

REQUEST FOR QUOTATION

YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR ANNUAL REPORT FOR 2024- 2025 FINANCIAL YEAR	
RFQ REFERENCE:	RFQ- ANNUAL REPORT FOR 2024 – 2025 FINANCIAL YEAR
CLOSING DATE AND TIME:	21 July 2025 at (12:00) midday
RFQ VALIDITY PERIOD	30 days (Commencing from the RFQ closing date)
DESCRIPTION	<div style="background-color: yellow; padding: 2px;">Specification Description:</div> <p>Attached below.</p>
E-MAIL ADD. FOR SUBMISSION OF QUOTES	scm@gep.co.za
ENQUIRY	NAME: Ms. Aluwani Chokoe TEL: 011 085 2001 E-MAIL: achokoe@gep.co.za

<div style="background-color: yellow;">Name of Service Provider:</div>
<div style="background-color: yellow;">CSD MA number:</div>
<div style="background-color: yellow;">Signature:</div>
<div style="background-color: yellow;">Date of submission of quotation:</div>

Notes:

1. Bidders must put Name of the bidder, CSD MA number, sign and put submission date on RFQ above.
2. Complete and submit the SBD documents (SBD 1, SBD 4, SBD 6,1) with the following supporting documentation,
 - Quotation
 - Valid Tax certification
 - BEE certificate / Sworn Affidavit signed by the Commissioner of Oath, failure to do so will result in the service providers disqualification.
3. Only bidders registered on the Central Supplier Database (CSD) will be considered for evaluation.
4. All quotation received after closing time and date will not be considered.

BIDDER:.....

REGISTRATION NUMBER:.....

ADDRESS:.....

.....
CONTACT PERSON:.....
TEL:.....
FAX:.....

TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

1. GEP standard conditions of purchase shall apply.
2. GEP reserves the right not to procure the goods and/or services.
3. Late and incomplete submissions will not be accepted.
4. Any bidder who has reasons to believe that the RFQ specification is based on a specific brand must inform the GEP before RFQ closing date.
5. Bidders are required to submit BBBEE Certificate or SWORN Affidavit for all price quotations
6. It is the responsibility of the bidder to ensure that GEP is in possession of the bidder's valid BBBEE. The onus is on the bidder to ensure that the GEP receives a valid BBBEE as soon as the validity of the said certificate expires.
7. No services must be rendered or goods delivered before an official GEP Purchase Order form has been received, except in an emergency situation.
8. This RFQ will be evaluated in terms of the 80/20 system prescribed by the Preferential Procurement Regulations, 2022.
9. Bidders are required to complete all the Annexures, failure to do so will result in disqualification.
10. Bidders, where applicable, are required to attach all relevant qualifications, experiences in the public sector and references.

ANNEXURE A

I, the undersigned (NAME).....certify
that :

- i. I have read and understood the conditions of this RFQ.
- ii. I have supplied the required information and the information submitted as part of this RFQ is true and correct.

ANNEXURE B:

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)				
BID NUMBER:		CLOSING DATE:	CLOSING TIME:	
DESCRIPTION				

BID RESPONSE DOCUMENTS TO BE EMAIL TO scm@gep.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER 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 EMAIL 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 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:

.....
Signature Date

.....
Position Name of bidder

SBD4

BIDDER'S DISCLOSURE

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 interest¹ 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:

.....

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;

¹ 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.

- 3.2 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 consortium² 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.

.....
Signature	Date
.....
Position	Name of bidder

² 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.

ANNEXURE D: SBD 6.1

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 R50 000 000 (all applicable taxes included); and

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) The 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	80
SPECIFIC GOALS	20
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.

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) 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 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Bidder must also submit the following Proof of evidence to claim the allocated points: Youth Ownership – certified copy of B-BBEE certificate or valid Sworn Affidavit/ CIPC documents/ ID copy Woman Ownership – certified copy of B-BBEE certificate or valid Sworn Affidavit/ CIPC documents/ ID copy Ownership by People with Disability – copy of Medical Certificate that is stamped by a medical practitioner confirming disability NOTE: Submitted information will be verified through various platforms.		
Women (requirement is 51 %+ ownership)	16	
People with disabilities (requirement is 51 %+ ownership)	4	

NB. Failure to submit the required evidence will result in forfeiting of claimed points.

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

JOHANNESBURG OFFICE
 7th Floor, 124 Main Street,
 Johannesburg, 2107
 Telephone: 011 085 2002
 Fax: 011 834 6702

EKURHULENI OFFICE
 Ground Floor,
 188 Victoria Street,
 Germiston, 1400
 Telephone: 011 776 9079
 Fax: 011 827 2886

SEDIBENG OFFICE
 36 Merriman Avenue,
 Vereeniging, 1930
 Telephone: 016 910 1200
 Fax: 016 910 1216

WEST RAND OFFICE
 23 Eloff Street,
 Krugersdorp, 1739
 Telephone: 011 950 9870
 Fax: 011 950 9886

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 1st Floor, Block G,
 333 Grosvenor Street,
 Hatfield Gardens, Hatfield
 Telephone: 012 430 2359
 Fax: 012 323 4205

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BOARD

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 Mr. S Zamxaka (Chief Executive Officer), Company Secretariate (vacant)
 Ms. K Skhosana, Ms. C Morangwe-Diale, Ms. B Mgobozi, Ms. N Mathenjwa, Ms. S Sekhithla,
 Mr. D Van Rooyen, Ms. R Letwaba, Mr. S Mkhize, Mr. A Mawela, Mr. A Mashele

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

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 *audialteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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Ms. S Sekhitta, Mr. S Mkhize, Mr. A Mawela, Mr. A Mashele, Mr. B Ngobeni

Annexure G: POPIA ACT CONSENT FORM:

Consent form in terms of section 11 of the Protection of Personal Information Act No 4 of 2013 (POPIA)

In order for the Gauteng Enterprise Propeller (GEP) to consider the bidder's response to the RFQ / RFP to become a service provider of the GEP, it will be necessary for the GEP to process certain personal information which the service provider may share with GEP for the purpose of the RFQ / RFP, including personal information, which may include special personal information (all hereafter referred to as "Personal Information")

The GEP will process the Service Provider's Personal Information in accordance with the GEP Privacy Policy.

Access to your Personal Information and purpose specification

Personal Information will be processed by GEP for purposes of assessing the service provider's submission in relation to the RFQ / RFP i.e. the purposes of assessing current services required by the GEP. We may also share the service provider's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 ("FICA"). In this regard, the service provider acknowledges that GEP's authorized verification agent(s) and service providers will access Personal Information and conduct background screening.

Consent

By [ticking/clicking] "Yes" and signing below, you agree and voluntarily consent to the GEP's processing of the service provider's Personal Information for the purposes of evaluating its RFQ / RFP submission, including to confirm and verify any information provided in the submission and service provider gives GEP permission to do so. The service provider understands that it is free to withdraw its consent on written notice to GEP and the service provider agrees that the Personal Information may be disclosed by the GEP to third parties, including GEP's affiliates, service providers and associates (some of which may be located outside of the Republic of South Africa). Please note that if you withdraw your consent at any stage, we may be unable to process your RFQ / RFP.

Yes ☐

No ☐

Supplier Name

Date

Signature

Authorized representative, who warrants that he/she is duly authorized.

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6th Floor 124 Main
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Johannesburg Tel:
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Web: www.gep.co.za

Gauteng Enterprise Propeller

Terms Of Reference: Appointment of A Service Provider to Produce the GEP Annual Reports: 2024/2025 financial year.

Private and Confidential

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1. INTRODUCTION:

The Gauteng Enterprise Propeller (GEP) is a schedule 3C provincial public entity defined in section 1 of the Public Finance Management Act 1 of 1999 (“PFMA”) established in terms of the Gauteng Enterprise Propeller Act (No. 5 of 2005), under the guide of the Gauteng Department of Economic Development (GDED). GEP was established to ensure the development of “Sustainable SMMEs and co-operatives propelled into the mainstream economy of Gauteng.” To achieve this the GEP has set the following vision for the new five-year term that lies ahead: **“a responsive and impactful propeller for sustainable business enterprises in the Gauteng Province”**

In achieving its vision, the Gauteng Enterprise Propeller defines its mission as:

- Establishing a high performing professional, ethical and capable institution.
- Promoting entrepreneurship and facilitating an integrated approach to entrepreneurial development and support within the province.
- Creating Strategic Partnerships with a range of institutions for sustainable small enterprises and Cooperative development and support.
- Developing innovative financial solutions, tools, and channels to speedup increased market participation in the provision of affordable finance.
- Facilitating investment in high-impact business enterprises that transform the structure and competitiveness of industrial sectors.

