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REQUEST FOR BID SERVICES



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REQUEST FOR BID SERVICES

BID DETAILS

BID NUMBER: SAHPRA/2026/ PRINTING OF CORPORATE MATERIAL, DESIGN AND LAYOUT, EDITING AND PROOFREADING SERVICES/ RFB004

CLOSE **Date:** 06 OCTOBER 2026
 Time: 11:00

DESCRIPTION: REQUEST FOR BID OF PRINTING OF CORPORATE MATERIAL, DESIGN AND LAYOUT, EDITING AND PROOFREADING SERVICES FOR A PERIOD OF 36 MONTHS.

BRIEFING SESSION: Yes ☒ No ☐
See Section A-1 Paragraph 2 on Bid Submission Conditions and Instructions that the Bidder needs to take note of.

DETAILS OF BIDDER

Organisation/individual: _____
Contact person: _____
Telephone/ Cell number: _____
E-mail address: _____

GLOSSARY

Award	Conclusion of the procurement process and final notification to the effect to the successful bidder
B-BBEE	Broad-based Black Economic Empowerment in terms of the Broad-based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and the Codes of Good Practice issued thereunder by the Department of Trade and Industry
Bid	Written offer in a prescribed or stipulated form in response to an invitation by SAHPRA for the provision of goods, works or services
Contractor	Organisation with whom SAHPRA will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid
Core Team	The core team are those members who fill the non-administrative positions against which the experience will be measured.
DTI	Department of Trade and Industry
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice
GCC	General Conditions of Contract
IP	Intellectual Property
SAHPRA	South African Health Products Regulatory Authority
Original Bid	Original document signed in ink, or Copy of original document signed in ink, or Submitted Facsimile of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
SCM	Supply Chain Management
SLA	Service Level Agreement

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages (43) of this document, which consist of the following sections:

SECTION A

Note: Documents in this section provides information or instruction to bidders and must be returned with bids.

- ☐ Section A 1: Bid Submission Conditions and Instructions
- ☐ Section A 2: Specifications and Requirements
- ☐ Section A 3: Evaluation Process/Criteria
- ☐ Section A 4: Contract Form (Rendering of Services) (Parts 1 & 2)/Letter of Acceptance/Formal Contract
(The pro forma contract is only included for Bidders to take note of the contents of the contract that will be entered into with the successful contractor)

SECTION B

Note: Documents in this section must be completed and returned or supplied with bids.

- ☐ Section B 1: Special Conditions of Bid and Contract: Special conditions that the Bidder needs to accept
- ☐ Section B 2: Declaration of Interest (SBD 4)
- ☐ Section B 3: Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2022 (SBD 6.1)
- ☐ Section B 4: Invitation to Bid (SBD 1)
- ☐ Section B 5: Pricing Schedule (Goods and Services) (SBD 3.1)

SECTION A

(This section must be returned as part of the bid document)

BID SUBMISSION CONDITIONS AND INSTRUCTIONS

CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

1 FRAUD AND CORRUPTION

- 1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2 BRIEFING SESSION

A non- compulsory virtual briefing session will be from 10h00- 11h00 on Thursday, 17 September 2026- Microsoft teams link below: -

<https://teams.microsoft.com/meet/336199136189004?p=Q8HVePYTqCQnTlgRnS>

Meeting ID: 336 199 136 189 004

Passcode: Nq2iS7Kq

3 CLARIFICATIONS/ QUERIES

- 3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from precious.mnguni@sahpra.org.za by not later than **Monday, 21 September 2026**. Telephonic requests for clarification will not be accepted. The questions and answers will be uploaded on SAHPRA website on **Wednesday, 23 September 2026**. The bid number should be mentioned in all correspondence.

Contact details for Precious Mnguni

E-mail- precious.mnguni@sahpra.org.za

4 SUBMITTING BIDS

- 4.1 **One (1) original document plus two (2) copies and one (01) USB must be handed in/ delivered to:**

Loftus Park, Building A,
402 Kirkness St
Arcadia
Pretoria
0083

No posted, faxed or e-mailed bids will be accepted

Bidders should ensure that bids are delivered before the closing date and time to the correct physical address mentioned above. If the bid is late, it will not be accepted for consideration.

