



Council for Quality Assurance in
General and Further Education and Training



TENDER FOR

**PRINTING, SUPPLY, AND DELIVERY OF CERTIFICATE
BACKGROUND PAPER**

TO

UMALUSI

PUR 1303/4

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof	
Contact numbers	(w)	(cell)
Email address		

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PUR 1303/4: PRINTING, SUPPLY, AND DELIVERY OF CERTIFICATE BACKGROUND PAPER TO UMALUSI

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1. NOTICE OF TENDER

REQUEST FOR TENDER

PUR 1303/4

PRINTING, SUPPLY, DELIVERY OF CERTIFICATE BACKGROUND PAPER TO UMALUSI

Companies fully accredited to provide printing, supply, and delivery of certificate background paper are hereby invited to render their tender to Umalusi at their facility situated in Pretoria as specified herein, and in accordance with the General Conditions of Offer as well as the Specific Conditions of Offer, are requested to complete these documents in full, place them in a new envelope, seal and mark the envelope with the tender number and description, and deposit it in the Tender Box at the address provided in this document. All documents must comply with the conditions set out herein.

CLOSING DATE:

Friday, 28th October 2016 at 12:00

NOTE: No late submissions, nor submissions handed in at any other office will be accepted.

COMPULSORY INFORMATION SESSION:

All interested parties are to meet at:

Compulsory Information Session Date	Compulsory Information Session Venue & Address
Tuesday, 18th October 2016 At 10h00	Umalusi 37 General van Ryneveld Street Persequor Technopark Pretoria

NOTE:

- An attendance register will be signed during the compulsory information session.
- All attendees must ensure that they sign the Attendance Register provided on site. The register will only be available for signature for the first half an hour of the information session.
- Only submissions from respondents who attended the Compulsory Information Session will be considered.
- Respondents must ensure that they enter the venue where the information session is to be held before the advertised time. Respondents arriving after commencement of the proceedings may be turned away.
- Respondents need to ensure that they are in possession of a full set of tender documents when attending the information session.
- Participants are requested to ensure that the person who would be authorized to complete the tender documents also attend the information session.

Tender: 1303/4

Initials:

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NOTICE (CONTINUED)

CONTACT DETAILS:

Any technical related enquiries arising from this request must be forwarded to:

Ms Liz Burroughs
Senior Manager – Qualifications, Curriculum and Certification
Umalusi
Tel: (012) 030 0955
E-mail: liz.burroughs@umalusi.org.za

Ms Liz Anne McCallum
Manager : Certification
Umalusi
Tel: (012) 349 1510
E-mail: anne.mccallum@umalusi.org.za

Any document related enquiries arising from this request must be forwarded to:

Mr Ebriem Fillis
Assistant Manager : Supply Chain Management and Assets
Umalusi
Tel: (012) 030 0722
E-mail: Ebriem.Fillis@umalusi.org.za

Ms Meshal Moonsamy
PURCO SA
Tel: (012) 349 0854
E-mail: meshal.moonsamy@purcosa.co.za

TENDER DOCUMENTS:

All completed tender documents must be in sealed, new envelopes with the description:

PRINTING, SUPPLY, AND DELIVERY OF CERTIFICATE BACKGROUND PAPER TO UMALUSI

PUR 1303/4

as well as the closing time and date clearly marked on the outside , placed in the Tender Box at the following address by no later than 12:00 on Friday, 28th October 2016:

<i>Addressed to:</i> Ms Liz Burroughs Umalusi QCC Unit	<i>Placed in the:</i> Tender Box: Umalusi 37 General van Ryneveld Street Perseus Technopark Pretoria
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NOTE:

- No late submissions, nor submissions handed in at any other office will be accepted.
- Tenderers are requested to submit an original plus two (2) copies of the tender.

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Initials:

2. GENERAL CONDITIONS

2.1 DEFINITIONS

Unless the context otherwise indicates:

- "Approved" means as approved by the representative.
- "Approval" means the approval given by the representative.
- "Cash price(s)" means the price(s) of the offer, as given by the contractor and accepted by Umalusi for the execution of the contract.
- "Closing date" means the time and day on which all offers close in terms of the advertisement.
- "General Conditions" means this document, namely "General Conditions Regarding Offer" of Umalusi.
- "Goods" means the machinery, installation, equipment, apparatus or materials to be provided / delivered in terms of the contract.
- "In writing" also means any manuscript, typed or printed record above or over the signature or seal, as the case may be.
- "Month" means a calendar month.
- "Representative" means the representative of Umalusi namely the Head of Procurement Services or any other Umalusi official mentioned in the tender conditions or specifications, as the case may be.
- "Site" means the buildings or grounds or any other place where the goods will be stored, installed or used.
- "Specifications" means the specifications attached to the General Conditions.
- "Subcontractor" means the supplier who regularly supplies the contractor with materials and minor parts with regard to goods to be delivered to Umalusi.
- "Umalusi" means Umalusi, the Council for Quality Assurance in General and Further Education and Training.
- "Acceptable Tender" means any tender which, in all respects, complies with the specifications and conditions of the Request for Tender as set out in this document.
- "Tender" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services or goods.
- "Tenderer" means any person mandated by a prime tenderer or consortium/joint venture to do business for and on behalf of, or to represent in a business transaction, the prime tenderer and thereby acquire rights for the prime tenderer or consortium/joint venture from Umalusi and incur obligations binding the prime tenderer or consortium/joint venture in favour of Umalusi or an organ of state.
- "Comparative price" - means the price after deduction or addition of non-firm price factors, unconditional discounts.
- "Consortium or joint venture" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.
- "Goods" means any work, services, materials or anything of whatever nature to be rendered to Umalusi by the successful tenderer in terms of the tender.

