



REQUEST FOR BID

The Democratic Nursing Organisation of South Africa (DENOSA) invites all interested parties to submit bids for the requirements stipulated below:

RFB DOCUMENT NUMBER:	DENOSA 001/2026
RFB ISSUE DATE	23 April 2026
RFB CLOSING DATE AND TIME:	27 May 2026 @ 11:00AM
RFB VALIDITY PERIOD	60 days from the RFB closing date
DESCRIPTION OF SERVICES REQUIRED	APPOINTMENT OF A QUALIFIED SERVICE PROVIDER TO DESIGN, PRINT AND DISTRIBUTE DENOSA DIARIES FOR 2027
RFB RESPONSE ADDRESS	Responses to this RFB must be hand-delivered to the following address: DENOSA Tender Box located at the Reception, Ground Floor DENOSA, 605 Stanza Bopape Street, Arcadia, Pretoria 0083
ENQUIRIES	Please direct all enquiries in writing to the following contact person and e-mail address: Ms. Kamogelo Molale E-Mail Address: kamogelom@denosa.org.za

SECTION 1: TERMS OF REFERENCE

1. INTRODUCTION

- 1.1.** The Democratic Nursing Organisation of South Africa (DENOSA) is a national nursing association (NNA) and a trade union organisation representing and advancing the interests of nurses and nursing in South Africa, and advocating for their growth as both professionals and workers in the workplace.
- 1.2.** The objectives of the DENOSA are to –
 - 1.2.1.** advance the interest of its members as healthcare professionals. DENOSA is affiliated to the International Council of Nurses (ICN) and represents South Africa as a NNA where it influences nurses' interests in relation to policies and laws both nationally and internationally.
 - 1.2.2.** advance the socio-economic interests of nurses as workers in the workplace. DENOSA is affiliated to both the Congress of South African Trade Unions (COSATU) and the Public Services International (PSI). As a result of these affiliations, DENOSA is able to play a key role in influencing favourable socio-economic laws for healthcare workers.
 - 1.2.3.** DENOSA has its head office in Arcadia, Pretoria. It has provincial offices in each of the nine provinces.

2. NATURE OF SERVICES REQUIRED

- 2.1.** The purpose of this Request for Bid (RFB) is to invite competent service providers (hereinafter referred to as "bidders") to submit proposals for designing, printing and distribution of DENOSA diaries.

3. SPECIFICATIONS

Specifications for a service provider to design, print and distribution of diaries for the year 2027:

DENOSA A5 Journals for 2027	
Finished Size	210mm x 138mm Portrait
Quantity	85 000
Pagination	208 Pages(common text)/ Illustrations: 8 Pages/ Endpapers: 8 Pages
Printing	Text printed black throughout. Illustrations printed 4 process colours throughout. Case lining printed 4 process colours, gloss Laminated on outside only.
Binding	Thread sewn, backlined square backed with board in hollow. Full Bound over 1500 micron Padded chipboard. Fitted with 1 ribbon bookmark, and head and tail bands.
Paper Text	Bond 70gsm/ Endpapers: Cartridge 120gsm/ Illustrations: Gloss Art 100gsm/ Caselining: Gloss Art 130gsm.
Samples	1 Samples to be submitted (must be on DENOSA logo and colours-red or yellow) with bid documents
Distribution Delivery Addresses	Delivery Breakdown: Eastern Cape - 11344 copies (5 Geard Street, North End, Port Elizabeth) Free State - 2755 copies (25a Milner Road, Waverly, Bloemfontein) Gauteng - 21325 copies (6 Berkswell Street, Gresworld, Johannesburg) KZN - 19143 copies (1320 Durdoc Centre,460 Anton Lembede Street, Durban) Limpopo - 8370 copies (96 Biccard Street, Polokwane) Mpumalanga - 5819 copies (23a Streak Street, Nelspruit) North West - 5070 copies (0137 Provident Street, AN Lekgetha Building, Mmabatho) Northern Cape - 1995 copies (19 Schmidtsdrift Road, Rhodesdene, Kimberley) Western Cape - 7893 copies (2 First Avenue, Boston, Bellville) Head Office – 1286(605 Stanza Bopape Street, Arcadia, Pretoria)
Delivery date	30 September 2026