*** Refer to Paragraph 5 below**

1. Bids can only be delivered and deposited into the tender box or handed in at second floor any time during office hours **(08:30 to 16:00 Mondays to Fridays)** before or on the closing date. *Receipt of bid documents outside of these hours cannot be guaranteed.*

2. Bids submitted or handed in at any other address than the one stated above will not be considered.

4.2 Bids should be submitted in a sealed envelope, marked with:

- ☐ **BID NUMBER (SAHPRA/2026/ PRINTING OF CORPORATE MATERIAL, DESIGN AND LAYOUT, EDITING AND PROOFREADING SERVICES/ RFB004)**
- ☐ Closing date and time (06 OCTOBER 2026 @ 11:00 am)
- ☐ The name and address of the Bidder.

4.3 Documents submitted on time by bidders shall not be returned.

5 LATE BID SUBMISSIONS

- 5.2** Bids received late shall not be considered. A bid will be considered late if it arrived even one second after 11:00 am or any time thereafter. The tender (bid) box shall be closed at exactly 11:00 am of the closing date and bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be despatched at such a time that will accommodate of any unforeseen events that may delay the delivery of the bid.

- 5.2** The official Telkom time, which can be observed by dialling 1026 from any phone, will be used to verify the exact closing time.

6. BID VALIDITY

The bid is valid for ninety (90) days from closing date.

7. GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

1. INTRODUCTION

The South African Health Products Regulatory Authority (SAHPRA) was established in terms of the Medicines and Related Substances Act, 1965 (Act no. 101 of 1965), as amended, and is categorised as a schedule 3A Public Entity as defined in the Public Finance Management Act, (Act No.1. of 1999) in February 2017 (hereinafter referred to as “the Act”).

The objective of SAHPRA is to monitor, evaluate, regulate, investigate, inspect, register and control medicines, schedule substances, clinical trials and medical devices, including IVDs, and related matters in the public interest.

In executing its mandate, SAHPRA engages with various stakeholders on a regular basis to communicate its regulatory decisions, educate the public on the safety, efficacy and quality of health products, new guidelines, and any other new developments in the organisation.

SAHPRA is therefore inviting suitable bidders to submit proposals in relation to printing of corporate material, design and layout, editing and proofreading services.

2. OBJECTIVES

The overall objective of this project is to provide SAHPRA with efficient services for printing of corporate material, design and layout, editing and proofreading services for a period of 36 months. Bidders need to respond to and comply with the following technical specifications and requirements.

3. SPECIFICATIONS

SAHPRA reserves the right to increase or decrease the scope of work depending on operational considerations over the contract period.

3.1. The service provider needs to provide services in terms of:

- a. Printing
- b. Design and Layout
- c. Sourcing of images
- d. Editing
- e. Proofreading
- f. Photography
- g. Production of branding material

3.2. SAHPRA’s publications and branding material can range from:

- Corporate publications (may include others upon content requirements).
 - **Annual Reports**
 - **Corporate materials**
 - Business cards
 - Brochures
 - **Corporate Reports**
 - **Strategic Plan**

- **Manuals**
- **Annual Performance Plans**
- **Infographics**
 - Programme specific – depending on content requirements.
 - Organisational Structure
 - To accompany written articles
- **Posters**
- **Newsletters**
- **Branding material (Example, flags, pull up banners, tear drops and etc.)**

a) Printing requirements

- **Requirements will vary according to the type of product but not limited to:**
 - Annual Reports
 - Performance Reports
 - Business cards
 - Brochures
 - Strategic Plan
 - Manuals
 - Annual Performance Plans
 - Infographics
 - Posters
 - Newsletters
 - Branding items/ products (Example, flags, pull up banners, tear drops and etc.)

b) Designing requirements

- a. Specifications for Annual Reports**
 - i. Estimated 250 pages (include design of front and back cover)
 - ii. Source licenced images/ graphics
 - iii. Digital report versions
 - Flipbook
 - Interactive website format
- b. Corporate reports**
 - i. Estimated 30 pages
 - ii. Source licenced images/ graphics
- c. Business cards**
 - i. Back-to-back
 - ii. Full colour
 - iii. Digital business cards (QR Coded)
- d. Brochures**
 - i. Z-folds
 - ii. Bi folds
 - iii. Tri folds
 - iv. Full colour
 - v. Source licenced images/ graphics

e. Strategic Plans

- i. 100 pages
- ii. Source licenced images/ graphics

f. Manuals

- i. 180 pages
- ii. Include design of front and back covers
- iii. Source licenced images/ graphics

g. Annual Performance Plans

- i. 150 pages
- ii. Source licenced images/ graphics

h. Infographics

- i. Source licenced images/ graphics

i. Posters

j. Newsletters

k. Sourcing images

- i. Colour images
- ii. Hi-res images
- iii. Source licenced images

l. Graphics

- i. Hi-res graphics

c) Editing and Proofreading

- i. Timeframes for feedback will depend on content submitted.
- ii. Short content pieces (under 2 pages) – within one day
- iii. Longer content pieces (more than 2 pages) – up to 14 days

3. CONTRACT PERIOD

The contract will be valid for 36 months.

ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED

4. EVALUATION PROCESS

4.1. COMPLIANCE WITH MINIMUM REQUIREMENTS

- 4.1.1 All bids duly lodged as specified in this Request for Bid will be examined to determine compliance with bid requirements and conditions. Failure to comply with or submit any of the following items may render a bid non-responsive and not be evaluated further.

Reference	Description	Compliant?	
		YES	NO
Part 1	Signed Special Conditions of Bid and Contract		
Part 2	Tax Compliance Requirements		
Part 3	Completed and signed Declaration of Interest (SBD 4)		
Part 4	Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022		
Part 5	Completed and signed Invitation to Bid (SBD 1)		
Part 7	Proof of registration on the CSD or MAAA number If there will be subcontracting, proof of CSD registration of the sub-contractor must be submitted		

- 4.1.1. Failure to comply with or submit pricing schedule (SBD 3.1) will render a bid non-responsive and not be evaluated further.

Reference	Description	Compliant?	
		YES	NO
Part 6	Completed Pricing Schedule in the prescribed format (SBD 3.1)		

- 4.1.1. Bidders must submit their proposal by the closing date and time. Proposals submitted after the closing date and time will be disqualified from further evaluation.
- 4.2.** Hard-copy proposals must be recorded in the tender submission register at SAHPRA reception. Hard-copy proposals not recorded on the tender submission register at SAHPRA reception will be disqualified from further evaluation

4.3. DETERMINATION OF SCORE FOR FUNCTIONALITY

4.3.1. The evaluation criteria and weights for functionality and presentation as indicated in the table below will apply.

Technical Evaluation Criteria	Provide evidence/page no and/or location	Maximum points to be Awarded
A service provider with a proven track record of providing branding material, photography, printing, editing, proofreading and design and layout services.		
Reference documents: Reference Letters • Must be on the letterhead of the applicable client/company. • Must be signed by the representative of the client • Must have contact details • Must be valid for a period between 2020 and 2026. • Must mention at least two or more of the above required services. Please note that reference letters that do not meet above requirements will not be considered. Do not confuse reference letters with appointment letters. No compliant reference letters = 0 1 – 3 compliant reference letters = 15 More than 3 compliant reference letters = 30		30
Years of experience in the provision of branding material, photography, printing, editing, proofreading and design and layout services Reference document: Company Profile, listing previous clients served The lists must have the following: Must mention the number of years (start mm/yy and end mmyy) rendering two or more of the required services listed above. Must have contact details (email address and contact numbers) of the client served No relevant experience =0 1 – 3 years of relevant experience = 10 4 – 7 years of relevant experience = 20 >8 years of relevant of experience = 30		30

Demonstrating ability to produce a professionally designed corporate publications. Reference documents: Attached designed publications 3 x examples of corporate publications designed by the service provider e.g., pamphlets, brochures, annual reports etc. No publication submitted = 0 1 x publication submitted = 5 2 x publications submitted = 10 3 x publications submitted = 20		20
Demonstrating capacity to deliver on the project, project management team and their levels of experience in relation to the required services as mentioned above. Reference documents: Project team organogram, indicating the following positions, years of experience and their qualifications • Project Manager • Graphic designers • Proofreader • Editor NB. Please provide certified copies of qualifications and CVs for each project team member • No organogram, CVs and certified copies of qualifications of project team members submitted = 0 • Organogram indicating above mentioned roles, years of experience, their CVs and certified copies of qualifications submitted = 20		20
Total		100

Technical minimum threshold: To be eligible to proceed to the next stage of the evaluation (Pricing) the bidder must achieve a minimum threshold score of **75 points**.

a. PRICE AND SPECIFIC GOALS POINTS

- i. All remaining bids will be evaluated as follows:
- ii. The 80/20 preference point system will be applied. Points for price and specific goals will be awarded in accordance with the stipulations in the Preference Point Claim Form in terms of the Preferential Procurement Regulations, 2022.

- iii. If appropriate, implied contract price adjustments will be made to the cost of proposals for all remaining bids.
- iv. The points scored for the specific goals for each acceptable bid will now be added to the price point.
- v. The bid must be awarded to the supplier that obtained the highest preference points or may be awarded to a supplier that did not score the highest points only in accordance with section 2(1)(f) of the PPPFA.

b. ADJUDICATION OF BID

- i. The relevant award structure will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest number of points.
- ii. The bid must be awarded to the supplier that obtained the highest preference points or may be awarded to a supplier that did not score the highest points only in accordance with section 2(1)(f) of the PPPFA.

CONTRACT FORM: RENDERING OF SERVICES (SBD 7)

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I/we hereby undertake to render services described in the attached bidding documents to SAHPRA in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number SAHPRA/2026/ PRINTING OF CORPORATE MATERIAL, DESIGN AND LAYOUT, EDITING AND PROOFREADING SERVICES/ RFB004 at the price/s quoted. My/our offer/s remain binding upon me/us and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - 2.1 Bidding documents, viz
 - ☐ Invitation to bid
 - ☐ Proof of tax compliance status
 - ☐ Pricing schedule(s)
 - ☐ Filled in terms of reference/task directive/proposal
 - ☐ Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations
 - ☐ Bidder's Disclosure form
 - ☐ Special Conditions of Contract
 - 2.2 General Conditions of Contract
 - 2.3 Other (specify)
3. I/we confirm that I/we have satisfied myself as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I/we accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal liable for the due fulfilment of this contract.
5. I/we declare that I/we have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) _____

CAPACITY _____

SIGNATURE _____

NAME OF FIRM _____

DATE _____

WITNESSES

1 _____

2 _____

DATE: _____

CONTRACT FORM: RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I in my capacity as accept your bid under reference number dated for the rendering of services indicated hereunder and/or further specified in the annexures.

1. An official order indicating service delivery instructions is forthcoming.

2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

3. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

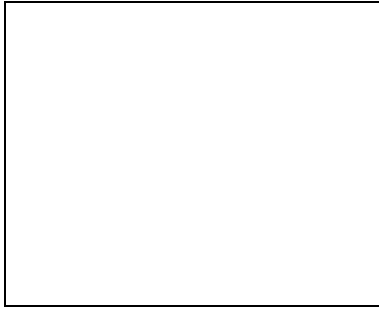
**SAHPRA/2026/ PRINTING OF CORPORATE MATERIAL,
DESIGN AND LAYOUT, EDITING AND PROOFREADING
SERVICES/ RFB004**

Bid No: _____

SAHPRA Bid Document

Section A 4: Contract Form

OFFICIAL STAMP

A large, empty rectangular box intended for an official stamp or seal.

WITNESSES

1 _____

2 _____

DATE: _____

SECTION B

**This section must be completed and returned or supplied with
bids as prescribed.**

SPECIAL CONDITIONS OF BID AND CONTRACT

Return as Part 1

	SPECIAL CONDITIONS
1	GENERAL
1.1	The Bidder must clearly state if a deviation from these special conditions is offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.
1.2	Should Bidders fail to indicate agreement/compliance or otherwise, the SAHPRA will assume that the Bidder is in compliance or agreement with the statement(s) as specified in this bid.
1.3	Bids not completed in this manner may be considered incomplete and rejected.
1.4	SAHPRA shall not be liable for any expense incurred by the Bidder in the preparation and submission of a bid.
2	CANCELLATION OF PROCUREMENT PROCESS
2.1	This procurement process can be postponed or cancelled at any stage at the sole discretion of SAHPRA provided that such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the bid relates.
3	BID SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA
3.1	The Bid submission conditions and instructions as well as the evaluation process/criteria have been noted.
4	NEGOTIATION AND CONTRACTING
4.1	SAHPRA have the right to enter into negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.
4.2	Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award ¹ or promise/ undertaking to award the contract.
4.3	SAHPRA shall not be obliged to accept the lowest or any bid, offer or proposal.
4.4	A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The designated responsible person of SAHPRA is the CEO.
4.5	SAHPRA also reserves the right to enter into one contract with a Bidder for all required functions or into more than one contract with different Bidders for different functions.

¹ See GLOSSARY.