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- "Licenses" means conditional use of another party's intellectual property rights.
- "Management" in relation to an enterprise or business, 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.
- "Person (s)" refers to a natural and/or juristic person(s).
- "Prime Tenderer " means any person (natural or juristic) who forwards an acceptable tender in response to this tender with the intention of being the main contractor should the tender be awarded to him/her.
- "Rand value" means the total estimated value of a contract in Rand denomination, which is calculated at the time of the tender invitations and includes all applicable taxes and duties.
- "Tender" means a written official enquiry document encompassing all the terms and conditions of the tender.
- "Sub-Contracting" means the primary contractor's assigning or leasing or making out work to, or employing another person to support such primary contractor in executing part of a project in terms of a contract.
- "Support Partners" means any successful tenderer who entered into a partnership agreement with Umalusi for the provision of the services or goods.
- "SMME" bears the same meaning assigned to this expression in the National Small Business Act, 1996 (Act No. 102 of 1996)

2.2 TENDERER SHOULD SATISFY HIM/HERSELF REGARDING THE CONDITIONS OF OFFER AND RELATED PARTICULARS

The tenderer shall, on submission of an offer, be regarded to have satisfied him/herself as to all the conditions and particulars of the offer.

2.3 FULL ACCEPTANCE OF CONDITIONS

- 2.3.1** The tenderer shall be regarded as having read and understood the General Conditions and the submission of his/her offer shall be assumed being fully understood.

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GENERAL CONDITIONS REGARDING OFFER (Continued)

2.4 TRANSFER

- 2.4.1** The contract is a personal contract with the contractor, and he/she may neither sub-contract nor transfer or cede any part, share or interest in it to someone else, unless with the written consent of Umalusi has been granted.
- 2.4.2** This clause shall not be valid for subcontracts farmed out to suppliers who deliver materials and minor parts to the contractor in connection with goods to be delivered. Umalusi reserves the right to expect that the contractor should submit the names of all his/her sub-contractors for the approval of Umalusi.
- 2.4.3** In case of services to be rendered to Umalusi, no more than 25% of such contracts may be subcontracted to other parties without the written consent of Umalusi.

2.5 CONTRADICTIONS

If in the contract, any contradictions, ambiguities or lack of concurrence appear to be present in the description, measurements, quality or quantities, the contractor should, before he begins to execute the contract concerned or that part of it where such irregularities appear to be present, refer the matter for a decision to the representative of Umalusi.

2.6 DEVIATIONS

If the tenderer offers goods that would deviate or differ from the specifications, such deviation should be indicated and described clearly in the offer.

2.7 BREACH OF CONTRACT

If it appears to Umalusi that the contractor is not executing the contract in accordance with its true purpose and intention, or if the delivery period has lapsed, or if the contractor is in default or has breached the contract in any other way, then Umalusi may order the contractor in writing to redeem the default or breach of contract within the period fixed in the written warning and, if the contractor neglects to redeem it within the said period, then Umalusi will be at liberty, without prejudice to any of its contractual rights, to execute the work the contractor has neglected to perform, or to take away the whole contract or a part thereof from the contractor and place an order for it with someone else. The contractor shall be liable for any loss suffered by Umalusi on account of steps taken by Umalusi in terms of this clause.

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GENERAL CONDITIONS REGARDING OFFER (Continued)

2.8 SERVICE FEE

The Supplier must provide for a 2% service fee calculated on the total value of each invoice issued by the Supplier for or otherwise relating to supply of goods and/ or performance of the Services to the Purchaser (including any additional/ ad hoc goods supplied or services rendered), payable to PURCO SA on submission of relevant invoice to the Purchaser. The selected Supplier is required to send a copy of monthly invoice and statement to both PURCO SA and the Purchaser. Upon receipt of the monthly sales report from the Supplier, PURCO SA shall invoice the Supplier a minimum of 2% service fee based on the Rand value of the total sales which is payable to PURCO SA within 30 days of the invoice date.

2.9 PARTICULARS TO BE FURNISHED

2.9.1 No offer shall be considered unless it is fully completed in ink and accompanied by sufficient information that makes it possible for the bid evaluation committee to judge whether the tendered goods meet the specifications or not.

2.9.2 If the required particulars are not furnished in full, the offer may be regarded as being non-compliant with the specifications.

2.10 STABLE OFFERS

Offers not subject to the escalation of costs are preferred. Such offers should be marked clearly with the suffix: "Fixed price".

2.11 SEQUESTRATION OR SURRENDERING OF ESTATE OF CONTRACTOR

If either a provisional or a final sequestration of the contractor's estate is ordered, or if application is made for such an order, or in case the contractor applies for the surrendering of his estate, or enters into, makes or obtains a deed of assignment of estate, or comes to another agreement, or makes another arrangement with, or makes an assignment to the benefit of his creditors, or pretends to do so, or, if the contractor, being a firm, decides to liquidate the company, or if the court should order such liquidation, or if he/she or the firm, as the case may be, is sentenced in a competent court, or if, in the execution of a sentence, his/her movables and immovables are seized, then Umalusi shall have the right to terminate the contract without having recourse to the law and nor remunerating the contractor, and subject to the right of Umalusi to sue the contractor for damage Umalusi has suffered on account of the aforementioned events.

2.12 PERIOD OFFER SHALL BE VALID

The submission of an offer to Umalusi shall be regarded as being an agreement between the tenderer and Umalusi in terms of which the offer shall remain valid for acceptance by Umalusi for the period determined in the tender invitation, during which period the tenderer may not withdraw his/her offer nor weaken or diminish the tenor of the offer.

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GENERAL CONDITIONS REGARDING OFFER (Continued)

2.13 FORMAL CONTRACT AND SURETYSHIP

If, and when Umalusi requires it, the contractor shall enter into a formal agreement and contract of suretyship, which Umalusi shall draw up and the contractor shall sign, and which, if necessary, shall be signed by his sureties within seven (7) days from the date on which the documents are declared ready for signing. The contractor shall pay all costs, expenses, stamp duty and other disbursements owed for or with regard to such documents. The surety required by Umalusi for this clause may, however, not exceed ten (10) per cent of the total estimated value of the contract.

2.14 JURISDICTION APPLYING

The contract should be set out in all respects according to the law of the Republic of South Africa, and any possible dispute that may arise between Umalusi and the contractor in connection with the contract shall be resolved in the Republic of South Africa at Pretoria.

2.15 CANCELLATION OF OFFER AND/OR CONTRACT

If it is found that an offer or contractor:

2.15.1 has offered, promised or given anyone who had to do with the inviting of offers or the allocation of a contract, any remuneration, fees, bonus, discount, or other inducement in connection with the acquisition or execution of a contract;

2.15.2 is not executing a contract in a satisfactory manner;

2.15.3 is not adhering to the provisions of the General Conditions or of any other special conditions of contract that may apply.

2.15.4 is acting in a fraudulent or improper manner or in bad faith toward Umalusi,

then Umalusi may disqualify the tenderer immediately or cancel the contract, after taking into account all the circumstances and without prejudice to any other legal remedy to his / her disposal in respect of:

- a) any loss and/or damage suffered, and
- b) any additional costs or expenses incurred in that Umalusi had to invite new offers or accept a less favourable offer, or whatever.

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GENERAL CONDITIONS REGARDING OFFER (CONTINUED)

2.16 GENERAL

- 2.16.1** The lowest or any offer shall not necessarily be accepted, and Umalusi shall reserve the right to accept the whole offer or any part thereof.
- 2.16.2** If there is any difference or contradiction between the prices or particulars on the official tender form and those on the tenderer's accompanying letter, the prices or particulars on the tender form shall be valid in all cases.
- 2.16.3** The offer should be fully completed in ink on the tender form and submitted in a sealed envelope that is addressed and endorsed in the manner indicated in the tender advertisement and on the form concerned.
- 2.16.4** There is a specific tender box for the submission of offers, and no offer found in any other container or at any other place after closing time shall be taken into account.
- 2.16.5** Offers that arrive after the advertised time for the receipt of offers shall not be accepted. This rule shall not be deviated from unless it is clear that the offer was posted in time to reach Umalusi before the closing time, and provided the Tender Committee has satisfied themselves that the tenderer had taken all reasonable precautions to allow for ordinary delays and could otherwise not be blamed for the fact that his/her offer was received late.
- 2.16.6** The tenderer must put his initials next to all changes that he/she makes on the forms.
- 2.16.7** No corrections may be made with correction fluid, such as Tipp-Ex or a similar product. If a mistake is made, it should be struck out once in ink, and the same person who formally signs the offer must sign in full at every correction made. Umalusi reserves the right to reject an offer if any correction made on it is not made in the manner set out above.

2.17 ACCURACY OF INFORMATION

The information contained in the invitation to tender has been prepared in good faith.

2.18 COMPETITION

- Service Providers and their respective officers, employees and agents are prohibited from engaging in any collusive actions with respect to the tendering process which serves to limit competition amongst Service Providers.
- In general, the attention of Service Providers is drawn to Section 4(1) (iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive tendering.
- If Service Providers have reason to believe that competition issues may arise from any submission of a response to this tender invitation they may make, they are encouraged to discuss their position with the competition authorities before submitting a response.

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- Any correspondence or process of any kind between Service Providers and the competition authorities must be documented in the responses to this invitation to tender .

2.19 RESERVATION OF RIGHTS

Without limitation to any other rights of Umalusi (whether otherwise reserved in this invitation to tender or under law), Umalusi expressly reserves the right to:

- Request clarification on any aspect of a response to this invitation to tender received from the Service Providers, such requests and the responses to be in writing;
- Reject all responses submitted by Service Providers and to embark on a new tender process.

2.20 GENERAL RULES AND INSTRUCTIONS

2.21 CONFIDENTIALITY

- The information contained in this document is of a confidential nature, and must only be used for purposes of responding to this tender. This confidentiality clause extends to vendor partners and/ or implementation agents, whom you may decide to involve in preparing a response to this tender.
- For purposes of this process, the term "Confidential Information" shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and information relating to a party's strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know-how, architectural information, information contained in a party's software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or unregistered, or otherwise disclosed or communicated before or after the date of this process.
- The receiving party shall not, during the period of validity of this process, or at any time thereafter, use or disclose, directly or indirectly, the Confidential Information of Umalusi (even if received before the date of this process) to any person whether in the employment of the receiving party or not, who does not take part in the performance of this process.
- The receiving party shall take all such steps as may be reasonably necessary to prevent Umalusi's Confidential Information coming into the possession of unauthorised third parties. In protecting the receiving party's Confidential Information, Umalusi shall use the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorised use or disclosure of the Confidential Information as the receiving party uses to protect its own Confidential Information.
- Any documentation, software or records relating to Confidential Information of Umalusi, which comes into the possession of the receiving party during the period of validity of this process or at any time thereafter

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or which has so come into its possession before the period of validity of this process:

- Shall be deemed to form part of the Confidential Information of Umalusi,
- Shall be deemed to be the property of Umalusi;
- Shall not be copied, reproduced, published or circulated by the receiving party unless and to the extent that such copying is necessary for the performance of this process and all other processes as contemplated in; and
- Shall be surrendered to Umalusi on demand, and in any event on the termination of the investigations and negotiations, and the receiving party shall not retain any extracts.

2.22 NEWS AND PRESS RELEASES

Suppliers or their agents shall not make any news releases concerning this tender or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with Umalusi.

2.23 PRECEDENCE OF DOCUMENTS

- This tender consists of a number of sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this tender and the stipulations in any other document attached hereto, or the tender submitted hereto, the relevant stipulations in this tender shall take precedence.
- Where this tender is silent on any matter, the relevant stipulations addressing such matter and which appears in the Umalusi Procurement Policy and Procedures (which are Umalusi's general conditions for Procurement) shall take precedence. Tenderer's shall refrain from incorporating any additional stipulations in its tender submitted in terms hereof other than in the form of a clearly marked recommendation that Umalusi may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by Umalusi.
- It is acknowledged that all stipulations in the Umalusi Procurement Policy and Procedures are not equally applicable to all matters addressed in this tender. It however remains the exclusive domain and election of Umalusi as to which of these stipulations are applicable and to what extent. Tenderers are hereby acknowledging that the decision of Umalusi in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the tenderer(s). The tenderer(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

2.24 PREFERENTIAL PROCUREMENT REFORM

- Considering Black Economic Empowerment is an essential ingredient of Umalusi's business processes. In accordance with Government policy, Umalusi insists that the private sector demonstrates its commitment and track record to Black Economic Empowerment in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices, etc (SMME Development).
- Umalusi will apply the principles of the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000) to this tender.

2.25 LANGUAGE

Tenders shall be submitted in English.

2.26 GENDER

Any word implying any gender shall be interpreted to imply all other genders.

2.27 HEADINGS

Headings are incorporated into this tender for ease of reference only and shall not form part thereof for any purpose of interpretation or for any other purpose.

2.28 SECURITY CLEARANCES

- Employees and sub-contractors of the tenderer may be required to be in possession of valid security clearances to the level determined by NIA commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the tenderer. The tenderer shall supply and maintain a list of personnel involved on the project indicating their clearance status.

2.29 FORMAL CONTRACT

- This tender, all the appended documentation and the tender in response thereto read together, forms the basis for a formal contract to be negotiated and finalised between Umalusi and the enterprise (s) to whom Umalusi awards the tender in whole or in part.
- Mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between Umalusi and any tenderer.

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GENERAL CONDITIONS REGARDING OFFER (CONTINUED)

Tenderers shall provide full and accurate answers based on the questions hereunder, and, are required to explicitly state either "Comply/Accept (with a ✓)" or "Do not comply/Do not accept (with an X)" regarding compliance to the requirements. Where necessary the tenderer shall substantiate their response to a specific question.

	Accept	Not Accept
The laws of the Republic of South Africa shall govern this tender and the tenderer hereby accepts that the courts of the Republic of South Africa shall have jurisdiction.		

	Accept	Not Accept
Umalusi will not be liable for any costs incurred by the tenderer in the preparation of its response to this tender. The preparation of response will be made without obligation to acquire any of the items included in any vendor's tender or to select any tender, or to discuss the reasons why such vendor's or any other tender was accepted or rejected.		

	Accept	Not Accept
Umalusi may request written clarification or further information regarding any aspect of this tender. The tenderer must supply the requested information in writing within twenty-four (24) hours after the request has been made, otherwise the tenderer may be disqualified.		

	Accept	Not Accept
In the case of a consortium/JV/subcontractors, the tenderer is required to provide copies of signed agreements stipulating the work split and the Rand value.		

	Accept	Not Accept
Umalusi reserves the right to cancel/reject any tender and not to award the tender to the lowest tenderer or award parts of the tender to different tenderer's, or not to award the tender at all.		

	Accept	Not Accept
Tenderers who are distributors and resellers are required to submit a back-to-back agreement and a service level agreement with their principals.		

	Accept	Not Accept
By submitting a tender in response to this tender, the tenderer accepts the evaluation criteria as they stand.		

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	Accept	Not Accept
In the case of a consortium or JV, each of the authorised enterprise's members and/or partners of the different enterprises must co-sign this document.		

	Accept	Not Accept
Umalusi reserves the right to conduct a pre-award survey during the source selection process to evaluate the contractor's capabilities to meet the requirements specified in the tender and supporting documents.		
	Accept	Not Accept
Only the solution commercially available at the tender closing date will be considered. No tenders for future solutions will be accepted.		
	Accept	Not Accept
The tenderer should not qualify the tender with his/her own conditions of the tender.		
Caution: If the tenderer does not specifically withdraw its own conditions of tender when called upon to do so, the tender response will be declared invalid.		
	Accept	Not Accept
Should the tenderer withdraw the tender before the tender validity period expires, Umalusi reserves the right to recover any additional expense incurred by Umalusi having to accept any less favourable tender or the additional expenditure incurred by Umalusi in the preparation of a new tender and by the subsequent acceptance of any less favourable tender.		
	Accept	Not Accept
Should the parties at any time after the award of the tender and prior to conclusion of the Contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. Umalusi shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the tender by giving the tenderer not less than 90 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases, shall, for the duration of such notice period, remain fixed on those fees/prices applicable prior to the negotiations.		
Such cancellation shall mean that Umalusi reserves the right to award the same tender to the next best Suppliers as it deems fit.		

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3.

OVERVIEW AND SCOPE

3.1. SCOPE

The purpose of this Request For Tender is to invite potential suppliers (hereinafter referred to as "Suppliers") to submit tenders that will allow printing, supply and delivery of certificates to Umalusi over a period of three (3) years with the possibility of a one year extension, for Umalusi Council for Quality Assurance in General and Further Education and Training (hereinafter referred to as "tenders")

Based on the quality of the tenders submitted, Umalusi intends to select a preferred Vendor with a view to concluding a Service Level Agreement (SLA) with same successful Vendor.

3.2. CONFIDENTIAL INFORMATION DISCLOSURE NOTICE

This document may contain confidential information that is the property of Umalusi Council for Quality Assurance in General and Further Education and Training.

No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for tender purposes without prior written permission from Umalusi.

All copyright and Intellectual Property herein vests with Umalusi.

3.3. CONTRACT LENGTH

The envisaged contract will be for a period of three (3) years with a possibility of a one year extension provided that the requirements are met and maintained. The performance of the tenderer will be monitored on a delivery basis. Failure to comply may lead to Penalty clause being invoked or termination of the contract.

3.4. OUTSOURCING OF MAINTENANCE AND SERVICES

In instances where the supplier intends to outsource the maintenance and services that are deemed to be part of the contract that will be concluded with the successful respondent, respondents need to ensure that all documentation regarding Broad Based Black Economic Empowerment be submitted with the offer. Failure to do so will render the tender invalid.

3.5. ADDITIONAL CONDITIONS

- All prices must be inclusive of VAT.
- All payments will be made in accordance with clause 2.8 of "General Conditions Regarding Offer".
- This offer does not commit Umalusi to pay any costs incurred as a result of negotiations in respect of technical or other revisions of its tender as may result from the negotiations.

3.6. VALIDITY PERIOD

- Tenders must remain open for a period of one hundred and eighty days (180) days from the date of closure and may be accepted at any time during the said period of one hundred and eighty days (180) days.
- The lowest or only offer would not necessary have to be accepted by Umalusi, as it reserves the right to accept any or no tender at all.