DENOSA A4 Diaries for 2027	
Finished Size	278mm x 210mm
Quantity	300
Pagination: Text	320 Pages/ Endpapers: 8 Pages/ Illustraitons: 8 Pages
Printing	Text printed black and one common spot colour throughout. Illustrations printed 4 process colours
Binding	Thread sewn, backlined, square backed with board in hollow. Full Bound over 1800 micron Padded chipboard. Fitted with 1 ribbon bookmark, and head and tail bands.
Samples	1 Sample to be submitted (must be on DENOSA logo and colours-red or yellow) with bid documents
Paper Text Bond 70gsm/ Endpapers	Carridge 105gsm/ Illustrations & Caselining: Gloss Art 130gsm
Delivery Address	Head Office (605 Stanza Bopape Street, Arcadia, Pretoria)
Delivery Date	30 September 2026

4. DURATION OF CONTRACT

- 4.1. DENOSA will enter into a once off Service Level Agreement (SLA) with the appointed service provider.

5. EVALUATION OF BID

- 5.1. The bid will be evaluated in 4 stages:

- 5.1.1. **Stage 1:** Administrative compliance
- 5.1.2. **Stage 2:** Mandatory Requirements
- 5.1.3. **Stage 3:** Technical evaluation
- 5.1.4. **Stage 4:** Price and Preference Points

5.2. Stage 1: Administrative compliance

- 5.2.1. Bids will be screened to ensure compliance with all administrative requirements.
- 5.2.2. Bidders must ensure that they complete and sign all bid documents and that they attach all required documents and information required by the RFB.
- 5.2.3. Bids that do not comply with administrative compliance may be disqualified by DENOSA.

5.3. Stage 2: Mandatory Requirements:

- 5.3.1. Bidders must submit a proof of:
 - a) Company Registration Certificate.
 - b) Company Profile.
 - c) TAX Compliance Certificate
 - d) Minimum of three (3) reference letters
 - e) **Original plus one copy** of the bid
 - f) Two (2) samples(one-A4,one-A5) of diaries with DENOSA logo and colours (red or yellow).

NB: Failure to submit all the above mandatory requirements by the bidder will result in automatic disqualification of the bid.

Stage 3: Technical evaluation

6.1 Bids will be evaluated and scored against the evaluation criteria set out below. A bid will be disqualified if it does not meet a “minimum rating of **70 points** to qualify” indicated for a criterion.

Criteria	Sub-criteria	Points
<p>Experience of bidder's Graphic designer that will be assigned to the contract:</p> <p>(The bidder must attach the Curriculum Vitae of a Graphic designer to qualify for points)</p>	<p>The Curriculum Vitae (CV) of the Graphic designer with experience will be used for the allocation of points as follows:</p> <ul style="list-style-type: none"> • Graphic designer with less than 2 years relevant working experience in graphic design= 0 points • Graphic designer with 2 years relevant working experience in graphic design = 10 points • Graphic designer with 3 years or more of relevant working experience in graphic design = 20 points <p>NB: The bidder is required to submit a list of all team members who will be involved on the project (attaching their CV's and specify the Graphic designer.)</p>	<p>20</p>
<p>Bidder's relevant experience for the assignment (The bidder must attach a signed and dated reference letter on a letterhead from the client where design and printing services were provided not older than five years to qualify for the indicated points)</p>	<p>The reference letter must bear the letterhead, signed dated with address and contact details of the organization where the design and printing services were provided. DENOSA reserves the right to contact these organizations, without prior notice to the bidder.</p> <ul style="list-style-type: none"> • Bidder with no reference letter and or reference letter without similar services = 0 points. • Bidder with one reference letter with similar services = 10 points. • Bidder with two reference letters with similar services = 20 points. • Bidder with three reference letters with similar services = 30 points. 	<p>30</p>

	<p>NB: Letters of agreements, contracts, delivery note and Purchase Orders are not allowed. DENOSA reserves the right to contact the organization for verification.</p>	
<p>Submit a detailed and comprehensive proposal</p>	<p>The proposal must include clear timelines and deliverables.</p> <p>The proposal must clearly indicate the schedule for editing, graphic design, approvals, printing and delivery.</p> <ul style="list-style-type: none"> • Poor =0 points • Average=10 points • Good=20 points • Excellent=30 points 	30
<p>Samples submitted (A4 diary and A5 Journal) samples must be according to the required specifications</p>	<p>The samples are according to the required specifications.</p> <ul style="list-style-type: none"> • Samples submitted are not according to the required specifications. = 0 points • Samples submitted are according to the required specifications: <ul style="list-style-type: none"> ➤ Design= 1-10 points ➤ Quality standard=1-10 points <p>(Points allocated 1 being poor and 10 being good)</p>	20
Total points		100

6.2 A bidder must obtain a minimum of **70 points** for Technical evaluation to qualify for evaluation on Price and Preference Points. Bids scoring less than 70 points for technical evaluation will be disqualified.

6.3 Stage 4: Price and Preference Points

6.3.1 Bidders must complete the pricing schedule SBD 3.1.

6.3.2 Only qualifying bids will be evaluated in accordance with the 90/10 preference point system prescribed by DENOSA in line with PPR 2022 as follows:

6.3.2.1 90 Points for pricing.

6.3.2.2 10 Points for preference points.

7. VALIDITY PERIOD OF PROPOSAL

The tender proposal must remain valid in all respects for at least 60 days after the tender closing date.

8. ALTERED OR QUALIFIED BID PROPOSALS

- a. If a bidder alters the wording of this RFB or the standard bid documentation in its bid proposal, DENOSA will disqualify the bid proposal.
- b. Bid proposals that are qualified by a bidder's own conditions may be disqualified by DENOSA. The terms of the RFB take precedence over any of the bidder's own conditions.

9. REQUESTS FOR INFORMATION, PRESENTATIONS, AND DEMONSTRATIONS

- a. DENOSA may request clarification or additional information regarding any aspect of a bidder's proposal. The bidder must supply the requested information within 24 hours after the request has been made, otherwise, the bid may be disqualified.
- b. DENOSA may request a presentation or demonstration, and bidders must comply with such a request within 24 hours.

10. BIDDER ENQUIRIES

10.1 Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFB, queries must be addressed, in writing, to the contact DENOSA person(s) listed in the invitation to bid SBD 1.

10.2 Under no circumstances may a bidder approach any other DENOSA employee for any information or clarity regarding the RFB. Any such approach may result in the disqualification of the bid.

10.3 Bidders may **direct written inquiries regarding the RFB up to 22 May 2026** and DENOSA will respond to them by email. No inquiry(ies) shall be answered by DENOSA beyond that date unless considered necessary by DENOSA.

11. LANGUAGE

- a. The bidder's proposal and all correspondence and documents related to the RFB must be in English.
- b. Supporting documents and printed literature furnished by the bidder with its proposal may be in another language, provided that they are accompanied by an accurate translation in English. For the purposes of interpretation of the bid, the English translation will prevail.

12. CONFIDENTIALITY

12.1 The information contained in the RFB, and other documents supplied by DENOSA in connection with the RFB may be confidential and all copyright and intellectual property therein vests with DENOSA.

12.2 DENOSA may disclose or make accessible confidential information to the bidder for purposes of providing the services. The bidder agrees that the sole purpose of the confidential information being disclosed or made accessible to it, is in connection with the services and undertakes not to use the confidential information for any other purpose or in any manner that is adverse or detrimental to the interests of DENOSA.

12.3 The bidder shall not to disclose, in whole or in part any confidential information to any third party` without the prior written approval of DENOSA.

12.4 The bidder shall only disclose so much of the confidential information and at such time as may be strictly necessary to enable any of its employees, agents, associates or professional advisors to fulfil their function as such and only after advising them of the bidder's confidentiality obligations and obtaining from them a signed undertaking of confidentiality restricting the use of the confidential information. The bidder warrants that such employee, agent, associate or professional advisor shall comply with the confidentiality undertaking.

12.5 Except as may be required by operation of law, by a court or by a regulatory authority with jurisdiction, no bidder may disclose any information contained in or relating to the RFB or any other.

12.6 No part of the RFB or any other documents supplied by DENOSA in connection with the RFB may be distributed, reproduced, stored or transmitted to any party, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing the bidder's proposal.