This vision and mission are set to propel the agency to achieve the following strategic outcomes:

- Improved Balance Sheet to support small enterprises,
- Increased contribution of township enterprises and enterprises owned by targeted

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groups in the Gauteng economy,

- Sustainable enterprises that create and maintain jobs,
- Sustainable Black-owned industrial enterprises participating in high growth sectors,
- Well-governed and high-performing organization.

2. PURPOSE

Gauteng Enterprise Propeller as a schedule 3C entity and as per PFMA accounting principles is required to report on resource management, performance, and accountability. The annual report serves as a critical tool in the accountability loop. It allows GEP to demonstrate its performance and compare actual results with planned outcomes. By explaining significant variances, the report ensures transparency and accountability to stakeholders, including taxpayers and citizens and Annual reports include information about achievements against targets set in strategic plans and annual performance plans. Annual Report also highlights governance arrangements, financial statements, and human resource status. This performance reporting helps assess the effectiveness of GEP programs and services.

The report must capture the Gauteng Enterprise Propeller's brand, accomplishments and success stories from the year reinforcing the entity's message for SMMEs support and driving the GGT 2030 initiative in providing both financial and non-financial support for SMMEs based in the Gauteng province.

3. INVITATION FOR PROPOSALS

The GEP is seeking the services of a Supplier to produce the Annual Reports for the 2024/2025 Financial Year.

Proposals are hereby invited from bidders to provide the following services:

JOHANNESBURG OFFICE

7th Floor, 124 Main Street,
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Telephone: 011 085 2002
Fax: 011 834 6702

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4. PROPOSAL SPECIFICATION

The Request for Proposal (RFP) specifications are detailed below, and the evaluation process will be based on the criteria set out in section 6 (evaluation process and criteria). All proposals are to be submitted in a format specified in this document (as applicable).

4.1. SCOPE OF WORK

The scope includes but not be limited to:

4.1.1 Writing, Editing, Proof Reading, and Revision

- The appointed service provider must appoint a **qualified professional writer, who will produce quality content**, with a minimum of 5 years' experience in copy writing.
- The writer will be solely responsible for drafting, writing, rewriting, the entire raw content (supplied by GEP) into a flowing story-telling format in English (UK), +/- 170 pages of copy, +/- 20 pages of tables, two cover pages.
- The writer must identify phrases to be used as quotes.
- The drafting of the AR must follow the format as prescribed by National Treasury guidelines for Public entities.
- The writer must prepare draft questions for the Chief Executive Officer and the Board Chairperson
- The writer must conduct in-person interviews with the Chief Executive Officer and the Board Chairperson
- The writer must draft the Board Chairperson's Foreword and the Chief Executive Officer's Overview
- The writer will be responsible for **editing the report on a weekly basis**. This includes but is not limited to all content, graphs, tables, graphics, and calculations.

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- The writer will also be responsible **for proofreading** the entire report/reports once the design and layout has been completed. This includes but is not limited to all content, graphs, tables, graphics, and calculations.
- **The service provider must appoint a second qualified editor to conduct a quality check** and complete a second and final proofreading of the document/documents prior to sign-off for print. This includes but is not limited to all content, graphs, tables, graphics, and calculations.
- Ensure changes and Auditor General's corrections are implemented.
- Integrate the Auditor General (AG) chapter in accordance with all AG specifications (The chapter is provided by the AG).
- The appointed service provider **will not** limit the number of re-writes/edits until final sign off is obtained.

4.1.2 Overseer of the Project. (Project Manager)

- The appointed service provider **must appoint a qualified Project Manager**, to manage and oversee the entire project.
- The Project Manager must have over 5 years' **experience** in corporate communications or journalism and copy writing.
- The appointed service provider **must acquire media analysis for GEP** for the financial year in question, and rewrite/design in the format advised by client.
- The project manager **will facilitate meetings** between the service provider and the GEP identified stakeholders, and report to GEP once a week for the duration of the project lifecycle.
- The appointed service provider must perform the complete secretariate function for the lifecycle of the project. This includes the scheduling of all steering committee meetings, minutes of meetings, and tracking of project deliverables.

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- Project Manager to ensure **second editing and quality assurance** is conducted prior to print.

4.1.3 Design and layout Graphic Designing

The appointed service provider must appoint an experienced **qualified graphic designer** with a minimum of 5 years' experience, who will be responsible for:

- Concept design, creation, and layout of front and back covers with rationale (aligned to the GEP Mandate, Vision, Mission, and corporate identity)
- Make provision for three options to be presented for selection.
- Designing of graphs, graphics, and Financial Statements
- Provide the GEP with variety of unlimited stock images gallery aligned to theme and business operations.
- The steering committee will choose which pictures best fit the theme for the financial year.
- A4 Gloss printed Cover design of Annual Report
- Layout of Annual Report
- Production Management

4.1.4 Photography

- The appointed service provider must appoint an experienced **qualified photographer** with a minimum of 5 years in photo shooting.
- The photographer will be responsible for taking pictures of Board members, Exco members and various projects that need to be included in the Annual Report at various locations.
- Photography will be at various locations in Gauteng.
- Selection of best photos will be done by the GEP Marketing and Communications

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- Final signed off approvals will be done by GEP for Marketing and Communications
- Production Management

(NB: Service provider to hand over stock images to GEP once the project has completed)

4.1.5 Production (printing requirements)

- **200** units per financial year printed Annual Reports (full color throughout) Perfect Binding (with print on spine).
- Cover: A4 size (210mm x 297mm), full colour, Magno Satin 350gsm paper stock and Matt.
- Content pages: Content Pages: A4 size (210mm x 297mm), full colour, +-170 pages, Magno Satin 10gsm page stock and Matt Lamination Finish.
- Printer proofs (estimated three times, four copies each time and final proof for sign-off).
- Spot printing of the front and back covers or any creative element suggested by the service provider.
- Final content of the AR to be provided in a high resolution and reduced PDF format.
- Final AR to be first batch 100 Quantity.
- Second Batch delivery of 100 Quantity.
- Interactive AR to be provided for the GEP Website.
- Printing of final approved error free document.
- Produce a summarized PowerPoint presentation of the AR in line with the final document design.

5. DELIVERY

- Two batches Printed hard copies of GEP 2024/25 Annual Report.
- First batch to be delivered a day before due date and schedule will be provided in due

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course. Second batch to be delivered on the schedule date

- On USB (soft copy in PDF-2.5MB minimum, open files, all post-production images taken, i.e. inclusive of pictures not used in the report).
- Delivery points are as follow: 6 Floor, 124 Main Street, Johannesburg, 2107 and 56 Eloff St, Marshalltown, Johannesburg, 2107.

6. PROJECT DELIVERABLES

- A detailed comprehensive project plan required, on how the Annual Report production will be scheduled to ensure clear timelines are set and adhered to, i.e. delivery of the final copies of the annual report.
- The service Provider must design 3 options and provide a rationale for the design look and feel concepts of the annual report, that is aligned to the GEP corporate identity and brand.
- The timeline should outline all the processes involved in the production of the Annual report from design, layout, writing and content development, editing, proof reading to printing and delivery.
- Produce the approved Design and layout of the report.
- Undertake to write, edit and proofread till the final version is approved by GEP.
- Provide a printer's proof for submission of the final AR and audited financials to the AG.
- Printers proof for final approval.
- Printing of the AR as stipulated in the scope of work.
- Delivery to GEP on or ahead of the deadline indicated.
- Handover of all imagery used in the report to GEP.
- Close-out report and meeting.

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- NB: Service provider must be willing to work on weekends/and or public holidays in order to meet the stipulated deadline.
- The project team should be the same throughout the process; any deviation from this should be in writing and approved by the GEP.
- Any team member replacement should be done with permission from GEP and replacement should be of equal skill or higher. GEP will state required documentation for review of replacement member

7. REPORTING REQUIREMENTS

- The successful service provider will provide a written project status report to the GEP Project Manager on a weekly basis.
- The service provider will after initial meeting/briefing finalise the detailed project plan, according to the GEP timelines.
- The service provider will be responsible for the secretariat function of the weekly steering committee meetings – scheduling, minutes, project status report/action items.
- Meetings will be held via Microsoft Teams/or in person on a weekly basis to track progress with the Service Provider.

8. DURATION

Annual Report Schedule

No	Date	Item
1.	e.g July	Initial planning meeting: Design and design concepts (using draft copy)

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2.		Design and design concepts approved
3.		First Draft, second draft etc
4.		Reviews
5.		Final draft
6.		Sign-off
7.		Print ready files to printer
8.	28 August 2025	Delivery of e-version and printed files

The project must be completed before **23 August 2025** depending on the Auditor General of South Africa processes. The dates will be communicated with the service provider upon appointment.

9. ADDITIONAL EXPECTED OUTCOMES

The Service Provider should:

- Aspire to the highest standards of quality.
- Time conscious .
- Ensure that any materials that require licensing and acknowledgement is used only after such has been secured.

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10. EVALUATION CRITERIA

The evaluation of the bids will be conducted in two stages as per Preferential Procurement Regulations, 2022 issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act number 5 of 2000 (PPPFA) as follows:

The procedure for the evaluation of responsive tenders will be as follows:

- Stage 1A –Mandatory administrative compliance
- Stage 1B - Technical Functionality Evaluation
- Stage 2 - Price & Preferential Procurement Goals (for bidders who met the minimum required functionality points of 70)

Stage 1A - Mandatory Administrative Compliance

Fully completed and signed standard bidding documents

- SBD 1
- SBD 3.1
- SBD 4
- SBD 6.1 - the bidder to claim preference points and if no points to be claimed, then write a zero (0).
- In the case of Joint Venture/Consortium, a joint venture/consortium agreement bearing the signature of all the parties to the joint venture/consortium, should be attached and notarised by an attorney;
- If the bidder intends to sub-contract, a sub-contracting agreement should be attached and signed by all parties to the sub-contracting agreement. The % (percentage) to be sub-contracted must be clearly indicated in the contract;

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Note Failure to comply with mandatory compliance requirements stated above will result in the bidder's submission being disqualified from further evaluation.

Other Administrative documents

- Certified copy of original Identity Documents of shareholders/owners/Directors of the company as per CIPC Company Registration Documents. (not older than 6 months)
- CIPC Company Registration Documents CK2
- In order to verify the tax status of bidders, bidders are required to submit their "Tax Compliance Status Pin". (Joint ventures/consortium must submit a valid Tax Compliance Status Pin" for all parties to a Joint Venture/Consortium).
- Only suppliers (including all parties to Joint Ventures/Consortiums and sub-contractors) who are registered on the Central Supplier Database (CSD), www.csd.gov.za will be considered for appointment. (Proof to be attached).

Stage 1B - Technical Functionality Evaluation

It is required of the bidder to obtain minimum score of 70 points to be considered for further evaluation. Failure by the bidder to obtain minimum of 70 points mentioned above shall render the bidder being non-responsive. Therefore, the bidder will be disqualified and will not be considered for further evaluation.

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TECHNICAL EVALUATION CRITERIA		Points Weight	Points Scored
Functionality and Capabilities	Evidence/ supporting information required	100	
1. Creative Expression - AR Design with Rationale The Service provider must provide creative expression of the Annual Report (AR) cover - three (3) samples of AR designed previously. <ul style="list-style-type: none"> • 1 Sample= 5 points • 2 Sample = 10 points • 3 Sample = 20 points 	Design must be in line with the GEP mandate and corporate identity (Corporate Identity Manual will be shared with the bidders) if the POE is not submitted the bidder will score zero points	20	
2. Project Plan and Timelines Provide a project execution plan and clear timelines from the appointed date to delivery of printed copies. <ul style="list-style-type: none"> • Project plan with no clear timelines = 0 points • Project plan with minimal activities as stipulated = 10 points 	The Service Provider must: Detail every activity aligned to the scope of work from inception to the completion of the project , including weekly milestones on project deliverables Detailed timelines from obtaining the PO to delivery	20	

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<ul style="list-style-type: none"> Project plan detailing every activity from inception to delivery with timelines, drafts, and production = 20 points. <p>The following subcategories will be used to allocate points for Project Plan & timelines:</p> <ul style="list-style-type: none"> Detail timeline for internal stakeholder engagements = 1 points Detailed timelines for designing and writing: <ul style="list-style-type: none"> Draft 1 Draft 2 Draft 3 Until approvals = 6 points Detailed timelines for the Annual financial statements = 1 points) Detailed timelines for Photoshoot of Board and Exco Members and SMMEs in various locations around Gauteng = 1 points 	<p>Detail timelines to design and layout the AR</p> <p>Detail timeline for internal stakeholder engagements</p> <p>Detailed timelines for designing and writing:</p> <ul style="list-style-type: none"> Draft 1 Draft 2 Draft 3 <p>Until approvals</p> <p>Detailed timelines for the Annual financial statements (AFS)</p> <p>Detailed timelines for Photoshoot of Board and Exco Members and SMMEs in various locations around Gauteng</p> <p>Timelines for quality check</p> <p>Timelines for approvals</p> <p>Timelines for Print and Production</p>		
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<ul style="list-style-type: none"> • Timelines for quality check = 1 points • Timelines for approvals = 1 points • Timelines for Print and Production = 4 points 			
3. Contactable References with completion date. <ul style="list-style-type: none"> • 1 letter produced – 3 points • 2 letters produced – 5 points • 3 letters produced - 10 points 	3 Reference letters (for the production of the Annual report) must not be older than 10 years. Letters must clearly state the year in which the production of the Annual Report was conducted as well as duration of the project, description and the completion date , with contact details for the client and the letter to be on the bidder's client's letterhead and signed. One of those references must come from the AR samples submitted above.	10	

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<p>4. Key Personnel Experience and Qualifications</p> <p>4.1. Provide a concise C.V of the Writer (detailing educational qualifications and years of experience in copy writing, editing, journalism, or report writing) supported by Portfolio of Evidence</p> <p>Experience and qualifications will be scored as follows:</p> <p><u>Experience:</u></p> <p>5 years and above experience = 5 points</p> <p>3 – less than 5 years' experience = 3 points</p> <p>Less than 3 years' experience = 1 points</p> <p>No experience = 0 points</p> <p><u>Qualifications:</u></p> <p>Postgraduate degree and above in literature or English/or English/writing as a major or equivalent = 5 points</p>	<p>CV and valid qualifications will be scored on the highest qualification (Qualification from a recognized South African institution, foreign qualifications to be verified by SAQA and verification certificate to be submitted with foreign qualification)</p>	<p>10</p>	
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Bachelor's degree in literature or English/or English/writing as a major or equivalent = 3 points			
<p>4.2. Provide a concise C.V of the <u>Graphic Designer</u> (detailing educational qualifications and years of experience in designing graphs and annual reports.</p> <p>Experience and qualifications will be scored as follows:</p> <p><u>Experience:</u></p> <p>5 years and above experience = 5 points</p> <p>3 - less than 5 years' experience = 3 points</p> <p>Less than 3 years' experience = 1 points</p> <p>No experience = 0 points</p> <p>Qualifications:</p> <p>National Diploma and above in graphic design = 5 points</p>	<p>CV and valid qualifications will be scored on the highest qualification (Qualification from a recognized South African institution, foreign qualifications to be verified by SAQA and varication certificate to be submitted with foreign qualification)</p>	10	

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National Certificate in graphic design = 3 points			
<p>4.3. Provide a concise C.V of the <u>Editor</u> (detailing educational qualifications and years of experience in corporate communications or journalism or copy writing.</p> <p>Experience and qualifications will be scored as follows:</p> <p><u>Experience:</u></p> <p>5 years and above experience = 5 points</p> <p>3 - less than 5 years' experience = 3 points</p> <p>Less than 3 years' experience = 1 points</p> <p>No experience = 0 points</p> <p><u>Qualifications:</u></p> <p>Postgraduate degree and above in corporate communications or journalism or copy writing = 5 points</p>	<p>CV and valid qualifications will be scored on the highest qualification (Qualification from a recognized South African institution, foreign qualifications to be verified by SAQA and varication certificate to be submitted with foreign qualification)</p>	10	

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Bachelor's degree in corporate communications or journalism or copy writing = 3 points			
<p>4.4. Provide a concise C.V of a Photographer (Detailing educational qualifications and years of experience in photos shooting and annual reports.)</p> <p>Experience and qualifications will be scored as follows:</p> <p>Experience:</p> <p>5 years and above experience = 5 points</p> <p>3 - less than 5 years' experience = 3 points</p> <p>Less than 3 years' experience = 1 points</p> <p>No experience = 0 points</p> <p>Qualifications:</p> <p>National Diploma and above in Photographing = 5 points</p> <p>National Certificate in Photographing = 3 points</p>	<p>CV and valid qualifications will be scored on the highest qualification (Qualification from a recognized South African institution, foreign qualifications to be verified by SAQA and varication certificate to be submitted with foreign qualification)</p>	10	

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<p>4.5. Provide a concise C.V of the <u>Project Manager</u> (detailing educational qualifications and years of experience in corporate communications or journalism or copy writing.</p> <p>Experience and qualifications will be scored as follows:</p> <p><u>Experience:</u></p> <p>5 years and above experience = 5 points</p> <p>3 - less than 5 years’ experience = 3 points</p> <p>Less than 3 years’ experience = 1 points</p> <p>No experience = 0 points</p> <p><u>Qualifications:</u></p> <p>Postgraduate degree and above in corporate communications or journalism or copy writing = 5 points</p> <p>Bachelor’s degree in corporate communications or journalism or copy writing = 3 points</p>	<p>CV and valid qualifications will be scored on the highest qualification and if the POE together with qualification certificates are not submitted the bidder will score zero points</p>	<p>10</p>	
<p>Total Score</p>		<p>100</p>	

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TECHNICAL EVALUATION CRITERIA		Points Weight	Points Scored
Functionality and Capabilities	Evidence/ supporting information required	100	
MINIMUM SCORE REQUIRED		70 POINTS	

Service providers who score less than 70% on functionality will not proceed to the next stage which is Price and Preference points.

Stage 2: Price & Preferential Procurement Goals

The contract will be awarded in terms of the Preferential Procurement Policy Framework ACT, 2000 (Act 5 Of 2000) and Preferential Procurement Regulations of 2022. Responsive bids will be adjudicated in terms of the 80/20 preference point system.

a. Points will be allocated as follows:-

- i. Price = 80; and
- ii. Specific Goal = 20.

GOAL	POINTS
PRICE	80
SPECIFIC GOALS	20

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Specific goals	Allocated Preference Points	Required proof/ documents to be submitted for evaluation purposes
Women (requirement is 51 % ownership)	16	Certified copy of ID document of owner(s).
People with disabilities (requirement is 51 % ownership)	4	Certified copy of ID document of owner(s) and Doctor's note confirming the disability.

11.COSTING

Ite m no.	Description	Quantity	Unit Price incl. bill back (incl VAT)	TOTAL Price (incl VAT)
1.	Creative concept design/layout (Per Page)			
	Annual Report: +-170 pages	1		R -
2.	Professional language editing and proof reading (Per word)			
	Annual Report	1	R -	R -
3.	Printing of publication: •Cover: A4 size (210mm x 297mm), full colour, Magno Satin 350gsm paper stock and Matt. •Content pages: A4 size (210mm x 297mm), full colour, +-170 pages, Magno Satin 10gsm			

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	page stock and Matt Lamination Finish. Perfect bound with print on spine			
	Annual Report 170 pages by 200 hard copies per financial year	200	R	R -
4.	Branded disk and memory stick			
	Annual Report	2	R	R -
5.	Courier/Delivery of hardcopies for 36 months			
	100 hard copies and memory stick for Annual Report to Head office: 124 Main Street	1	R	R -
	100 hard copies and 1 disk for Annual Report publication to 56 Eloff Street	1	R	R -
Total				R
Price for year 1				R -
Total indicative contract price to be used in PPPFA calculation				

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The pricing is done in such a way that each of these publications are costed separately in terms of the deliverable as stated under the description. The separate costing is consolidated at the bottom to provide the total cost for all the publications for the 36 months period

The above pricing is a guide and service providers are required to provide a ceiling pricing for the duration of the contract.

All Bidders' pricing must be quoted in South African Rands (ZAR)

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