3.7. No faxed, electronic or late documents shall be accepted. However tenders from an International Tenderer with no office or representation in the RSA will be accepted if it is received via the Internet or E-mail before the closing date and time. However, such tender's will not be made available for evaluation until the original signed documentation is received within three (3) working days after the closing date, otherwise the tender will be disqualified. An international tenderer must submit proof that they do not have any offices or representation in South Africa.

3.8. COMPANY PROFILE:

A profile containing at least the following must accompany the Offer:

Proof of Accreditations
Proof of existence of service facilities
References of projects of similar nature
Details of ownership etc.
Description of service
Equipment breakdown
Contingency plans
Future Expansion plans
Specify requirements expected by Umalusi

3.9. NAME OF COMPANY:

The tenderer must furnish the full, registered name of the operator who is tendering on "Detail of Enterprise". The tenderer is requested to sign their initials at the bottom-right of each page of this document.

3.10. VESTED INTEREST

Parties participating in this offer need to declare any vested interest they may have in Umalusi. The statement provided for in the Form of Offer must be completed and signed.

3.11. OPENING OF OFFERS

Offers shall be accepted until 12h00 on Friday, 28 October 2016.

4. TECHNICAL SPECIFICATIONS

4.1. SCOPE

4.2. PRODUCTION SITE

The building where the printing will take place must be appropriately positioned and secured. The company must provide information and attach the response under Appendix B of this document with regard to:

- Access control and security
- Positioning (security and safety)
- Layout and size
- Age of site
- The site where all activities take place must be monitored by close circuit cameras (CCTV), which should record all certificate printing-related activity. All such recordings should be securely stored and be available for a minimum period of one year.
- An alarm system activated and de-activated by an alarm code should secure the printing environment. Such activation code should be changed monthly. The number of persons with access to such code should be extremely limited, no more than three people

4.3. STAFFING

Detailed information with regard to staffing, including the following indicators must be provided under Appendix B of this document:

- Number
- Retention - length of service
- Qualifications
- Level(s) of security clearance

4.4. EQUIPMENT

The company must indicate the type of equipment that will be used in the printing process under Appendix B of this document:

- Condition and age
- Maintenance plan
- Asset replacement policy

4.5. COMPANY CAPABILITIES

The company must provide detailed information with regard to the facilities, and specific information under the following headings under Appendix B of this document:

- Capability of suppliers to supply inks, paper, holograms
- Ability to create own design and layout
- Encoding standards authority- Cheque & MICR Standards Authority (CMSA) affiliation
- Delivery from date of order placement

4.6. CERTIFICATE PAPER REQUIREMENTS

The certificate that Umalusi requires must include the following, and the company must provide detailed information on the points listed below under Appendix B of this document:

- Capacity to develop complex guilloche and numismatic security designs
- Complicated guilloche and numismatic security designs
- Micro-text printing
- Micro-tint
- Bespoke security watermarks
- Embedded fibres and threads within the paper
- Invisible ultraviolet (UV) inks visible only under UV light
- Sequential serial numbering that identifies each document using special numbering typefaces with bleedthrough ink
- Embossed hologram or unigram
- Minimum of six colour printing
- Ability to provide security features as per sample supplied.

4.7. UMALUSI WATERMARK PAPER

Umalusi's own company unique watermark paper is to be used thus ensuring one source of supply. The Umalusi cover (platen) for the dandy roller remains the property of Umalusi.

- The Umalusi cover (platen) for the dandy roller is currently with Drewsen SpezialPapiere in Germany. Should the successful tenderer opt not to continue using Drewsen SpezialPapiere, as its paper manufacturer, the onus and cost of relocating of the Umalusi cover (platen) of the dandy roller to a new paper manufacturer will be borne by the successful tenderer. This is subject to the approval and consent of Umalusi.
- Paper must be sensitised to react to a variety of polar and non-polar solvents as per sample supplied

4.8. REQUIRED QUALITY OF PAPER

- Paper must be 120 gsm.
- Paper should have a nominal moisture content of 4.5%, but not to exceed 5.3%.
- Paper should be low curl or have a built-in curl control.
- Paper should not be abrasive as a result of coatings and other additives.
- Paper should be suitable for digital printing.
- Coated papers should be avoided as these cause blistering, cracking or bubbling when used with a digital printer.

The following papers/inks are not recommended:

- Conductive papers and inks
- Papers containing talc
- Papers containing stearate, wax, or plasticizer

4.9. REQUIRED QUALITY OF PAPER

Paper must be free from the following defects:

- Paper dust or fibre from cutting, wrapping or fillers and other material used in paper production.
- Edges stuck together
- Creased, folded or bent sheets
- Holes, wrinkles or tears
- Turned-over corners and damaged edges
- Scraps of foreign material that could interfere with reliable feeding and paper transport
- Wrapper glue
- Bulging should be avoided where the hologram is placed
- Talc or other drying agents

4.10. PRODUCTION PROCESS REQUIREMENTS

During the production process, the following is required:

- Security guard stationed at the printer during printing
- CCTV camera coverage of the printing machine used to print Umalusi certificates – the tapes on which the coverage is recorded must be kept for a period of 12 months.
- Umalusi will inspect and verify the printing process and sign-off on the samples prior the commencement of the full printing process.
- Umalusi is provided with a minimum of 1 500 approved samples of certificate paper for test printing by the overprinting service provider prior the go ahead for the full printing process, as required.
- During setup and colour registration a double perforation should be run down the length of the sheet.
- All waste material must be secured, shredded and securely disposed of.

4.11. PACKAGING AND DELIVERY

- All inks must have dried thoroughly before packaging.
- Quality control procedures must be in place to ensure that no smudges or stains are on the paper, no offcuts from the guillotine process are packed between the sheets, etc. (See 1.9 above)
- Packs of printed certificates wrapped in a moisture-proof wrapper in reams of 500.
- All certificates must point in the same direction and the sequence numbers must follow each other.
- No duplication of numbering can occur.
- Printing to be done in consignments of at least 400 000 sheets with a hologram.
- Secure couriers to Umalusi offices or secured site in Pretoria in an agreed number of consignments.
- Labelling of certificate stock as per Umalusi requirements.
- Umalusi to sign off official receipt of certificates on delivery

4.12. THE FOLLOWING SHOULD BE NOTED:

- Coldset, conductive and rubber-based inks are not recommended. Coldset inks penetrate the paper and do not dry well, causing them to smear and offset, contaminating machine components in the personalisation process.
- Drying times of three to five days are recommended for inks that air dry (oxidative).
- Data personalisation and barcoding is not required.

4.13. PENALTY

- A cost and replacement penalty will be agreed upon by parties for non-delivery of certificates or breach of contract.
- Replacement of certificates found to be damaged or of unacceptable quality (within the contract period) must be done within a six (6) week period, at the cost of the company.

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5.

EVALUATION PROCESS – PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA)

5.1. INTRODUCTION

To ensure that all respondents are afforded the opportunity to compete on an equal footing and also to enable Umalusi to evaluate the tenders received on an equal basis, a pre-described process of evaluating tenders will be followed.

5.2. AIM OF EVALUATION

- The aim of this exercise is to evaluate all tenders received based on Functionality as a criterion in accordance with:
- Guidelines as prescribed in the *Preferential Procurement Regulations, 2011* issued in terms of section 5 of the *Preferential Procurement Policy Framework Act (PPPFA), Act Number 5 Of 2000*; and
- Evaluation criteria as set out hereunder to ensure conformity with Umalusi's tender requirements.
- To assist respondents, a synopsis of the evaluation form which will be utilized by the Umalusi's evaluation team, indicating the evaluation criteria, weights, applicable values and/or minimum qualifying score for functionality will be made available to all attendees at the compulsory information session as an aid to prepare for such evaluation.

5.3. METHODOLOGY

The evaluation of tenders will be divided into two (2) phases:

Phase 1: Pre-qualification check

The pre-qualification check requires verification of compliance with:

- Hurdle requirements as described in the tender document;
- Mandatory documentation – whether all required documentation and/or certification have been included.

Note: No points are allocated to this phase; however, tenders that do not meet the pre-qualification requirements will not advance to the next phase of the evaluation process.

Phase 2: Evaluation of tenders based on *Functionality* and the BBBEE Preference point system as criteria:

This phase of the evaluation is conducted in two (2) stages – first *Functionality* will be assessed and then in accordance with the 90/10

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preference point system prescribed in the *Preferential Procurement Regulations 5 and 6*.

Stage 1: Evaluation of functionality

The evaluation criteria for functionality will take into account *quality, reliability, viability and durability* of all equipment as well as the tenderer's technical capacity and ability to execute and maintain a contract.

The evaluation criteria, weights, applicable values and/or minimum qualifying score for functionality will be made available to all attendees at the compulsory information session.

Note: No tender will be considered further unless the *minimum qualifying score/percentage* for functionality has been achieved.

Stage 2: Evaluation in terms of the 90/10 preference point system

Only tenders that achieved the *minimum qualifying score/percentage* for functionality will be considered further in terms of the 90/10 preference point system.

The formulae to be utilized in calculating points scored for the preference point system will be made available to all attendees at the compulsory information session.

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EVALUATION PROCESS (CONTINUED)

Step 1 will be the calculation of points for price where the lowest tender will score 90 points for price, while tenders with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilized to calculate the points for price in respect of tenders with a Rand value above R1 000 000 (all applicable taxes included):

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

Where:

P_s = Points scored for comparative price of tender or offer under consideration;

P_t = Comparative price of tender or offer under consideration;
and

P_{min} = Comparative price of lowest acceptable tender or offer.

Step 2 will be the calculation of points for the B-BBEE status level of contribution where 10 points will be awarded to a tenderer for attaining the B-BBEE status level of 1, and lower points will be awarded to tenderer with lower B-BBEE status levels as per table below:

B-BBEE Status Level of Contributor	Number of Points
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Note: Non-compliant contributors or failure to provide certification substantiating the B-BBEE status level of contribution will result in the tenderer being awarded zero (0) points for the preference point system.

5.4. CALCULATING THE FINAL SCORE

The points scored for *price* (step 1) will be added to the points scored for *B-BBEE status level of contribution* (step 2) to obtain the tenderer's total points scored out of 100.

- Umalusi may request additional information, clarification or verification in respect of any information contained in or omitted from a Service Provider's tender. This information will be requested in writing.
- Umalusi may conduct a due diligence on any Service Provider, which may include interviewing customer references or other activities to verify a Service Provider's or other information and capabilities (Including visiting the Service Provider's various premises and/or sites to verify certain stated information or assumptions) and in this instances the service providers will be obliged to provide Umalusi with all necessary access, and assistance to Umalusi.
- Umalusi may shortlist Service Providers and may request presentations from short-listed Service Provider.
- Umalusi may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the tender.
- Umalusi will evaluate the tenders with reference to Umalusi-set and approved evaluation criteria guided by the procurement policy as indicated. Umalusi reserves the right to appoint a specialist/consultant to assist in performing such evaluations.

PHASE 1: PRE-QUALIFICATION / MANDATORY REQUIREMENTS

- Umalusi has defined minimum pre-qualification/mandatory criteria listed in the table below that must be met by the Service Provider in order for Umalusi to accept an offer for evaluation.
- The pre-qualification evaluation will be carried out by both PURCO SA and Umalusi is to determine which tenderer's responses are compliant or non-compliant with the tender specifications/requirements issued by Umalusi as part of the tender process.
- Where there is failure to comply with the pre-qualification criteria or Umalusi and/or PURCO SA is for any reason unable to verify whether the pre-qualification criteria are fully complied with, the tender will be disqualified.
- No points are allocated for mandatory requirements. Service Providers not meeting these mandatory requirements will be disqualified from the process.

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EVALUATION PROCESS (CONTINUED)

PRE-CHECKING OF DOCUMENTS :

I/We have attached to this document the following:	Tick if submitted		Office use
• Attendance to the Compulsory Information Session	Yes	No	
• Proper completion and signing and initialling (each page) of the tender document	Yes	No	
• Accreditation Encoding standards authority-Cheque & MICR Standards Authority (CMSA)	Yes	No	
• NIA Security Clearance	Yes	No	
• Valid B-BBEE Certificate accredited by SANAS or Sworn Affidavats	Yes	No	
• A valid SARS Tax Clearance Certificate	Yes	No	
• My/our company profile	Yes	No	
• Proof of my/our company/closed corporation registration and a copy of my/our CM/CK certificates	Yes	No	
• Company latest audited financial statements (Financial Statements falls within the 2015 OR 2016 Period.	Yes	No	
• Completion of SBD Forms as per National Treasury	Yes	No	
• Supplier Registration CSD (National Treasury)	Yes	No	

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EVALUATION PROCESS (CONTINUED)

PHASE 2: FUNCTIONALITY AND BBBEE PREFERENCE POINT CRITERIA:

Stage 1: Functionality

In Stage 1 service providers will be assessed in terms of experience in a similar environment, financial stability, operational capacity, and quality management standards. Only Service providers scoring 70 points and more will be considered for Stage 2.

FUNCTIONALITY	MAXIMUM POINTS
<p>Company References</p> <p>The references must be experience for similar contracts for longer than two years.</p> <p>3 references verified = 20 points</p> <p>2 references verified = 15 points</p> <p>1 reference verified = 5 points</p>	20
<p>Years of company's existence</p> <p>> 10 Years = 20 points</p> <p>> 6 Years <= 9 Years = 15 points</p> <p>> 2 Years <= 5 Years = 10 points</p> <p><= 2 Years = 5 points</p>	20
<p>CMSA Accreditation</p> <p>Company to enclose a copy of valid CMSA Accreditation</p> <p>Yes, if copy is enclosed = 10 points</p>	10
<p>NIA Security Clearance</p> <p>Proof of valid security clearance by NIA submitted for Employees and Sub – contractors that will be placed on this project = 10 points</p>	10
<p>Delivery Capability</p> <p>Capability to deliver within 150 days from awarding of the tender . At least one millimum sheets with embossed hologram = 20 points</p>	20
<p>Samples provided of similar contract</p> <p>3 Samples attached according to the specifications = 20 points</p> <p>2 Samples attached according to the specifications = 10 points</p> <p>1 Sample attached according to the specifications = 5 points</p>	20
Total:	100 POINTS

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EVALUATION PROCESS (CONTINUED)

FUNCTIONALITY CRITERIA TO BE COMPLETED:

COMPANY REFERENCES

Name of Company	Contact Person	Telephone Number	Email Address	Duration of Contract
1.				
2.				
3.				

Years of company's existence

Indicate the number of years of the company's existence

Years

CMSA Accreditation Attached

Indicate if proof of certification is attached

Yes / No

Delivery Capability

Suppliers ability to supply within 150 days from the date of awarding

Indicate if proof if Yes .

Samples Provided

Proof of Samples attached according to specifications

Indicate the number of samples attached:

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Initials:

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Pricing Table

	Paper	Colours	Design	Features				Price per 1 000 sheets (Including VAT)	Price per One Million sheets (Including VAT)
				Watermark type	Customized Umalusi Hologram (silver or gold) 30mm	Customized Umalusi Unigram (silver or gold) 30 mm	Iridescent ink strip 20mm from top to bottom		
1	Umalusi Watermark 120gsm	Minimum 6 colours	developed	customized	no	no	yes		
2	Umalusi Watermark 120gsm	Minimum 6 colours	developed	customized	yes	no	no		
3	Umalusi Watermark 120gsm	Minimum 6 colours	developed	customized	Tenderer's own hologram	no	no		
4	Umalusi Watermark 120gsm	Minimum 6 colours	developed	customized	Tenderer's own hologram	no	yes		
5	Umalusi Watermark 120gsm	Minimum 6 colours	developed	customized	no	yes	no		
6	Umalusi Watermark 120gsm	Minimum 6 colours	developed	customized	yes	yes	yes		
7	Umalusi Watermark 120gsm	Minimum 6 colours	developed	customized	yes	no	yes		
8	Umalusi Watermark 120gsm	Minimum 6 colours	developed	customized	no	yes	yes		
9	Umalusi Watermark 120gsm	Minimum 6 colours	developed	customized	no	Tenderer's own unigram	no		
10	Umalusi Watermark 120gsm	Minimum 6 colours	developed	customized	no	Tenderer's own unigram	yes		
TOTAL INCLUDING VAT									R

Tender: 1303/4

Initials:

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6. DETAIL OF ENTERPRISE

Detail on this page **MUST** be completed fully. Incomplete forms shall render the offer invalid.

(N/A to be stated if not applicable).

Requirement		Response	
Registered name of company/enterprise			
CIPRO Registration number			
VAT registration number			
UIF registration number			
Official telephone number		()	
Official fax number		()	
E-mail Address			
Physical Address			
		Code	
Official Postal Address			
		Code	
Director / Member (1)	Full Names and Surname		
	Position in company/ enterprise		
	ID No.		Income Tax No.
Director / Member (2)	Full Names and Surname		
	Position in company/ enterprise		
	ID No.		Income Tax No.
Director / Member (3)	Full Names and Surname		
	Position in company/ enterprise		
	ID No.		Income Tax No.

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DETAIL OF ENTERPRISE (CONTINUED)

DETAIL OF ACCREDITED SERVICES PROVIDER

Only to be completed if services are to be outsourced.

Detail on this page **MUST** be completed fully. Incomplete forms shall render the offer invalid.

(N/A to be stated if not applicable).

Requirement		Response	
Registered name of company/enterprise			
CIPRO Registration number			
VAT registration number			
UIF registration number			
Official telephone number		()	
Official fax number		()	
E-mail Address			
Physical Address			
		Code	
Official Postal Address			
		Code	
Director / Member (1)	Full Names and Surname		
	Position in company/ enterprise		
	ID No.		Income Tax No.
Director / Member (2)	Full Names and Surname		
	Position in company/ enterprise		
	ID No.		Income Tax No.
Director / Member (3)	Full Names and Surname		
	Position in company/ enterprise		
	ID No.		Income Tax No.

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Initials:

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7.

REFERENCES AND VITAL INFORMATION

1. CLIENT REFERENCES OF CURRENT AND PREVIOUS CONTRACTS

Please provide references from three customers with similar requirements as Umalusi (one reference may be from a Umalusi department or division). These references are to demonstrate your ability to fulfil Umalusi's requirements and your ability to maintain satisfied customers.

(Please mark blocks with 'x' where appropriate)

Name of Client/Company (1)					
Contract period (in months)				Ongoing	Completed
Value of Contract (per month)					
Type of business rendered					
Contact	Full Name				
	Tel no.		Alternative Tel no.		
	Fax no.		E-mail		
Name of Client/Company (2)					
Contract period (in months)				Ongoing	Completed
Value of Contract (per month)					
Type of business rendered					
Contact	Full Name				
	Tel no.		Alternative Tel no.		
	Fax no.		E-mail		
Name of					

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Client/Company (3)					
Contract period (in months)				Ongoing	Completed
Value of Contract (per month)					
Type of business rendered					
Contact	Full Name				
	Tel no.		Alternative Tel no.		
	Fax no.		E-mail		

2 LIST OF CURRENT/PREVIOUS SUPPLIERS

Name of Supplier/Company (1)					
Description of Commodity					
Value of commodities supplied (per month)		R			
Contact	Full Name				
	Tel no.	()	Alternative Tel no.		
	Fax no.	()	E-mail		
Name of Supplier/Company (2)					
Description of Commodity					
Value of commodities supplied (per month)		R			
Contact	Full				

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	Name			
	Tel no.	()	Alternative Tel no.	
	Fax no.	()	E-mail	
Name of Supplier/Company (3)				
Description of Commodity				
Value of commodities supplied (per month)		R		
Contact	Full Name			
	Tel no.	()	Alternative Tel no.	
	Fax no.	()	E-mail	

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8. FINANCIAL STATUS

Details of the specific parties utilised by the company or enterprise tendering				
Bank	Name			
	Branch			
Bookkeeper	Full Name			
	Tel no.	()	Alternative Tel no.	
	Fax no.	()	E-mail	
	Address			
Auditor	Full Name			
	Tel no.	()	Alternative Tel no.	
	Fax no.	()	E-mail	
	Address			

Please indicate if you will be willing to provide further details if Umalusi considers these necessary to evaluate your capacity to offer the service or goods as detailed in this tender .	Yes	No
---	-----	----

Tender: 1303/4

Initials:

10.

DELIVERY INSTRUCTIONS

All Suppliers must submit their responses in the following format:

- *Original plus two signed hard copies containing the appendixes in the following order:*

Appendix Number	Description of Appendix	Requirement
	Tender Document PUR 1303/4	Each page of the tender document to be initialled by a delegated representative
Appendix A	Pricing	A hard copy of the excel pricing schedule signed by a duly authorised representative and included in this section
Appendix B	Response to Technical Specifications (Refer to Page 19 of this document)	A hard copy of the response documentation must be printed out, signed by a duly authorised representative and included in this section
Appendix C	Company registration documents	Company registration documents
Appendix D	Tax clearance certification	An original valid tax clearance certificate
Appendix E	BBBEE certification	A valid BBBEE certificate
Appendix F	CMSA Accreditation	A valid CMSA certificate
Appendix G	NIA Clearance	A valid NIA Certificate
Appendix H	Financial Statements	Audited financials for either 2015 or 2016
Appendix I	Resolution (Statement of Proxy)	A Director's resolution to sign this document on behalf of the company.
Appendix J	Samples	Samples attached as per requirement for evaluation.

Tender Document PUR 1303/4

Documentation	Requirement	Included in required format (Please tick)
Tender Document PUR 1303/4	Each page of this tender document must be initialled by a duly authorised representative and the declaration signed in full	<input type="checkbox"/>

Appendix A

Pricing Schedule

Documentation	Requirement	Included in required format (Please tick)
Tender Document PUR 1303/4	A hard copy of the excel pricing schedule signed by a duly authorised representative and included in this section	<input type="checkbox"/>

Appendix B

Technical Response

Documentation	Requirement	Included in required format (Please tick)
Technical response	<p>Refer to page 19 and ensure responses are attached to Appendix B with relevant section in subfolders, signed by a duly authorised representative and included in this section</p> <p>For Technical Responses for the following</p> <p>Section 4.1 Building Security</p> <p>Section 4.2 Staffing</p> <p>Section 4.3 Equipment</p> <p>Section 4.4 Facilities</p> <p>Section 4.5 Information for the listed points</p>	<input type="checkbox"/>

Appendix C

Company Registration Documents

Documentation	Requirement	Included in required format (Please tick)
Company Registration Document	Please ensure that each document is certified	<input type="checkbox"/>

Appendix D

Tax Clearance certificate

Documentation	Requirement	Included in required format (Please tick)
Tax Clearance certificate	Please ensure that the Tax clearance certificate is <u>valid</u> and certified if it is not an original copy	<input type="checkbox"/>

Appendix E

B-BBEE Certification

Documentation	Requirement	Included in required format (Please tick)
B-BBEE certification	Supply a valid B-BBEE certificate	<input type="checkbox"/>

Appendix F

CMSA Accreditation

Documentation	Requirement	Included in required format (Please tick)
CMSA	Supply a valid CMSA certificate	<input type="checkbox"/>

Appendix G

NIA Clearance

Documentation	Requirement	Included in required format (Please tick)
NIA Certificate	Supply a valid NIA certificate	<input type="checkbox"/>

Appendix H

Financial Statements

Documentation	Requirement	Included in required format (Please tick)
Financial statements	Please ensure that the financial statement falls <u>within</u> the 2015 <u>or</u> 2016 period.	<input type="checkbox"/>

Appendix I

Board Resolution (Statement of Proxy)

Documentation	Requirement	Included in required format (Please tick)
Board Resolution	Include Board resolution for delegation of authority	<input type="checkbox"/>

Appendix J

Samples

Documentation	Requirement	Included in required format (Please tick)
Samples	Attach samples as per evaluation requirement	<input type="checkbox"/>

Appendix K

EMAIL COVER PAGE

Tender Questions –

To:

Fax:

E-mail:

From:

Company Name:

Contact Name:

Telephone:

Fax:

Reference to Section _____ of Request for Tender : PUR 1303/4

Question:

Total Number of Pages (including cover): _____