Section B 1: Special Conditions of Bid and Contract

5	ACCESS TO INFORMATION
5.1	All bidders will be informed of the status of their bid once the procurement process has been completed.
5.2	Requests for information regarding the bid process will be dealt with in line with the SAHPRA SCM Policy and relevant legislation.
6	REASONS FOR REJECTION
6.1	SAHPRA shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
6.2	The SAHPRA may disregard the bid of any bidder if that bidder, or any of its directors: ☐ Have abused the SCM system of the SAHPRA. ☐ 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 exists. Such actions shall be communicated to the National Treasury.
7	GENERAL CONDITIONS OF CONTRACT
7.1	The General Conditions of Contract must be accepted.
8	ADDITIONAL INFORMATION REQUIREMENTS
8.1	During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 2 (two) working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.
8.2	No additional information will be accepted from any individual Bidder without such information having been requested
9	CONFIDENTIALITY
9.1	The bid and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
10	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT
10.1	Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.
10.2	This paragraph shall survive termination of this contract.

11	NON-COMPLIANCE WITH DELIVERY TERMS
11.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, SAHPRA must be given immediate written notice to this effect. SAHPRA reserves the right to implement remedies as provided for in the GCC.
12	WARRANTS
12.1	The Contractor warrants that it is able to conclude this Agreement to the satisfaction of SAHPRA.
13	PARTIES NOT AFFECTED BY WAIVER OR BREACHES
13.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
13.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.
14	RETENTION
14.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to SAHPRA.
14.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
15	CENTRAL SUPPLIER DATABASE
15.1	It is a requirement that all suppliers/ services providers to SAHPRA shall be registered on the National Treasury Central Supplier Database (CSD).
15.2	Bidders are therefore required to register as a supplier on the CSD before submitting a bid. The CSD website can be accessed on the following link: http://ocpo.treasury.gov.za/Pages/default.aspx
15.3	No bid will be awarded, and a contract concluded with a bidder who is not registered on the CSD.
16	FORMAT OF BIDS
16.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.

Section B 1: Special Conditions of Bid and Contract

16.2	Bidders are to set out their proposal in the format prescribed hereunder. This means that the proposal must be structured in the parts noted below. <u>Information not submitted</u> in the relevant part, may not be considered for evaluation purposes.
16.3	Part 1: Special Conditions of Bid and Contract
16.3.1	Bidders must initial each page and sign the last page and return the Special Conditions of bid and Contract (Section B-1). Bids submitted without a completed Special Conditions of Bid form may be deemed to be non-responsive.
16.4	Part 2: Tax Compliance
16.4.1	Bidders must ensure compliance with their tax obligations. Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status. Application for tax compliance status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za. Bidders may also submit a printed TCS together with the bid. In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a separate proof of TCS/ PIN/ CSD number. Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided. Bids submitted without any one of the above particulars, may be deemed to be non-responsive.
16.5	Part 3: Declaration of Interest
16.5.1	Each party to the bid must complete and return the "Declaration of Interest" (Section B-3). Bids submitted without a complete and signed Declaration of Interest may be deemed to be non-responsive.
16.6	Part 4: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
16.6.1	Bidders must complete, sign and return the full "Preference Points Claim Form" (Section B-4) document.

Section B 1: Special Conditions of Bid and Contract

	Quotes submitted without a completed and signed Preference Points Claim Form and a valid BEE certificate/ valid affidavit/ director(s)' certified ID copy/ CSD report will be awarded zero points for preference (specific goals).
16.7	Part 5: Invitation to Bid
16.7.1	Bidders must complete, sign and return the full "Invitation to Bid" (Section B-5) document. Bids submitted without a completed and signed Invitation to Bid may be deemed to be non-responsive.
16.8	Part 6: Pricing Schedule
16.8.1	All costs related to the bid are to be allowed for in the pricing schedule and in the format prescribed and must be returned as part of the submission (Section B-6). Bids submitted without a price or with an incomplete price, or with a price which is not in the prescribed format, will be deemed to be non-responsive.
16.8.2	Price for thirty-six (36) months of the contract must be firm and must be indicated in the format prescribed.
	☐ VAT: Value Added Tax must be included and shown separately.
16.9	Part 7: Registration on the CSD
16.9.1	In this part, bidders must submit proof of their registration of the Central Supplier Database. Bids submitted without the required proof, will be deemed to be non-responsive.

I/we herewith accept all the above-mentioned special conditions of the bid. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of Bidder: _____

Signature of Bidder: _____

Date: _____

BIDDERS DISCLOSURE (SBD 4)
Return as Part 3**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest² in the enterprise, employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

.....
.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

- 2.3.1 If so, furnish particulars:

.....
.....

² the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Bid No:

**SAHPRA/2026/ PRINTING OF CORPORATE
MATERIAL, DESIGN AND LAYOUT, EDITING
AND PROOFREADING SERVICES/ RFB004**

SAHPRA Bid Document

Section B 2: Declaration of Interest

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Approved for use!

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT
REGULATIONS 2022 (SBD 6.1)****Return as Part 4**

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific goals

1.4 To be completed by the organ of state:

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
Specific Goals	20
Total points for Price and Specific goals	100

1.5 Failure on the part of a bidder to submit proof of specific goals claim as stipulated on paragraph 4 below together with the bid, will be interpreted to mean that preference points claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response

to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

SAHPRA SPECIFIC PREFERENTIAL PROCUREMENT GOALS						
Description / Goals		Allocated points		Evidence or Proof of claim	Number of points claimed (80/20 system) (To be completed by the tenderer)	
		Preference Point System				
Category A: Promotion of SMMEs		80/20	90/10	- Valid BBBEE certificate - Valid affidavit - Director(s)' certified ID copy - CSD report		
1.	100% Black owned EME and QSE	20	10			
2.	At least 51% Black owned EME and QSEs	18	9			
3.	Zero and less than 51% Black owned EME and QSEs	16	8			
Category B: Promotion of Historically Disadvantaged Individuals -HDI (Large enterprises)		BBBEE Level	Preference Point System		Evidence / proof of claim	
4.	% Ownership			80/20	90/10	- CSD report - Valid affidavit - Valid BBBEE certificate - Directors(s) certified ID copy - Declaration / proof of disability issued by medical practitioner.
	a) 30% - 100% Black women	All levels	20	10		
	b) 51% - 100% Black youth					
	c) 51% - 100% Black people with - disability					
	a) 51% - 100% Black	1	18	9		
		2	16	8		
		3	14	7		
		4	12	6		
5		8	5			

		6	6	4		
		7	4	2		
		8 and Non-compliant	0	0		
Category C: Promotion of BBBEE Contributors - large enterprises		BBBEE Level	Preference Point System		Evidence / proof of claim	
	80/20	90/10				
10.	Nonblack and Non-HDI enterprises	1	12	6	Valid BBBEE certificate	
		2	10	5		
		3	8	4		
		4	6	3		
		5 to non-compliant	0	0		

4. BID DECLARATION

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as

indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME.....

DATE:

ADDRESS:

.....

INVITATION TO BID (SBD 1)

Return as Part 5

YOU ARE HEREBY INVITED TO QUOTE FOR REQUIREMENT OF SAHPRA							
BID NUMBER:	SAHPRA/2026/ PRINTING OF CORPORATE MATERIAL, DESIGN AND LAYOUT, EDITING AND PROOFREADING SERVICES/ RFB004	CLOSING DATE:	06 OCTOBER 2026	CLOSING TIME:	11:00 am		
DESCRIPTION	REQUEST FOR BID OF PRINTING OF CORPORATE MATERIAL, DESIGN AND LAYOUT, EDITING AND PROOFREADING SERVICES FOR A PERIOD OF 36 MONTHS						
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Precious Mnguni			CONTACT PERSON	Precious Mnguni		
TELEPHONE NUMBER				TELEPHONE NUMBER			
FACSIMILE NUMBER	N/A			FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	precious.mnguni@sahpra.org.za			E-MAIL ADDRESS	precious.mnguni@sahpra.org.za		
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] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ 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?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?			☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?						☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?						☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?						☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?						☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?						☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.							

Section B 5: Pricing Schedule

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

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

Section B 5: Pricing Schedule

PRICING SCHEDULE (SBD 3.3)

Services

Return as Part 6

NAME OF BIDDER: _____

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID

The pricing schedule as indicated below must be completed in the format provided. No alterations to this pricing schedule will be allowed and the bids of bidders who do so will be regarded as non-responsive and will not be evaluated.

Bidders may attach separate spreadsheets with their calculations, but all costs must eventually be consolidated and summarised into the format required.