12.7 The RFB and any other documents supplied by DENOSA in connection with the RFB remain proprietary to DENOSA and must be promptly returned to DENOSA upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived therefrom.

12.8 Failure to adhere to these confidentiality requirements may result in disqualification from the bid process and civil action.

13. MEDIA RELEASES

Bidders or their agents shall not make any media statements, comment or releases concerning this RFB or the awarding of the tender or any resulting contract without the prior written consent of DENOSA.

14. BIDS BY CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING

- a. In the case of bids submitted by a consortium, joint venture or with a sub-contracting proposal, bidders must provide a copy of the signed consortium, joint venture or sub- contracting agreement stipulating the work split between the parties and must complete the information in SBD 1 in respect of each party.
- b. If DENOSA awards the bid to a consortium, joint venture or with a sub -contracting proposal, the bid will be awarded to the primary bidder and no separate agreements shall be concluded by DENOSA with other members of the consortium or joint venture or with the subcontractors of the primary bidder. The primary bidder shall solely be responsible, accountable, and liable for the fulfilment of the responsibilities and obligations of the contract. Any subcontracting shall be subject to DENOSA's prior written approval.

15. AWARD OF TENDER

15.1 DENOSA reserves the right to shortlist bidders and to enter into negotiations regarding the terms and conditions of contract, including prices, before awarding the tender.

15.2 DENOSA may, in its sole discretion –

15.2.1 award the tender, in part or in full, to one or more bidders on a non-exclusive basis.

15.2.2 decide not to award the tender.

15.3 DENOSA may, on reasonable and justifiable grounds, award the tender to a bidder that does not score the highest number of points in terms of the Preferential Procurement Regulations, 2022.

15.4 The tender will be deemed awarded only on signature on a service level agreement by the authorized representatives of DENOSA and the successful bidder.

SECTION 2: SPECIAL CONDITIONS OF CONTRACT

The following special conditions shall apply to the award of this bid:

1. BIDDER'S WARRANTIES

The bidder warrants and represents to DENOSA that:

- 1.1 The bidder has adequate personnel, resources and facilities to carry out the services.
- 1.2 The bidder shall carry out the services in a professional and diligent manner and in accordance with best industry practices. Without derogating from the generality of this warranty, the bidder shall assign performance of the services to personnel having the skills, experience, and expertise, capacity, and knowledge required to perform the services.
- 1.3 The bidder shall not engage in any activities that would detract from the proper performance of the services.
- 1.4 The bidder shall avoid any material conflict between its interests and those of DENOSA and, where such conflict is unavoidable, will disclose the details of such conflict to DENOSA.
- 1.5 The bidder shall provide the services in a cost-effective manner that ensures that DENOSA receives value for money.
- 1.6 All information that the bidder provides to DENOSA in relation to the services shall be accurate in all respects; and
- 1.7 The bidder shall always act reasonably, honestly and in good faith in its dealings with DENOSA.

2. SARS GOOD STANDING

The bidder shall remain in good standing with the South African Revenue Services failure of which will result in DENOSA being entitled to terminate the contract.

3. CO-OPERATION WITH DENOSA AND ITS REPRESENTATIVES

3.1 The bidder shall furnish to DENOSA or its authorized representatives any information, records, documents, accounts, letters and papers within the bidder's possession or under its control relating to the services, within 7 days of written notice from DENOSA to do so.

3.2 The service provider shall co-operate fully with any request of the auditors relating to the services.

4. CONTRACT PAYMENTS

4.1 Invoices submitted by the bidder shall comply with all DENOSA's requirements.

4.2 All amounts payable by DENOSA to the bidder for delivery of the services shall be paid by electronic transfer into the official bank account of the bidder.

5. PERFORMANCE PENALTIES

DENOSA shall be entitled, without prejudice to any other remedies, to deduct penalties as set out above from any monies payable to the bidder, for substandard performance or non-performance of any or all of the services by the bidder.

6. INTELLECTUAL PROPERTY

6.1 All right, title and ownership of any code, forms, algorithms, methodologies, frameworks or materials developed by the bidder for DENOSA shall become the sole property of DENOSA and form part of DENOSA's intellectual property.

6.2 All intellectual property embodied in any services rendered by the bidder shall vest in DENOSA and form part of DENOSA's intellectual property. The bidder shall deliver to DENOSA all codes, forms, algorithms, methodologies and materials relating to such services.

6.3 The bidder shall not use or disclose to any third party, in whole or in part any of DENOSA's intellectual property aforesaid, without the prior written approval of DENOSA.

7. INDEMNITY

The bidder indemnifies and holds DENOSA harmless, against any claims that may arise from any acts and omissions of the bidder and that of the bidder's employees, consultants, agents, representatives or sub-contractors in rendering the services.

8. SUB-CONTRACTING

8.1 The bidder shall not sub-contract any of its obligations to a third party, unless it has received the prior written approval of DENOSA.

8.2 Any sub-contracting so approved by DENOSA shall not absolve the bidder from complying with its obligations and the bidder indemnifies and holds DENOSA harmless against any loss, harm or damage which DENOSA may suffer as a result of such sub -contracting.

9.TERMINATION OF CONTRACT

9.1 DENOSA shall be entitled, at its own discretion, and without prejudice to any other remedies, to –

9.1.1 terminate the contract or temporarily suspend all or part of the services by at least 60 days' written notice to the bidder, should funds no longer be available to pay for the services.

9.1.2 terminate or temporarily suspend the contract in whole or in part for convenience and without cause at any time by at least 60 days' prior written notice to the bidder.

9.2 DENOSA, when giving written notice, shall specify the extent of the termination or suspension, and the effective date of the termination or suspension.

9.3 The bidder, upon receipt of written notice, shall discontinue the rendering of services under the contract to the extent specified, and on the date specified in the notice.

9.4 If DENOSA terminates or suspends the contract, in whole or in part, under this clause, DENOSA shall pay the bidder for services already satisfactorily rendered under the contract, up to and including the date of termination or suspension specified in the notice.

9.5 DENOSA shall not be liable for any consequential loss resulting from the termination or suspension of this contract under this clause, including, without limitation, any loss of profits or any costs associated with the termination or suspension of any subcontracts entered by the bidder.

10 RETURN OF DOCUMENTS AND CLOSE OUT REPORT

The bidder shall upon termination of the contract, furnish DENOSA with any and all records, documents, accounts, letters and papers within its possession or under its control relating to the services and where required by DENOSA, a close out report.

**PRICING SCHEDULE – FIRM PRICES
(SERVICES)**

NOTE: ONLY FIRM PRICES PER YEAR WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

NAME OF BIDDER:.....	BID NO.: DENOSA 001/2026
CLOSING TIME: 11H00	CLOSING DATE: 27 May 2026

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

1. The DENOSA bid box shall be locked at exactly 11h00am on the bid closing date. Bids arriving late will not be accepted under any circumstances. A bid will be considered late if it arrived only one second after 11h00am or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.
2. The accompanying information must be used for the formulation of proposals.
3. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

TOTAL: R

4. The ceiling price must include all applicable taxes, including value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.
5. The bidder confirms the correctness of the prices and rates quoted in its pricing proposal and is solely responsible for and bound by the pricing proposal submitted for this bid, including all calculations. The bidder accepts that any errors contained therein regarding prices, rates and calculations are at the bidder's own risk.

PRICING SCHEDULE

ITEM NO.	DESCRIPTION	PRICE (INCLUDING VAT)
1	Design and print of 85000 journals	R
2	Delivery of 85000 journals to provinces and Head Office	R
3	Design and print of 300 diaries	R
4	Delivery of 300 diaries to Head Office	R
5	Any other(please specify):	R
6		R
7		R
TOTAL BID PRICE (VAT Inclusive)		R

SECTION 4: BID SUBMISSION REQUIREMENTS

1. An **original plus one copy** of the bid, i.e., two documents in total, must be deposited in the DENOSA bid box at the address indicated in the invitation to bid SBD1 before the bid closing date and time. The DENOSA bid box can be reached during office hours 07h30 – 16h30 South African time. **NB:** Bidders are to indicate on the cover of each document whether it is the original or a copy.

2. Bids should be in a single sealed envelope, marked on the cover with:
 - Bid number: **DENOSA 001/2026**
 - Bid closing date and time: **27 May 2026 @11H00am**
 - The name and address of the Bidder:
.....
.....

3. The DENOSA bid box shall be locked at exactly 11h00am on the bid closing date. Bids arriving late will not be accepted under any circumstances. A bid will be considered late if it arrived only one second after 11h00am or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

4. Bidders must complete all the necessary bid documents and undertakings required in this bid document.

5. Bidders are advised that their bid proposals should be concise, written in plain English and simply presented.

6. Bidders must complete and submit all required Standard Bid Documents: **SBD 1, SBD 3.1, SBD 4, and SBD 6.1.**

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE REQUIREMENTS MAY RENDER THE BID INVALID.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DENOSA 001/2026	CLOSING DATE:	27/05/2026	CLOSING TIME:	11:00am
DESCRIPTION	APPOINTMENT OF A QUALIFIED SERVICE PROVIDER TO DESIGN, PRINT AND DISTRIBUTE DENOSA DIARIES FOR 2027				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
GROUND FLOOR					
DENOSA,605 STANZA BOPAPE STREET					
ARCADIA					
0083					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Kamogelo Molale		CONTACT PERSON		
TELEPHONE NUMBER	012 343 2315		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	kamogelom@denosa.org.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	N/A
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(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.
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:.....

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:.....
 - 2.3 Position occupied in the Company (director, shareholder etc):
.....
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:.....
 - 2.6 VAT Registration Number:

* "State" means –

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

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

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member:
Name of state institution to which the person is connected:

.....
Position occupied in the state institution:

.....

Any other particulars:

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

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

2.8.1 If so, furnish particulars:

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

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

2.9.1 If so, furnish particulars.

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

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

2.10.1 If so, furnish particulars.

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

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

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 invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R499 999.99 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R500 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 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 tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 DENOSA 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 DENOSA 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 DENOSA 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. POINTS AWARDED FOR SPECIFIC GOALS

- 3.1 In terms 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:
- 3.2 In cases where DENOSA is unclear whether the 80/20 or 90/10 preference point system applies, DENOSA must, in the tender documents, stipulate in the case of —
- 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
 - 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 DENOSA must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

4. 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.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. Enterprise owned by Black people	2	4		
2. Enterprise owned by Women owned	2	4		
3. Enterprise owned by Youth	2	4		
4. Enterprise owned by Disabled	2	4		
5. Enterprise owned by SMME'S- QSE and EME	2	4		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.1. Name of company/firm.....

4.2. Company registration number:

4.3 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]

4.4 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:

- 4.4.1 The information furnished is true and correct;
- 4.4.2 The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- 4.4.3 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;
- 4.4.4 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 –

- 4.4.4.1 disqualify the person from the tendering process;
- 4.4.4.2 recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- 4.4.4.3 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;
- 4.4.4.4 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
- 4.4.4.5 forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

1. ALTERED OR QUALIFIED BID PROPOSALS

- 1.1. If a bidder alters the wording of this RFB or the standard bid documentation in its bid proposal, DENOSA will disqualify the bid proposal.
- 1.2. Bid proposals that are qualified by a bidder's own conditions may be disqualified by DENOSA. The terms of the RFB take precedence over any of the bidder's own conditions.

2. REQUESTS FOR INFORMATION, PRESENTATIONS, AND DEMONSTRATIONS

- 2.1. DENOSA may request clarification or additional information regarding any aspect of a bidder's proposal. The bidder must supply the requested information within 24 hours after the request has been made, otherwise, the bid may be disqualified.
- 2.2. DENOSA may request a presentation or demonstration, and bidders must comply with such a request within 24 hours.

3. BIDDER ENQUIRIES

- 3.1. Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFB, queries must be addressed, in writing, to the contact DENOSA person(s) listed in the invitation to bid SBD 1.
- 3.2. Under no circumstances may a bidder approach any other DENOSA employee for any information or clarity regarding the RFB. Any such approach may result in the disqualification of the bid.
- 3.3. Bidders may **direct written inquiries regarding the RFB up to 22 May 2026** and DENOSA will respond to them by email. No inquiry (s) shall be answered by DENOSA beyond that date unless considered necessary by DENOSA.

4. LANGUAGE

- 4.1. The bidder's proposal and all correspondence and documents related to the RFB must be in English.
- 4.2. Supporting documents and printed literature furnished by the bidder with its proposal may be in another language, provided that they are accompanied by an accurate

translation in English. For the purposes of interpretation of the bid, the English translation will prevail.

5. CONFIDENTIALITY

- 5.1. The information contained in the RFB, and other documents supplied by DENOSA in connection with the RFB may be confidential and all copyright and Intellectual Property therein vests with DENOSA.
- 5.2. Except as may be required by operation of law, by a court or by a regulatory authority with jurisdiction, no bidder may disclose any information contained in or relating to the RFB or any other documents supplied by DENOSA in connection with the RFB or a bidder's proposal.
- 5.3. No part of the RFB or any other documents supplied by DENOSA in connection with the RFB may be distributed, reproduced, stored or transmitted to any party, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing the bidder's proposal.
- 5.4. The RFB and any other documents supplied by DENOSA in connection with the RFB remain proprietary to DENOSA and must be promptly returned to DENOSA upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived therefrom.
- 5.5. Failure to adhere to these confidentiality requirements may result in disqualification from the bid process and civil action.

6. MEDIA RELEASES

Bidders or their agents shall not make any media statements, comment or releases concerning this RFB or the awarding of the tender or any resulting contract without the prior written consent of DENOSA.

7. BIDS BY CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING

- 7.1. In the case of bids submitted by a consortium, joint venture or with a sub-contracting proposal, bidders must provide a copy of the signed consortium, joint venture or sub-contracting agreement stipulating the work split between the parties and must complete the information in SBD 1(FORM) in respect of each party.
- 7.2. If DENOSA awards the bid to a consortium, joint venture or with a sub-contracting proposal, the bid will be awarded to the primary bidder and no separate agreements

shall be concluded by DENOSA with other members of the consortium or joint venture or with the subcontractors of the primary bidder. The primary bidder shall solely be responsible, accountable, and liable for the fulfilment of the responsibilities and obligations of the contract. Any subcontracting shall be subject to DENOSA's prior written approval.

8. AWARD OF TENDER

- 8.1. DENOSA reserves the right to shortlist bidders and to enter into negotiations regarding the terms and conditions of contract, including prices, before awarding the tender.
- 8.2. DENOSA may, in its sole discretion –
 - 8.2.1. award the tender, in part or in full, to one or more bidders on a non-exclusive basis.
 - 8.2.2. decide not to award the tender.
- 8.3. DENOSA may, on reasonable and justifiable grounds, award the tender to a bidder that does not score the highest number of points in terms of the Preferential Procurement Regulations, 2022.
- 8.4. The tender will be deemed awarded only on signature by the authorized representatives of DENOSA and the successful bidder on a service level agreement.

SECTION 2: SPECIAL CONDITIONS OF CONTRACT

The following special conditions shall apply to the award of this bid:

1. BIDDER'S WARRANTIES

The bidder warrants and represents to DENOSA that:

- 1.1. The bidder has adequate personnel, resources and facilities to carry out the services.
- 1.2. The bidder shall carry out the services in professional and diligent manner and in accordance with Best Industry practices. Without derogating from the generality of this warranty, the bidder shall assign performance of the services to personnel having the skills, experience, and expertise, capacity, and knowledge required to perform the services.
- 1.3. The bidder shall not engage in any activities that would detract from the proper performance of the services.
- 1.4. The bidder shall avoid any material conflict between its interests and those of DENOSA and, where such conflict is unavoidable, will disclose the details of such conflict to DENOSA.
- 1.5. The bidder shall provide the services in a cost-effective manner that ensures that DENOSA receives value for money.
- 1.6. All information that the bidder provides to DENOSA in relation to the services shall be accurate in all respects; and the bidder shall always act reasonably, honestly and in good faith in its dealings with DENOSA.

2. SARS GOOD STANDING

The bidder shall remain in good standing with the South African Revenue Services, failure of which will result in DENOSA being entitled to terminate the contract.

3. CO-OPERATION WITH DENOSA AND ITS REPRESENTATIVES

- 3.1. The bidder shall furnish to DENOSA or its authorized representatives any information, records, documents, accounts, letters and papers within the bidder's possession or under its control relating to the services, within 7 days of written notice

from DENOSA todo so.

- 3.2. The Service Provider shall co-operate fully with any request of the Auditors relating to the services.

4. CONTRACT PAYMENTS

- 4.1. Invoices submitted by the bidder shall comply with all DENOSA's requirements.
- 4.2. All amounts payable by DENOSA to the bidder for delivery of the services shall be paid by electronic transfer into the official bank account of the bidder.

5. PERFORMANCE PENALTIES

DENOSA shall be entitled, without prejudice to any other remedies, to deduct from any monies payable to the bidder, an amount equivalent to the value of any substandard performance or non-performance of any or all of the services by the bidder. DENOSA, acting reasonably, shall in its own discretion determine the amount of the deduction.

6. CONFIDENTIALITY

- 6.1. DENOSA may disclose or make accessible Confidential Information to the bidder for the purpose of providing the services. The bidder agrees that the sole purpose of the Confidential Information being disclosed or made accessible to it, is in connection with the services and undertakes not to use the Confidential Information for any other purpose or in any manner that is adverse or detrimental to the interests of DENOSA.
- 6.2. The bidder shall not to disclose, in whole or in part any Confidential Information to any third party without the prior written approval of DENOSA.
- 6.3. The bidder shall only disclose so much of the Confidential Information and at such time as may be strictly necessary to enable any of its employees, agents, associates or professional advisors to fulfil their function as such and only after advising them of the bidder's confidentiality obligations and obtaining from them a signed undertaking of confidentiality restricting the use of the Confidential Information. The bidder warrants that such employee, agent, associate or professional advisor shall comply with the confidentiality undertaking.

7. INTELLECTUAL PROPERTY

- 7.1. All right, title and ownership of any code, forms, algorithms, methodologies, frameworks or materials developed by the bidder for DENOSA shall become the sole property of DENOSA and form part of DENOSA's Intellectual Property.
- 7.2. All intellectual property embodied in any services rendered by the bidder shall vest in DENOSA and form part of DENOSA's Intellectual Property. The bidder shall deliver to DENOSA all codes, forms, algorithms, methodologies and materials relating to such services.
- 7.3. The bidder shall not use or disclose to any third party, in whole or in part any of DENOSA's Intellectual Property aforesaid, without the prior written approval of DENOSA.

8. INDEMNITY

The bidder indemnifies and holds DENOSA harmless, against any claims that may arise from any acts and omissions of the bidder and that of the bidder's employees, consultants, agents, representatives or sub-contractors in rendering the services.

9. SUB-CONTRACTING

- 9.1. The bidder shall not sub-contract any of its obligations to a third party, unless it has received the prior written approval of DENOSA.
- 9.2. Any sub-contracting so approved by DENOSA shall not absolve the bidder from complying with its obligations and the bidder indemnifies and holds DENOSA harmless against any loss, harm or damage which DENOSA may suffer as a result of such sub-contracting.

10. TERMINATION OF CONTRACT

- 10.1. DENOSA shall be entitled, at its own discretion, and without prejudice to any other remedies, to –
 - 10.1.1. terminate the contract or temporarily suspend all or part of the services by at least 60 days' written notice to the bidder, should funds no longer be available to pay for the services.
- 10.2. terminate or temporarily suspend the contract in whole or in part for convenience and

without cause at any time by at least 60 days' prior written notice to the bidder. DENOSA, when giving written notice, shall specify the extent of the termination or suspension, and the effective date of the termination or suspension.

10.3. The bidder, upon receipt of written notice, shall discontinue the rendering of services under the contract to the extent specified, and on the date specified in the notice.

10.4. If DENOSA terminates or suspends the contract, in whole or in part, under this clause, DENOSA shall pay the bidder for services already satisfactorily rendered under the contract, up to and including the date of termination or suspension specified in the notice.

10.5. DENOSA shall not be liable for any consequential loss resulting from the termination or suspension of this contract under this clause, including, without limitation, any loss of profits or any costs associated with the termination or suspension of any subcontracts entered by the bidder.

11. RETURN OF DOCUMENTS AND CLOSE OUT REPORT

The bidder shall upon termination of the contract, furnish DENOSA with any and all records, documents, accounts, letters and papers within its possession or under its control relating to the services and where required by DENOSA, a close out report.