bidder must provide the team with skills transfer and				

Non-Functional Requirements		Comply	Not Compliant	Comments	Reference Page on Proposal
	training on the usage of the printing equipment.				

## 8 PROJECT MANAGEMENT SERVICES

The Bidder should provide Project Management Services for the full installation, maintenance, and support of leasing managed printing services. The PIC further recognizes the importance of employing the correct delivery model from the onset of the project.

This will ensure that there is proper planning, phase identification, and prioritization, improved coordination; reduced risk, and the eventual execution is seamless.

The Bidder should also provide a detailed description of their Project Management process/ methodology in sufficient detail to convey to the PIC that it is capable to implement its proposed service on time and on budget. The methodology should indicate clear stage gates that require approval and signoff, triggering payment on the completion of key milestones.

The PIC expects the service provider to provide project documentation, from Project initiation documents, project plan, installation, configuration, solution documentation, and design documents, training, and technical documentation.

The bidder shall clearly specify the proposed approach, methodology, and plan for the installation, maintenance, and support of leasing managed printing services.

As part of the project management services, the bidder(s) is expected to provide the following in the proposal:

- **Programme Methodology** (including Programme Management & Governance, Change Management, and Risk Management)
- **PIC services offering Readiness Assessment** (with recommendations)
- **Implementation Plan** (including Installation, Configuration, Testing, and Deployment).
- **Post Implementation** - stabilisation, service delivery, and support (including **managed services life cycle**).

## 9 CLIENT REFERENCES

Bidder should provide a list of at least **3 (three)** contactable clients references of companies where similar work has been successfully delivered within the last **5 (five)** years. Bidder must include reference letters from clients;

The PIC may use the references provided as a basis for which client sites will be visited. For shortlisted Bidders, the PIC may require assistance to arrange site visits and solution demonstration on request. References details must include the following:

- 9.1 The name of the entity, contact person, designation of contact, contact number, contract value and date; and
- 9.2 Reference letter from the client confirming the leasing of managed printing services.

## 10 PROJECT TEAM EXPERIENCE

The Bidder **should** provide a clear summary of the company's staff complement and detailed experience of the team to be assigned to this project as follows:

- The Technical Lead assigned for this project must have a **minimum** of 5 years of experience implementing the proposed or similar leasing managed printing services.
- The technical lead response must include a table with Client, Project Implemented, Project Budget, Project Start and End Dates, Client Contact Details.
- The technical resources should be certified in the solution proposed and evidence of valid certification must be provided.
- The bidder(s) must provide a resource for this project who have a **minimum** of 2 years of experience implementing similar solutions.
- CV's and valid solution certifications must be provided for the bidder(s) Technical Lead and project resources who will be assigned to the PIC project.
- The bidder must have additional resources with similar experience as technical lead to cover when one resource is not available to reduce key man dependency risk and to enable the need for business continuity.

## 11 SERVICE MANAGEMENT

The Bidder is expected to provide Service Level Agreements for Support and Maintenance for a period of 5 years stipulating and inclusive of the following:

- **Premium support should include the following:**
  - **99.9% Availability of the Solution**
  - **Service Levels:** Service Priority Levels and associated Turnaround times are as follows:

Priority/ Severity	Description	Response Turn Around Time	Resolution Turn Around Time	Service Adherence	Level
1	<b>Critical business impact</b> Issue critical to PIC, unable to perform any printer related services.	Within 30 Minutes	Within 4 business hours <b>Kgomotso</b>	100%-98%- Green 97%-95%-Amber 95%<- Red	
2	<b>Significant business impact</b> The issue is significant to PIC printer functions. Rapid resolution should be provided.	Within 30 Minutes	Within 6 business hours		
3	<b>Limited business impact</b> The issue has an acceptable workaround not impacting significant	Within 1 hour	Within 8 business hours		

	or critical functions of printing services.			
--	---	--	--	--

- Relationship Management Activities;
- Services credit methodology in case of a Service Level Breach.
- Sample service level reporting.

## 12 EVALUATION CRITERIA AND METHODOLOGY

The evaluation criteria will be based on the following requirements:

- Phase 1: Compliance with Administrative requirements
- Phase 2: Compliance with minimum requirements
- Phase 3: 100% Compliance to requirements as per table 7.1 (not applicable to optional requirements (rows 35 to 38))
- **Phase 3:** Technical/functional scoring criteria (100 points).

Bidders, who score below 70 points, will not go through to the next level of evaluations. Presentations and site visits may form part of the technical evaluation. (Bidders who score 70 or more points out of 100 points allocated at technical evaluation may be subjected to site visits and further evaluated on price and B-BBEE upon confirmation of infrastructure during site visits).

Price and BEE Evaluations (80/20 points).

- **Phase 4:** Pricing Proposal

## 12.1 Phase 1: Compliance with Administrative Requirements

The Bidder will proceed to the next stage when they comply with the requirements stated herein below.

Submission of:

Requirement	Appendix Number	Tick if included ✓
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 – Sworn Affidavit.		
Signed and completed declaration of interest document.		
Signed and completed SBD 1 – Invitation to Bid document.		
Signed and completed Company Information document.		
Audited or independently reviewed financial statements (Management account) not older than 18 months.		
Completed and signed Company Information document and submission of all the required documentation as stipulated in the company profile document.		
Acceptance of the conditions as stipulated in the bid document.		
Submission of the bid document and a separate pricing proposal.		
All documents should be indexed, clearly marked with bid number.		
Completion of POPIA consent included in Par 11.1 of this RFP.		



Requirement	Appendix Number	Tick if included ✓
Submission of the bidder's latest Central Supplier Database (CSD) report		

- Proposal to be submitted electronically to [tenders@pic.gov.za](mailto:tenders@pic.gov.za).

## 12.1 PROCESSING OF PERSONAL INFORMATION

In order for the Public Investment Corporation soc limited ("PIC") to consider the bidder's response to the RFP to become a service provider of the PIC, it will be necessary for the PIC to process certain personal information which the service provider may share with the PIC for the purpose of the RFP, including personal information – which may include special personal information (all hereafter referred to as "personal information"). 19 Internal Use Only The PIC will process the service provider's personal information in accordance with the pic privacy policy. Access to your personal information and purpose specification: personal information will be processed by the PIC for purposes of assessing the service provider's submission in relation to the RFP the purposes of assessing current services required by the PIC. We may also share the service provider's personal information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and know your customer obligations in terms of the Financial Intelligence Centre Act, no. 38 of 2001 ("FICA"). In this regard, the service provider acknowledges that the PIC's authorised verification agent(s) and service providers will access personal information and conduct background screening. Consent by [ticking] "yes" and signing below, you agree and voluntarily consent to the Pic's processing of the service provider's personal information for the purposes of evaluating its RFP submission, including to confirm and verify any information provided in the submission and service provider gives pic permission to do so. The service provider understands that it is free to withdraw its consent on written notice to pic and the service provider agrees that the personal information may be disclosed by the pic to third parties, including pic's affiliates, service providers and associates (some of which may be located outside of the republic of South Africa). Please note that if you withdraw your consent at any stage we may be unable to process your Proposal.

Yes

No

\_\_\_\_\_  
Supplier Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Authorised representative, who warrants that he/she is duly authorised

### 13 PHASE 3: TECHNICAL/FUNCTIONAL SCORING CRITERIA

With regards to technicality/functionality, the following criteria shall be applicable, and the maximum points of each criterion are indicated in the table below:

Bidders who obtain less than 70% will be declared non-responsive and therefore disqualified to proceed for further evaluation.

Criteria	Requirements from service providers	Weighting	Total
<b>Company Competency and capacity</b>	<b>Compliance with the Scope of Work</b>		40
	Bidder must illustrate the current capability and capacity to meet the PIC scope of work with regards to providing installation, maintenance, and support of leasing managed printing services.	10	
	Previous works carried out with respect to <b>technical requirements, non-functional requirement.</b>		
	Previous works carried out with respect to <b>Technical Requirements.</b>	15	

	Previous works carried out with respect to <b>Non-functional Requirements.</b>	15	
<b>Company Experience</b>	<p>Please provide <b>A MINIMUM</b> of three (3) recent (not older than 6 months) attestation letters from the respective customers on the letterheads <b>confirming installation, maintenance, and support of leasing managed printing services.</b></p> <p>The letters <b>MUST INCLUDE</b> the company name, the services offered, contact person, contact numbers, SLA targets, and SLA achieved. (If the letters do not include all of the above requirements, the PIC will not accept the letter as being valid).</p>	15	<b>15</b>
<b>Team Competency</b>	Experience and expertise of Personnel proposed on the project (CV of a technical lead who will be responsible for the installation, maintenance, and support of leasing managed printing services. The Technical Lead must have a minimum of five (5) years' experience installation, maintenance, and support of leasing managed printing services	15	<b>25</b>
	The supporting team must have a minimum of three (3) years of experience in installation, maintenance, and support of leasing managed printing services.	10	

<p><b>Project Methodology</b></p>	<p>The proposed programme management plan must include details on the following:</p> <p><b>Project Methodology</b> (including Programme Management &amp; Governance, Change Management, and Risk Management)</p> <p><b>Implementation Plan</b> (including Installation, Configuration, Testing, and Deployment).</p> <p><b>Post Implementation</b> - stabilisation, service delivery, and support (including <b>managed services life cycle</b>).</p>	<p>5</p>	<p><b>5</b></p>
<p><b>Service Level Agreement</b></p>	<p><b>Service Level Agreement</b></p> <p>Bidder must:</p> <p>Propose SLAs inclusive of the following as per section 9:</p> <ul style="list-style-type: none"> <li>- Premium support is inclusive but not limited to the following: <ul style="list-style-type: none"> <li>o 99.9% Availability of the Solution.</li> <li>o Service Priority Levels and associated Turnaround times as per section 9. <ul style="list-style-type: none"> <li>- Relationship Management Activities,</li> <li>- Services credit methodology in case of a Service Level Breach; and.</li> </ul> </li> </ul> </li> </ul> <p>Sample service level reporting.</p>	<p>15</p>	<p><b>15</b></p>

<b>Total</b>			<b>100</b>
<i>Minimum Threshold</i>			<b>70</b>

### **Phase 3: PRICE AND BEE EVALUATION**

In this stage of the evaluation, bidders that have qualified after the technical evaluation will be evaluated in terms of the 80/20 or 90/10 preference points system under section 2 of the Preferential Procurement Policy Framework Act, 2000, read with the Preferential Procurement Regulations 2017.

All Bidder to submit their pricing as per schedule below-

- (a) Annual increases must not exceed CPI related to the specific year;  
A maximum of 80 points is allocated for price on the following basis:

Where

P = Points scored for the price of a bid under consideration

Pt. = Rand value of bid under consideration

Pmin = Rand value of lowest acceptable bid

Points will also be awarded based to a bidder for attaining their B-BBEE status level of contribution 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

Non-compliant Contributor	0
---------------------------	---

## 14 PHASE 4: PRICING PROPOSAL

Bidder(s) are required to submit a proposal for all services outlined in the Scope of work. The costs for the Bidder's proposal should be submitted in a separate document in line with the Scope of Work identified. It is the responsibility of the Bidder(s) to ensure the accuracy of the pricing provided as part of the response.

Costs should include the complete, fixed costs (if not fixed please indicate and provide details) for the services requested, including but not limited to the following:

All costs should be completely reflected in the pricing proposal.

When completing the Pricing Bidder must take note of the following:

- All pricing (including services, resources, hourly rates charged, etc.) to be quoted in South African Rand including VAT.
- Bidder(s) to incorporate pricing of Licensing fees.
- Pricing assumptions must cater for the growth of PIC staff complement of plus/minus 400-600 employees.
- Pricing must show clearly the once-off implementation cost and ongoing maintenance cost.

### Pricing Model

Note: The price proposal must be inclusive of **all software-related costs**. The bidder must provide a detailed breakdown of all elements which make up the cost of the proposed software e.g., software license structure, services included in the license, number of licenses, etc.

The proposed cost must be inclusive of all required services to complete the **implementation** as per the requirements

<b>Software cost</b>
----------------------

Cost element		Total Cost Inc VAT
Once off		R
Software license renewal	Year 1	R
	Year 2	R
	Year 3	R
	Year 4	R
	Year 5	R
Sub Total 1.1		R

Implementation Cost		
Activity Deliverable	Number of Hours	Total Cost Inc VAT
Lease Equipment: Multifunctional printers		R
Lease Equipment: Desktop printers / LaserJet		R
Backup printers on site		R
Printing consumables		R





SUB-TOTAL 1.2	
SUB- TOTAL 1.3	
TOTAL BID INC VAT	

## 15 PROPOSED RESPONSES FORMAT

For the purpose of ease in evaluating the **Functionality of bids**, Bidder are required to present their bid documentation under the following headings. Bidder(s) **MUST** annex the response as indicated below:

Reference	Title	Guideline
<b>Section 1</b>	Cover letter	Brief company background, services, and expertise, contact name, and details of delegate authorized to make representations for the organization.
<b>Section 2</b>	Administrative Requirements and Completed RFP Document	Completion of RFP document and submission of administrative requirements
<b>Section 3</b>	Scope of Work	Respond and cover all items presented for installation, maintenance and support of leasing managed printing services
<b>Section 4</b>	Understanding of the PIC Requirements	Outline your understanding of the PIC Request for Proposal
<b>Section 5</b>	Programme Management Services	Respond and cover on how the project will be approached and planned.
<b>Section 6</b>	Bidder Experience	Provide a summary of the company's experience in the nature of the services required and staff compliment and CV details/experience of the team to be assigned to this project.
<b>Section 7</b>	Client References	Provide a summary of client references

<b>Section 8</b>	Service Management	Should cover the proposed SLA, support and maintenance plan for a period of 5 years
<b>Section 9</b>	Pricing Proposal	Cover all costs in detail as per pricing proposal details

List of Shareholders

Name	ID No	SA Citizen	Race	Gender	Shareholding %

15.1

15.2 Points scored will be rounded off to the nearest two decimal places.

15.3 The bidder who scored the highest point will be awarded the bid.

15.4 In the event where two or more bidder scored equal points, the successful bidder must be the one scoring the highest preference points for BBBEE.

15.5 However, when functionality is part of the evaluation process and two or more bidder have scored equal points including equal preference points for BBBEE, the successful bidder must be the one scoring the highest for functionality.

15.6 Should two or more bidder be equal in all respects; the award shall be decided by the drawing of lots.

**16 CONDITIONS**

16.1 The PIC reserves the right not to accept the lowest priced bid or any bid in part or in whole.

16.2 Joint Ventures / Consortiums

16.2.1 The following information and documentation must be submitted:

16.2.1.1 All information stipulated in paragraph 10 under minimum and administrative requirements must be submitted by all parties involved in the Joint Ventures/Consortiums, including ownership and executive management information.

16.2.1.2 A percentage breakdown of the work allocation between the parties must be clearly indicated.

16.2.1.3 A formal signed agreement indicating the leading company as well as the other company roles and responsibilities must be submitted.

16.2.1.4 A skills transfer plan between the parties must be submitted.

16.3 Non-Commitment

16.3.1 The 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.

16.3.2 The cost of preparing of bids will not be reimbursed.

16.4 Reasons for rejection

16.4.1 The PIC reserves the right to reject bids that are not according to specification/Terms of Reference. Bidder must clearly indicate compliance or non-compliance with specification/Terms of Reference.

16.4.2 Bidder shall not contact the 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.

16.4.3 The PIC shall reject a submission if the Bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.

16.4.4 The PIC may disregard any submission if that Bidder, or any of its directors -

16.4.4.1 have abused the Supply Chain Management (SCM) system of any Government Department/ institution.

16.4.4.2 have committed proven fraud or any other improper conduct in relation to such system.

16.4.4.3 have failed to perform on any previous contract and the proof thereof exists; and/or

16.4.4.4 Is restricted from doing business with the public sector if such a bidder obtained preferences fraudulently or if such bidder failed to perform on a contract based on the specific goals.

## 16.5 Cancellation of Bid

16.5.1 The PIC may prior to the award of a bid, cancel a bid for the following reasons -

16.5.1.1 due to changed circumstances, there is no longer a need for the goods or services requested;

16.5.1.2 funds are no longer available to cover the total envisaged expenditure;

16.5.1.3 no acceptable bids are received

16.5.1.4 unsuccessful contract negotiations

16.5.2 The PIC may after award of the tender but before conclusion of a contract, cancel a bid for the following reasons-

- 16.5.2.1 due to change of circumstances, there is no longer a need for the goods or services requested;
- 16.5.2.2 funds are no longer available to cover the total envisaged expenditure.

## 16.6 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](mailto:tenders@pic.gov.za) .

Clarifications questions must be provided by no later than 12 February 2021 and responses will be provided by 16 February 2021.

## 16.7 Receipt of Bids

Each bid shall be in writing using non-erasable ink and shall be submitted on the official document of Bid issued with the bid documents. 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.

The onus shall be on the bidder to place the sealed envelope in the official marked locked bid box provided for this purpose, at the designated venue, not later than the closing date and time specified in the bid notice.

Postal bids will be accepted for consideration only if they are received insufficient time to be lodged in the appropriate bid box by the closing time for such bids, it being understood that PIC disclaims any responsibility for

ensuring that such bids are in fact lodged in the bid box. Proof of posting of a bid will not be accepted as proof of delivery to the appropriate place for the receipt of bids. Documents submitted on time by Bidder shall not be returned and shall remain the property of the PIC.

#### 16.8 Late Bids

Bids received late shall not be considered. A bid will be considered late if arrived only one second after 11h00 or any time thereafter. The tender box shall be locked at exactly 11h00. 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.

#### 16.9 Presentations

The PIC may require presentations and/or site visits at a stipulated date and time from short-listed Bidder as part of the bid process.

#### 16.10 Service Level Agreement (SLA)

- 16.10.1 The SLA will set out the administration processes, service levels and timelines.
- 16.10.2 The award of a tender shall always be subject too successful negotiation and conclusion of an SLA / contract. There will be no binding agreement between the parties if a contract has not been concluded.

#### 16.11 Contracting

Bidder are advised that a valid contract will only come into existence between the PIC and the successful bidder after conclusion of successful negotiations and signature of the Contract by both parties' respective delegated authorities.

See **ANNEXURE B** for Contracting terms and conditions.

## 17 PART A SBD 1 INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE PUBLIC INVESTMENT CORPORATION					
BID NUMBER:	PIC014/2021	CLOSING DATE:	1 March 2021	CLOSING TIME:	11:00 AM
DESCRIPTION	REQUEST FOR PROPOSAL TO APPOINT A SUITABLY QUALIFIED BIDDER FOR THE PROVISION OF INSTALLATION, MAINTENANCE AND SUPPORT OF LEASING MANAGED PRINTING SERVICES FOR THE PERIOD OF THREE (3) YEARS WITH THE OPTION TO EXTEND FOR ANOTHER TWO (2) YEARS.				
BID RESPONSE DOCUMENTS MUST BE FORWARDED ELECTRONICALLY TO					
tenders@pic.gov.za					
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]**

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 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?	<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><b>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.</b></p>	



## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. 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, 2017, 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 SIGN A SERVICE LEVEL AGREEMENT.</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDER MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDER 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 BIDDER 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: .....

## 18 DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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, shareholder<sup>2</sup>):

.....

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.

<sup>1</sup> “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.

<sup>2</sup>”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**

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.

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

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

2.8 Did you or your spouse, or any of the company's directors / trustees / **YES / NO**  
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 any relationship **YES / NO**  
(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, aware of any relationship **YES/NO**  
(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 of the **YES/NO**  
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 Reference Number	Tax	State Number	Employee / 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

## 19 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:**


<b>Postal Code:</b>	<b>Postal Code:</b>

**5. Contact Details**

<b>Contact Name</b>	
<b>Contact Number</b>	
<b>Cell Number</b>	
<b>Email Address</b>	
<b>Alternative Contact</b>	
<b>Email Address</b>	
<b>Contact Number</b>	

**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.**

**10. B-BBEE (Broad-based Black Economic Empowerment) Status Details:**

***Please tick the relevant box(es):***

STATUS	INDICATION
The company has been independently verified (assessed/rated / certified)  <i>Please submit the B-BBEE verification certificate.</i>	<input type="checkbox"/>
The company is in the process of being verified. Please submit a letter from verification agency. (i.e. verification to be completed within a maximum of 2 months)	<input type="checkbox"/>



## 20 DECLARATION

Bidder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

I declare that:

- All information provided is true and correct
- The signatory of the bid document is duly authorized
- Documentary proof regarding any bid issue, will, when required be submitted to the satisfaction of the PIC  
PIC will upon detecting that:
  - The BBBEE 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;
- Recover all costs, losses or damages it has incurred or suffered as a result of the bidder's conduct;
- Cancel the contract and claim any damages which has 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 or 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 \_\_\_\_\_<sup>st / nd / rd / th</sup> day of \_\_\_\_\_ ,  
20\_\_\_\_ at \_\_\_\_\_:

Who warrants his / her authority hereto

For and on behalf of:

\_\_\_\_\_