YEAR 1					
Item No.	Description	Unit	Quantity	Unit Price ZAR (Excl. VAT)	Total Price ZAR (Excl. VAT)
	PRINTING				
1.	Annual Reports	Sum	50		
2.	Corporate Reports	Sum	50		
3.	Business Cards	Sum	2500		
4.	Brochures (Tri folds)	Sum	16000		
5.	Brochures Z-folds	Sum	16000		
6.	Brochures Bi folds	Sum	18000		
7.	Strategic Plan	Sum	10		
8.	Manuals	Sum	300		
9.	Annual Performance Plans	Sum	10		
10.	Infographics	Sum	50		
11.	A2 Posters	Sum	6 000		
12.	Newsletters	Sum	500		
13.	Branding material (4 x flags in a cluster) 4m x 620mm, including individual ground spikes as well as base holder	Sum	3 (clusters)		

Section B 5: Pricing Schedule

14.	Branding material (Slimline banners). 2.44 x 2.22.	Sum	8		
DESIGN All images/ graphics need to be sourced, licenced, in colour and hi-res by the service provider.					
15.	Annual Report - 250 pages (include design of front and back cover) - Concept development - Source licenced images/graphics	Sum	1		
16.	Digital version of the Annual Report - Flipbook and interactive report website format	Sum	1		
17.	Corporate reports - 30 pages - Source licenced images/graphics	Sum	1		
18.	Business cards - Back-to-back - Full colour	Sum	1		
19.	Brochures - Z-folds - Full colour - Source licenced images/graphics	Sum	1		
20.	Brochures - Bi folds - Full colour - Source licenced images/graphics	Sum	1		
21.	Brochures - Tri folds - Full colour - Source licenced images/graphics	Sum	1		
22.	Strategic Plans - 50 pages - Source licenced images/graphics	Sum	1		
23.	Manuals - 180 pages - Include design of front and back covers - Source licenced images/graphics	Sum	1		

**SAHPRA/2026/ PRINTING OF CORPORATE MATERIAL,
DESIGN AND LAYOUT, EDITING AND PROOFREADING
SERVICES/ RFB004**

Bid No:

SAHPRA Bid Document

Section B 5: Pricing Schedule

24.	Annual Performance Plans - 100 pages - Source licenced images/graphics	Sum	1		
25.	Infographics - Source licenced images/graphics	Sum	10		
26.	Posters - Source licenced images/graphics	Sum	4		
27.	Newsletters	Sum	4		
28.	Design of flags (Double sided)	Sum	4		
29.	Design of slimline banners (Double sided)	Sum	8		
	EDITING				
30.	Timeframes for feedback will depend on content submitted. Short content pieces (under 2 pages) – within one day	Per page			
31.	Longer content pieces (more than 2 pages) – between 2 – 5 working days	Per page			
	PROOFREADING				
32.	Short content pieces (under 2 pages) – within one day	Per page	1		
33.	Longer content pieces (more than 2 pages) – between 2 – 5 working days	Per page	1		
34.	Other:				
	SUB-TOTAL				
	VAT				
	TOTAL COST FOR YEAR 1 (VAT INCLUDED)				

Section B 5: Pricing Schedule

YEAR 2					
Item No.	Description	Unit	Quantity	Unit Price ZAR (Excl. VAT)	Total Price ZAR (Excl. VAT)
PRINTING					
1.	Annual Reports	Sum	50		
2.	Corporate Reports	Sum	50		
3.	Business Cards	Sum	2500		
4.	Brochures (Tri folds)	Sum	16000		
5.	Brochures Z-folds	Sum	16000		
6.	Brochures Bi folds	Sum	18000		
7.	Strategic Plan	Sum	10		
8.	Manuals	Sum	300		
9.	Annual Performance Plans	Sum	10		
10.	Infographics	Sum	50		
11.	A2 Posters	Sum	6 000		
12.	Newsletters	Sum	500		
13.	Branding material (4 x flags in a cluster) 4m x 620mm, including individual ground spikes as well as base holder (Double sided)	Sum	3 (clusters)		
14.	Branding material (Slimline banners). 2.44 x 2.22. (Double sided)	Sum	8		
DESIGN					
All images/ graphics need to be sourced, licenced, in colour and hi-res by the service provider.					
15.	Annual Report - 250 pages (include design of front and back cover) - Concept development - Source licenced images/graphics	Sum	1		
16.	Digital version of the Annual Report - Flipbook and interactive report website format	Sum	1		
17.	Corporate reports - 30 pages - Source licenced images/graphics	Sum	1		

Section B 5: Pricing Schedule

18.	Business cards - Back-to-back - Full colour	Sum	1		
19.	Brochures - Z-folds - Full colour - Source licenced images/graphics	Sum	1		
20.	Brochures - Bi folds - Full colour - Source licenced images/graphics	Sum	1		
21.	Brochures - Tri folds - Full colour - Source licenced images/graphics	Sum	1		
22.	Strategic Plans - 50 pages - Source licenced images/graphics	Sum	1		
23.	Manuals - 180 pages - Include design of front and back covers - Source licenced images/graphics	Sum	1		
24.	Annual Performance Plans - 100 pages - Source licenced images/graphics	Sum	1		
25.	Infographics - Source licenced images/graphics	Sum	10		
26.	Posters - Source licenced images/graphics	Sum	4		
27.	Newsletters	Sum	4		
28.	Design of flags (Double sided)	Sum	4		
29.	Design of slimline banners (Double sided)	Sum	8		
	EDITING				
30.	Timeframes for feedback will depend on content submitted. Short content pieces (under 2 pages) – within one day	Per page			
31.	Longer content pieces (more than 2 pages) – between 2 – 5 working days	Per page			

Section B 5: Pricing Schedule

PROOFREADING					
32.	Short content pieces (under 2 pages) – within one day	Per page	1		
33.	Longer content pieces (more than 2 pages) – between 2 – 5 working days	Per page	1		
34.	Other:				
SUB-TOTAL					
VAT					
TOTAL COST FOR YEAR 2 (VAT INCLUDED)					

YEAR 3					
Item No.	Description	Unit	Quantity	Unit Price ZAR (Excl. VAT)	Total Price ZAR (Excl. VAT)
PRINTING					
1.	Annual Reports	Sum	50		
2.	Corporate Reports	Sum	50		
3.	Business Cards	Sum	2500		
4.	Brochures (Tri folds)	Sum	16000		
5.	Brochures Z-folds	Sum	16000		
6.	Brochures Bi folds	Sum	18000		
7.	Strategic Plan	Sum	10		
8.	Manuals	Sum	300		
9.	Annual Performance Plans	Sum	10		
10.	Infographics	Sum	50		
11.	A2 Posters	Sum	6 000		
12.	Newsletters	Sum	500		

Section B 5: Pricing Schedule

13.	Branding material (4 x flags in a cluster) 4m x 620mm, including individual ground spikes as well as base holder. (Double sided)	Sum	3 (clusters)		
14.	Branding material (Slimline banners). 2.44 x 2.22. (Double sided)	Sum	8		
DESIGN All images/ graphics need to be sourced, licenced, in colour and hi-res by the service provider.					
15.	Annual Report - 250 pages (include design of front and back cover) - Concept development - Source licenced images/graphics	Sum	1		
16.	Digital version of the Annual Report - Flipbook and interactive report website format	Sum	1		
17.	Corporate reports - 30 pages - Source licenced images/graphics	Sum	1		
18.	Business cards - Back-to-back - Full colour	Sum	1		
19.	Brochures - Z-folds - Full colour - Source licenced images/graphics	Sum	1		
20.	Brochures - Bi folds - Full colour - Source licenced images/graphics	Sum	1		
21.	Brochures - Tri folds - Full colour - Source licenced images/graphics	Sum	1		
22.	Strategic Plans - 50 pages - Source licenced images/graphics	Sum	1		
23.	Manuals - 180 pages - Include design of front and back covers - Source licenced images/graphics	Sum	1		
24.	Annual Performance Plans - 100 pages - Source licenced images/graphics	Sum	1		

Section B 5: Pricing Schedule

25.	Infographics - Source licenced images/graphics	Sum	10		
26.	Posters - Source licenced images/graphics	Sum	4		
27.	Newsletters	Sum	4		
28.	Design of flags (Double sided)	Sum	4		
29.	Design of slimline banners (Double sided)	Sum	8		
	EDITING				
30.	Timeframes for feedback will depend on content submitted. Short content pieces (under 2 pages) – within one day	Per page			
31.	Longer content pieces (more than 2 pages) – between 2 – 5 working days	Per page			
	PROOFREADING				
32.	Short content pieces (under 2 pages) – within one day	Per page	1		
33.	Longer content pieces (more than 2 pages) – between 2 – 5 working days	Per page	1		
34.	Other:				
	SUB-TOTAL				
	VAT				
	TOTAL COST FOR YEAR 3 (VAT INCLUDED)				

Section B 5: Pricing Schedule

SUMMARY	
Total cost for year 1	
Total cost for year 2	
Total cost for year 3	
TOTAL COST FOR 3 YEARS	

Bidder Representative Signature

Title:

Name:

Date:

