

PIC001/2017: APPOINTMENT OF A QUALIFIED & EXPERIENCED SERVICE PROVIDER TO DESIGN AND PRODUCE THE PUBLIC INVESTMENT CORPORATION (PIC) INTEGRATED ANNUAL REPORT FOR A PERIOD OF THREE YEARS

Bid Number : PIC001/2017

Closing Date : 26 April 2017

Closing Time : 11:00

Place of Submission: Public Investment Corporation

Building A, River walk Office Park,

41 Matroosberg Road (corner Garsfontein and Matroosberg roads),

Ashlea Gardens Extension 6, Menlo Park,

Pretoria

Compulsory briefing session on 5 April 2017 at 11:00am

Venue: Public Investment Corporation, Building A, Riverwalk Office Park, 41 Matroosberg Road, Ashlea Gardens, Extension 6, Menlo Park,.

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1. DEFINITIONS AND ABBREVIATIONS

B-BBEE means 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) WISHES TO ENGAGE THE SERVICES OF A COMPANY SPECIALIZING IN THE DESIGN AND LAYOUT OF THE ANNUAL REPORT FOR THE NEXT THREE FINANCIAL YEARS.

- a. 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 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 following the end of the financial year. PIC's financial year ends every 31 March. To ensure compliance with

this, PIC would like to engage the services of a service provider to assist with the production of the annual report.

- b. *Closing Time: 11:00 (any bid received a second from 11:00 will not be considered)*
- c. *Closing date:26 April 2017*
- d. *Validity period of bid: 90 Days*

3. SCOPE OF WORK*

Design	Proposed (10) ten different Integrated Report designs based on the current theme for the year and this must be budget for in your quotation. <u>N.B.</u> Three design concepts aligned to the theme <u>must be submitted</u> with your proposal
Theme	The theme will be communicated each year
No. of pages	250-300 including front and back cover
Graphs	Reconstruction of 40-50 graphs
Images	40-50 shutterstock images

Size	A4 (297mm x 210mm) on 135gsm paper on the inside
Orientation	Portrait
Content	Unlimited changes and amendments to the content and design throughout Annual Report production phase (-+ 6 months)
Special finishes	<p><u>Text</u></p> <p>Full colour with machine varnishes throughout the report</p> <p><u>Cover</u></p> <ul style="list-style-type: none"> • 300gsm • Matt lamination with machine varnish throughout, spot UV varnish and foiling on front and back cover • Front cover to include 105mm cover flap • 40 Curious translucent clear 92gsm tracing paper
Binding	Sewn and drawn (Thread sewn)
Iris Proofs	20 full-colour copies
Photography	Five half-day photo shoots at the PIC office in PTA, facilitated by the service provider
Proofreading and Editing	Four (4) rounds of proofreading and editing
Preparation of the Integrated Annual Report	<ul style="list-style-type: none"> • Supply the Annual Report in PDF format on a disk • Conversion of the final Annual Report from InDesign to MS Word • Supply an email and web-based user-friendly format

Printed Copies	350
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*

** Cost should be based on the actual numbers*

**The PIC reserves the right to withdraw this request or amend the scope*

4. VALUATION CRITERIA

Proposals will be evaluated in the following 3 Phases:

- Compliance with the minimum and administrative requirements
- Functionality (Only companies who achieved the minimum qualifying score will be evaluated in terms of the third phase).
- 80/20 Preference Procurement points system as stipulated in the Preferential Procurement system (90:10 Price and BBBEE status level of contribution), percentage black ownership and percentage representation in the company's Executive Committee

Minimum and Administrative requirements are:

Submission of:

- A valid and original Tax Clearance Certificate
- BBBEE status level certificate issued by an SANAS accredited verification agency.
- Bidders with an annual total revenue of R5 million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the Broad-Based Black Economic

Empowerment Act, and must submit a certificate issued by a registered auditor, accounting officer (as contemplated in section (60 (4) of the Close Corporation Act, 1984 or an accredited verification agency.

- Signed Declaration of Interest Document
- Copy of all the Directors ID's.
- CIPC documents must be attached.
- 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
- Latest audited financial statements.
- Minimum of three contactable references in the financial industry other than the PIC. This information must include, the name of the entity, designation of contact, contact person, contact number, contract value and date.
- Submission of 1 original and four copies of the bid document and a CD/ flash drive
- Submission of proof of registration on the Central Supplier Database.

Functionality

Criteria	Requirements from service providers	Weighting
<i>Company experience related to the request</i>	<i>Indicate : Number of years in the industry Detailed experience CV's of the production team</i>	15
<i>Production of Annual Report</i>	<i>Project and Printing Timelines</i>	20
<i>Design, Layout, proofreading and editing</i>	<i>Approach and methodology</i>	30
<i>Conceptualisation of PIC Theme (Look and feel)</i>	<i>Three design concepts aligned to the theme</i>	20
<i>Location</i>	<i>For practical reasons, preference will be given to</i>	5

	<i>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.</i>	
<i>References</i>	<i>At least three references contact details</i>	<i>10</i>
<i>Total</i>		<i>100</i>
<i>Minimum Threshold</i>		<i>70</i>

Price and BEE (BEE Level contributor, ownership, executive management)

Pricing: Prices must be quoted in South African Rand excluding of VAT. A separate price proposal must be submitted in a sealed envelope.

**Pricing must be quoted for each year's Integrated Annual Report separately*

A maximum of 90 points is allocated for price on the following basis:

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ Where}$$

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

Bidders with annual total revenue of R5 million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the Broad-Based Black Economic Empowerment Act, and must submit a certificate issued by a registered auditor, accounting officer (as contemplated in section (60 (4) of the Close Corporation Act, 1984 or an accredited verification agency. Bidders other than the Exempted Micro-Enterprises (EMEs) must submit their original and valid BBBEE status level verification certificate or a certified copy thereof issued by a SANAS accredited agency, substantiating their BBBEE rating.

Points will also be awarded based to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below (Additional points will be given to BEE Level 1 to 4 companies:

B-BBEE Status Level of Contributor	Number of points /10-BEE Level	Additional Points for BEE Level 1-4
1	10	10
2	9	8
3	8	6
4	5	4
5	4	
6	3	
7	2	
8	1	
Non-compliant Contributor	0	

A point out of 100 (50/ownership and 50/executive management) will be allocated for ownership and executive management: based on the following:

Percentage	Points allocated
0-49	0
50-60	10
61-70	20
71-80	30
81-90	40
90-100	50

Ownership:

Indicate percentage of Black ownership

_____ %

Indicate percentage of Black executive members

_____ %

List of Shareholders

Name	ID No	SA Citizen	Race	Gender	Shareholding %

List of Executive Management

Indicate percentage black Executive Management

_____ %

Name	ID No	SA Citizen	Race	Gender	Shareholding %

Points scored in terms of the 90/10 preference system will be added to the points scored for % black ownership and % of black Executive Management.

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

- The bidder who scored the highest point will be awarded the bid
- In the event where two or more bidders scored equal points, the successful bidder must be the one scoring the highest preference points for BBBEE.
- However when functionality is part of the evaluation process and two or more bidders have scored equal points including equal preference points for BBBEE, the successful bidder must be the one scoring the highest for functionality.
- Should two or more bidders be equal in all respects, the award shall be decided by the drawing of lots.

5. CONDITIONS

5.1 Non-Disclosure and Confidentiality Agreement

A non-disclosure and confidentiality agreement will be signed by all bidders and submitted during the briefing session.

5.2 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.

5.3 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.

5.4 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.

5.5 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 an e-mail to tenders@pic.gov.za.

5.6 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 in sufficient 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 bidders shall not be returned and shall remain the property of the Public Investment Corporation (PIC).

5.7 Late Bids

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

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.

5.8 Presentations

PIC may require presentations from short-listed bidders as part of the bid process.

5.9 Service Level Agreement

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

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 presently employed by the state?

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

2.7.3 If yes, did you attach 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.

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

.....

.....

.....

2.7.4 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES/NO

2.7.5 If so, furnish particulars:

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

2.8 Do you, or any person connected with the bidder, have 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?

YES/NO

2.8.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, 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?

YES / NO

2.10.1 If so, furnish particulars.

.....

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

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 / Persal 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

8. 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:

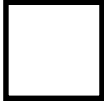
***ID Documents of board of directors/members, owners, shareholders or executive committee must be submitted.**

*** CIPC Documents must be attached.**

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

Please tick the relevant box (es):

STATUS	INDICATION
<p>The company has been independently verified (assessed / rated / certified)</p> <p><i>Please submit the B-BBEE verification certificate.</i></p>	<input type="checkbox"/>

<p>The company is in the process of being verified. Please submit letter from verification agency.</p> <p><i>(i.e. verification to be completed within a maximum of 2 months)</i></p>	
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9. 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 BBBEE status level of contribution is 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 _____^{st / nd / rd / th} day of _____, 20____ at
_____:

Who warrants his / her authority hereto

For and on behalf of:
