NAME OF BID	**BRAND, REPRINT, PACKAGE, SUPPLY AND DELIVER BROCHURES AND PROMOTIONAL ITEMS TO DPWI FOR THE EPWP PROJECT**
BID NO.	**FSCA 2026/27-T016**
ADVERT DATE	**16 NOVEMBER 2026**
CLOSING DATE	**15 DECEMBER 2026**
CLOSING TIME	**11h00 (South African Standard Time, obtained from Telkom SA SOC Limited by dialling 1026)**

BIDDER NAME	
ID/REGISTRATION NUMBER	
CSD NUMBER	
CONTACT PERSON	
EMAIL ADDRESS	
TELEPHONE NUMBER	

Riverwalk Office Park, Block B; 41 Matroosberg Road
(Corner Garsfontein and Matroosberg Roads)
Ashlea Gardens, Extension 6
Menlo Park; Pretoria; South Africa; 0081

P.O. Box 35655; Menlo Park; 0102

Switchboard: +27 12 428 8000

Website: www.fsca.co.za

FSCA
Financial Sector Conduct Authority

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A. INTRODUCTION TO BID

1. Introduction

1.1 The Financial Sector Conduct Authority (FSCA) was established in terms of the Financial Sector Regulation Act No. 9 of 2017. It is responsible for market conduct regulation and supervision of the financial services industry. The objectives of the FSCA are to enhance and support the efficiency and integrity of financial markets, to protect financial customers by promoting their fair treatment by financial institutions, as well as providing financial customers with financial education. The FSCA is a Schedule 3A Public Entity, in terms of the Public Finance Management Act (PFMA).

1.2 The vision of the FSCA is to ensure an efficient financial sector where customers are informed and treated fairly and its mission is to ensure a fair and stable financial market, where consumers are informed and protected, and where those that jeopardize the financial well-being of consumers are held accountable. Visit the FSCA website, www.fsca.co.za for further information about the FSCA.

1.3 The FSCA operates from offices in Pretoria at Riverwalk Office Park; 41 Matroosberg Road; Ashlea Gardens Extension 6; Menlo Park; Pretoria.

1.4 All information, including personal information collected during this process will be treated as confidential, and processed in line with the FSCA Privacy Policy. For more information on how your personal information is processed and how you can exercise your rights in term of applicable information privacy laws, please visit the Privacy Policy on www.fsca.co.za.

1.5 Bidders are hereby invited for appointment of a service provider to brand, reprint, package, supply and deliver brochures and promotional items to Department of Public Works and Infrastructure (DPWI) for the Expanded Public Works Programme (EPWP) project. The contract will commence 1 March 2027 or earlier.

1.6 This bid is subject to the Preferential Procurement Policy Framework Act No. 5 of 2000 and the Preferential Procurement Regulations, 2022, Broad-Based Black Economic Empowerment Act, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. Where, however, the special conditions of contract conflict with the general conditions of contract, the special conditions of contract prevail.

2. Briefing session

2.1 A **non-compulsory briefing** session will be held on **25 November 2026** at **11H00** for a maximum of **1 hour**. The Microsoft Teams link will be provided on the FSCA's website

3. Bid enquiries and questions

3.1 Enquiries relating to minor administrative issues with reference to the bid may be directed to:

Nobusi Mazwai
Supply Chain Management Department
Tel no.: (012) 367 7847
E-mail: tenders@fsca.co.za

3.2 All questions relating to the contents of the bid (conditions, rules, terms of reference etc.) must be forwarded in writing via email to tenders@fsca.co.za by not later than **27 November 2026**. Questions received after this date will not be entertained.

3.3 All questions must reference specific paragraph numbers, where applicable.

3.4 All enquiries (received on or before the closing date for enquiries) will be consolidated and the FSCA will publish one response document on the FSCA website (www.fsca.co.za) within Three (3) working days after the date in indicated in paragraph 3.2.

3.5 No requests for information shall be made to any other person or place and in particular not to the existing provider of this service.

4. Bid submission

4.1 Bid documents may either be placed in the bid box or couriered to the physical address. Bids submitted by means of e-mail, telex facsimile, electronic or similar means shall not be considered.

4.2 Complete documents with supporting annexures shall be packaged, sealed, clearly marked and submitted strictly as follows:

Bid No	FSCA2026/27-T016
Bid Name	Brand, reprint, package, supply, package and deliver brochures and promotional items to DPWI for the EPWP project.

4.3 The FSCA requires two (2) printed copies, one (1) original and one (1) copy and one electronic copy (in electronic storage media, preferably a CD or flash drive/memory stick) in PDF format all bound in a sealed envelope marked as stated in paragraph 4.2.

4.4 Bids must be properly packaged and deposited on or before the closing date and before the closing time in the bid box situated at the reception area of the FSCA. The physical address of the FSCA is as follows:

Financial Sector Conduct Authority
Riverwalk Office Park, Block B
41 Matroosberg Road (Corner Garsfontein and Matroosberg Roads)
Ashlea Gardens, Extension 6
Menlo Park
Pretoria, 0081

GPS Coordinates	
Latitude	-25.7843344
Longitude	28.268365

4.5 Bid documents will only be considered if received by the FSCA on or before the closing date and time, regardless of the method used to send or deliver such documents to the FSCA.

4.6 **Late submissions will not be accepted.**

4.7 Bidders must initial each page of the bid document on the bottom right-hand corner.

5. Pricing schedule

5.1 Only fixed prices will be accepted.

5.2 A pricing schedule must be submitted on a separate sheet from the technical proposal for ease of evaluation. The pricing schedule must be submitted adjacent to the SBD3.1 form in the bid proposal.

B. DEFINITIONS

6. Definitions

6.1 Unless inconsistent with or expressly indicated otherwise by the context.

6.1.1 **FSCA** shall mean the Financial Sector Conduct Authority or any successor in title.

6.1.2 **Contractor** shall mean the successful bidder whose bid has been accepted by the FSCA and shall include the bidders's personal representatives.

6.1.3 **Contract** shall include the General Conditions of Contract and Special Conditions of Contract, the specifications including any schedules attached to the specifications, and any agreement entered into in terms of these Special Conditions of Contract.

6.1.4 **Service** shall mean provision of brand, reprint, package, supply, and deliver brochures and promotional items to DPWI for the EPWP project.

6.1.5 **Person** includes any company incorporated or registered as such under any law, any body of persons corporate or unincorporated, any trust. Person, firm or company shall include an authorised employee or agent of such person.

6.2 Except where the context indicates otherwise, in this document the singular includes the plural, and with reference to gender, the one includes the other.

C. BID RULES

7. Capabilities and experience of bidders

7.1 Bidders are required to provide all information as necessary to demonstrate their capabilities and experience with regard to the requested services.

8. Form of bid

8.1 The bid shall be signed and witnessed on the form of bid incorporated herein. The schedule of services shall be fully priced in South African Rand to show the total amount of the bid and shall be signed. The certificates, schedules and forms contained in this document shall be completed and signed by the bidder in blue or black ink.

8.2 **Please note**: No correction fluid such as Tippex or similar product is allowed. All changes must be scratched out and a signature next to each change.

8.3 Where the space provided in the bound document is insufficient, separate schedules may be drawn up in accordance with the prescribed formats. These schedules shall be bound with a suitable contents page and submitted with the bid documents.

9. Signing of bid

9.1 The bid must be signed by a person who is duly authorised to do so.

10. Bid all inclusive

10.1 The bidder must provide an all-inclusive fee statement in the bid.

11. Alterations to bid documents

11.1 No unauthorised alteration or addition shall be made to the form of bid, to the schedule of quantities of services to be rendered or to any other part of the bid documents. If any such alteration or addition is made or if the schedule of quantities of services to be rendered, or other schedules or certificates are not properly completed, such submission may be disqualified.

12. Qualifications on bid

12.1 Bids submitted in accordance with this bid document shall be without any qualifications.

13. FSCA'S rights

13.1 The FSCA is entitled to amend any bid conditions, bid validity period, bid specifications, or extend the bid's closing date, all before the bid closing date. The FSCA reserves the right to extend the bid validity period before its expiry period. All bidders, to whom the bid documents have been issued and where the FSCA have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the FSCA's website under the relevant bid information. All prospective bidders should, therefore, ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

13.2 The FSCA reserves the right not to accept the lowest priced bid or any bid in part or in whole.

13.3 The FSCA reserves the right to award this bid as a whole or in part.

13.4 The FSCA reserves the right to conduct site visits at bidder's corporate offices and/or at client sites if so required.

13.5 The FSCA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the National Treasury Instruction Note 02 of 2016/2017: Cost Containment Measures, where relevant.

13.6 The FSCA reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the FSCA to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

14. Undertaking by bidder

14.1 By submitting a bid in response to this bid, the bidder will be taken to have offered to render all or any of the services described in the bid response submitted by it to the FSCA on the terms and conditions and in accordance with the specifications stipulated in this bid document.

14.2 The bidder shall prepare for a possible presentation should the FSCA require such and the bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this bid.

14.3 The bidder agrees that the offer contained in its bid shall remain binding upon him and be receptive for acceptance by the FSCA during the bid validity period indicated in this document and calculated from the bid closing date. Its acceptance shall be subject to the terms and conditions contained in this bid document read with the bid.

14.4 The bidder furthermore confirms that they have satisfied themselves as to the correctness and validity of their bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all their obligations under a resulting contract for the services contemplated in this bid; and that they accepts that any mistakes regarding price(s) and calculations will be at their risk.

14.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on them under the supply agreement and Service Level Agreement (SLA) to be concluded with the FSCA, as the principal(s) liable for the due fulfilment of such contract.

14.6 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with this bid will become FSCA property unless otherwise stated by the bidder/s at the time of submission.

15. Central supplier database

15.1 The FSCA will not award any bid to a supplier who is not registered as a prospective supplier on the Central Supplier Database (CSD) as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction Note 4A of 2016/2017.

15.2 The supplier is responsible to continuously updating their information, including personal information on the CSD, to ensure that it is complete, accurate and not misleading.

16. Supplier performance management

16.1 Supplier Performance Management is viewed by the FSCA as a critical component in ensuring it acquires value for money and maintains good supplier relations between the FSCA and all its suppliers.

16.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude an SLA with the FSCA (where applicable), which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to the FSCA's business.

16.3 The successful bidder will be required to comply with the above conditions and also provide a scorecard on how their product/service offering is being measured to achieve the objectives of this condition.

17. Cancellation of contract

17.1 If the FSCA becomes aware or is satisfied that any person (including an employee, partner, director or shareholder of the bidder or a person acting on behalf of or with the knowledge of the bidder), firm or company, amongst others:

17.1.1 is executing a contract with the FSCA unsatisfactorily,

17.1.2 has in any manner been involved in a corrupt act or provided a gift or remuneration in relation to any officer or employee of the FSCA, in connection with obtaining or executing a contract,

17.1.3 has acted in bad faith, in a fraudulent manner or committed an offence in obtaining or executing a contract,

17.1.4 has in any manner influenced or attempted to influence the awarding of an FSCA's bid,

17.1.5 has when advised that his bid has been accepted, given notice of his inability to execute or sign the contract or to furnish any security required,

17.1.6 has engaged in any anti-competitive behaviour, including having entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from bidding for this contract, or relating to the bid price to be submitted by either party,

17.1.6.1 has disclosed to any other person, any information relating to this bid, except where disclosure, in confidence, was necessary to obtain quotations required for the preparation of the bid, the FSCA may, in addition to any other legal recourse, which it may have, cancel the contract between the FSCA and such a person, firm or company and/or resolve that no bid from such a person will be favourably considered for a period, as prescribed by the National Treasury.

17.2 Any restriction imposed upon any person shall apply to any other person with which such a person is actively associated.

18. Applicable laws

18.1 The laws of the Republic of South Africa shall be applicable to each contract created by the acceptance of a bid and each bidder shall indicate an address in the Republic and specify it in the bid as his *domicilium citandi et executandi* where any legal process may be served on him.

18.2 Each bidder shall accept the jurisdiction of the courts of the Republic of South Africa.

19. Reasons for disqualification of bid

19.1 The FSCA reserves the right to disqualify any unacceptable bid as defined in the PPPFA Act and such disqualification may take place without prior notice to the offending bidder. The grounds for disqualification amongst others could include the following:

19.1.1 bidders who submit incomplete information and documentation as specified in the requirements of this bid document;

19.1.2 bidders who submit information that is fraudulent, factually untrue or inaccurate;

19.1.3 bidders who receive information not available to other potential bidders through any means;

19.1.4 bidders who do not comply with mandatory requirements, if stipulated in the bid document;

19.1.5 bidders who fail to attend a compulsory briefing session and sign bid register, if stipulated in the bid advert and/ or in this bid document; and/or

19.1.6 bidders who fail to comply with FICA (Financial Intelligence Centre Act) requirements (where applicable).

20. Delegation of authority

20.1 The FSCA may delegate any power vested in it by virtue of these Terms of Reference to an officer or employee of the FSCA.

21. Bid rules are binding

21.1 The bid rules as well as the instructions given in the official bid notice shall be binding on all bidders submitting bid applications for the service or services set out in the bid document.

22. Language of contract

22.1 The bid documents are drafted in English and any contract, which originates from the acceptance of the bid, will be interpreted and construed in English.

D. TERMS OF REFERENCE

23. Objectives

23.1 The broad objectives of this bid include:

23.1.1 To provide bidders with adequate information to understand and respond to the FSCA's requirements to appoint a service provider to brand, reprint, package, supply and deliver brochures and promotional items to DPWI for the EPWP project.

23.1.2 To ensure uniformity in the responses received from each prospective service provider.

23.1.3 To provide a structured framework for the evaluation of proposals.

24. Background

24.1 In terms of the Financial Sector Regulation Act No. 9 of 2017, the FSCA is mandated to provide financial education initiatives aimed at improving the financial literacy of South Africans. In support of these initiatives, the FSCA distributes promotional items and printed brochures to financial customers, nationwide.

24.2 During 2020/2021 the FSCA developed content for a set of eleven (11) brochures. The brochures are currently placed on the FSCA's consumer website at www.fscamymoney.co.za in PDF format.

24.3 The FSCA has identified the need to appoint the service provider to brand, reprint, package, supply and deliver developed brochures and specified promotional items to DPWI. The resources are required by the DPWI facilitators to conduct training for EPWP participants.

Note: The FSCA logo will be provided to the successful bidder, prior printing. Bidders must refer to **Annexure 1 and 3** below to understand and comply with the requirements.

25. Purpose of the request for bid

25.1 The purpose of this bid is to appoint a contractor to brand, reprint, package, supply and deliver brochures and promotional items to DPWI. Delivery of the specified items must be completed within two months of awarding this tender.

26. Scope of work

26.1 The appointed contractor will be required to:

26.1.1 Brand, reprint, package, supply and deliver brochures to the DPWI's offices, as approved per 26.1.2, and as per the description and quantities specified in Table 1 and in the manner described in 26.1.3. Refer to **Annexure 1** for detailed brochure specifications.

Table 1

No.	BROCHURES	QUANTITY	REFERENCE
1.	How to Budget booklets	10 000	**Annexure 1**
2.	Pyramid scheme (Will your investment take you to the top?)	10 000	
3.	Unclaimed benefits	10 000	
4.	Consumer Tips	10 000	
5.	Funeral Cover	10 000	
6.	Stop illegal tracers	10 000	
7.	Financial Advisor	10 000	
8.	Financial Stress	10 000	
9.	Scams	10 000	
10.	Safeguard Your Finances	10 000	
11.	Be in control of your finances	10 000	

26.1.2 Provide a mock sample/hard copy of each brochure for FSCA approval, prior to mass print, for quality assurance purposes. The mock sample must be delivered to the FSCA's offices in Pretoria.

26.1.3 Brand, supply, package and deliver to the DPWI promotional items, as per the description and quantities specified in Table 2, and in the manner described in 26.1.4. Refer to **Annexure 2** for detailed promotional items specifications.

Table 2

No.	PROMOTIONAL ITEMS	QUANTITY	REFERENCE
1.	String Bags	10 000	**Annexure 2**
2.	Pens	10 000	
3.	Notebooks	10 000	
4.	Water bottles	10 000	

26.1.4 Instructions on packaging of the brochures and promotional items.

26.1.4.1 Pack each string bag with one of each of the eleven (11) brochures, one pen, one notebook and one water bottle.

26.1.4.2 Package fifty (50) string bags, as packed in 26.1.4.1, in a box.

26.1.4.3 Each of the boxes carrying the brochures and promotional items must be labelled to itemise the contents of the box, according to the colour of the pen and water bottle.

26.1.4.4 Deliver the brochures and promotional items to the DPWI:

Department of Public Works and Infrastructure
266 Pretorius Street
Centre Walk Block E Offices (Office 510)
Pretoria CBD
0001

27. Additional Information

27.1 The FSCA will provide the appointed contractor with samples of the resources for reference. The artwork and the FSCA corporate identity will be provided to the contractor in high resolution and PDF formats respectively.

28. Contract conditions

28.1 The following contract conditions are applicable to this bid:

28.1.1 The appointed contractor must make provision for three amendments to the printed brochure. Spelling and grammar changes will not be considered as amendment.

28.1.2 The appointed contractor will be required to produce two samples of each item for approval/sign-off before bulk printing and production, in the manner described in 26.1.2.

28.1.3 Colour saturation must be consistent throughout the print-run, i.e. colour consistency of the last print batches must be the same as the first print batches. Material with faded or washed-out colours inconsistent with the artwork approved by the FSCA will not be accepted and must be reprinted at the appointed contractor's cost.

28.1.4 The appointed contractor will be required to complete the project 12 weeks after the issuing of the purchase order and/or signing the service level agreement with the FSCA.

29. Bid evaluation

29.1 The proposals will be evaluated as follows.

29.1.1 **Evaluation Stage One: Compliance**

Compliance with administrative requirements stated in the Standard Bidding Documents and the mandatory requirements as listed in paragraph 34 below. In this evaluation stage, all bidders that fail to provide the required information and documentation, will be disqualified from further evaluation.

29.1.2 **Evaluation Stage Two**: **Functional evaluation (Desktop evaluation)**

In this evaluation stage, bidders are expected to obtain a minimum of 80 out of 100 points to proceed to the next evaluation stage. Failure to obtain the prescribed minimum points will automatically disqualify the bid offer from proceeding to the next evaluation stage.

29.1.3 **Evaluation Stage Three: Preference Point System**

The 80/20 preference point system shall be applicable to this phase, where 80 points represent maximum obtainable points for the lowest acceptable price, and 20 points represents specific goals. Points will be awarded to a bidder for attaining the specific goal points in accordance with the table as listed in the bid documentation.

29.1.4 **Evaluation Stage Four: Site Inspection**

At the FSCA's discretion, a site inspection may be conducted at this stage. The FSCA will visit the selected bidders' premises with the objective of verifying information as contained in their respective bid documents. Should it be discovered during a site inspection or presentation that the information submitted by the bidder is inconsistent with what is on their current premises of business, such bidders will be disqualified.

30. Functional evaluation (Desktop)

30.1 The bid/proposal will be evaluated for functionality and be rated as follows:

Table 3

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	WEIGHT
A. Contactable client reference letters	A.1. Bidders must provide reference letters on a client's company letterhead where reprinting, branding and packaging of brochures was undertaken in the past. Work must have been completed within the past five years from closing date of this tender. The letters must include the following information: a) Name of client, b) Contact person and telephone numbers c) Nature of work done, d) Project period; and e) Completion date.	A.1.1. The bidder did not submit reference letters.	0	35
		A.1.2. The bidder submitted less than three (3) reference letters which meet the requirements.	1-3	
		~~A.1.1.~~A.1.3. The bidder submitted three (3) or more reference letters which meet the requirements.	4-5	
B. Company profile	a) The bidder must submit the company's profile which indicates number of years of experience providing similar services.	B.1.1. The bidder did not submit the company profile or prospectus.	0	
		B.1.2. The bidder submitted a company profile with less than three (3) years of	1-3	

ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	WEIGHT
		experience which meets the requirements.		35
		B.1.3. The bidder submitted a company profile with three (3) or more years' experience which meets the requirements.	4-5	
C. Samples	C.1. Bidders must submit one physical sample of a brochure to demonstrate quality and three differently branded promotional items similar to the requirements of scope of work.	C.1.1. The bidder did not submit samples.	0	30
		C.1.2. The bidder submitted physical sample and promotional items which meet some of the requirements.	1-3	
		C.1.3. The bidder submitted physical sample and promotional items which meet or exceed the requirements.	4-5	
Total				**100**

31. Preference points system

31.1 General conditions

31.1.1 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

31.1.2 The applicable preference point system for this tender is the 80/20 preference point system.

31.2 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.

31.3 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**100**

31.4 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.

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

32. Formulae for Procurement of Goods and Services

32.1 Points Awarded for Price

32.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmin	=	Price of lowest acceptable tender

33. Points Awarded for Specific Goals

33.1 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.

33.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—:

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women ownership of 51% or more of the enterprise shareholding.	5	
Youth has/have ownership of 51% or more of the enterprise shareholding	5	
Enterprises owned by 51% or more black people	10	
Note: In the event that the bidder is claiming specific goals, the FSCA will allocate points claimed, provided that proof of evidence such as valid BBBEE Certificates/sworn affidavits, CIPC etc. is attached. Failure to submit acceptable verifiable proof will result in an allocation of 0 points.		

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

34. Standard bidding documents

34.1 The following compulsory additional information are required. Failure to complete, and supply any of these documents might lead to disqualification from this bid:

Table 4

Invitation to bid	SBD 1
Pricing Schedule	SBD 3.1
Bidder's Disclosure	SBD 4
Preference Points Claim Form for Preferential Procurement Regulations 2022 **Should a bidder not complete and sign SBD6.1, the bidder will be allocated 0.00 points for specific goals**	SBD 6.1

35. Timeline of the bid process

35.1 The period of validity of the bid and the withdrawal of offers, after the closing date and time are 120 days, expiring on 14 April 2027. The project timeframes of this bid are set out below:

Table 5

STAGE	DESCRIPTION OF STAGE	ESTIMATED COMPLETION DATE (OR WORK WEEK ENDING)
1.	Advertisement of bid on Government e-tender portal / print media / Tender Bulletin	16 November 2026
2.	Briefing session	25 November 2026
3.	Questions relating to bid from bidder(s)	27 November 2026
4.	Bid closing date	15 December 2026
5.	Compliance: Bid Evaluation Committee	14 January 2027
6.	Functional Evaluation: (Desktop evaluation)	21 January 2027
7.	Preference Point System: Bid Evaluation Committee	11 February 2026
8.	Bid Award: Bid Adjudication Committee	18 February 2026
9.	Notification of the outcome to the bidders	25 February 2026

35.2 All dates and times in this bid are South African Standard Time.

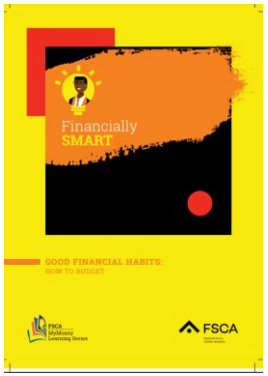
35.3 Any time or date in this bid is subject to change at the FSCA's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the FSCA to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the FSCA extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

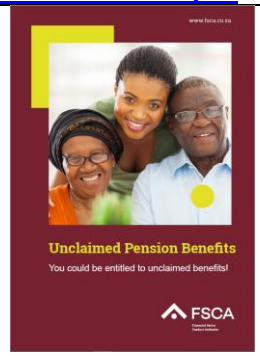
E. ANNEXURES

Annexure 1: Brochures Specification

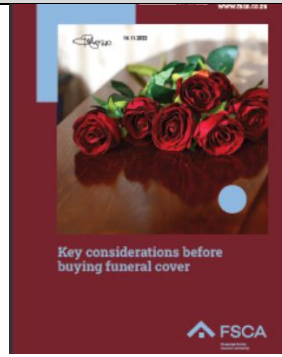
The table below specifies the requirements with respect to the reprint each resource. Samples of each item will be provided to the successful bidder to verify the specifications below:

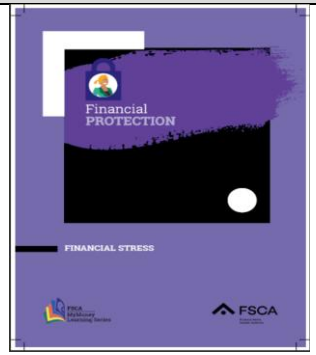
Table 6

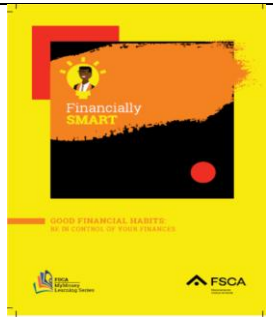
No	Resource title	Printing specifications	Image of resource
1.	How to Budget	**Size:** A5 **Paper:** Cover: 300 GSM galerie (silk). Inner pages: 135 galerie (silk). **Number of pages:** 20 **Printing:** Full colour white, back-to-back **Finishing:** Matt, cover only saddle stitched, trimmed to size **Artwork:** will be provided in hi-resolution/PDF formats **Proof:** 2 mockups required for sign off **Quantity: 10 000** **Packaging: Insert each brochure inside each string bag**	 **Link to online resource:** https://www.fscamymoney.co.za/Financiallly%20Smart/How%20to%20budget%20booklet.pdf

No	Resource title	Printing specifications	Image of resource
2.	Pyramid scheme (Will your investment take you to the top?)	**Size:** A5 **Paper:** 130 GSM gloss **Number of pages**: 16 **Printing:** Full colour, back-to-back **Finishing:** Saddle stitched **Artwork:** will be provided in hi-resolution/PDF formats **Proof:** 2 mockups required for sign off. **Quantity: 10 000** **Packaging: Insert each brochure inside each string bag**	 **Link to online resource** **https://www.fscamymoney.co.za/Publications/Pyramid%20Schemes%202021.pdf**
3.	Unclaimed benefits	**Size:** A5 **Paper:** 130 GSM gloss **Number of pages**: 8 **Printing:** Full colour, back-to-back **Finishing:** Saddle stitched **Artwork:** will be provided in hi-resolution/PDF formats **Proof:** 2 mockups required for sign off. **Quantity: 10 000** **Packaging: Insert each brochure inside each string bag**	 **Link to online resource** **https://www.fscamymoney.co.za/Publications/Unclaimed%20Pension%20Benefits%202021.pdf**

No	Resource title	Printing specifications	Image of resource
4.	Consumer tips	**Description:** A5 **Paper:** 130 GSM gloss **Number of pages**: 8 **Printing:** Full colour, back-to-back **Finishing:** Saddle stitched **Artwork:** will be provided in hi-resolution/PDF formats **Proof:** 2 mockups required for sign off **Quantity: 10 000** **Packaging: Insert each brochure inside each string bag**	 **Link to online resource:** https://www.fscamymoney.co.za/Publications/Consumer%20Tips%202021.pdf
5.	7 Things you should know about Financial Advisers	**Description:** A5 **Paper:** 120 GSM gloss **Number of pages**: 8 pages including cover **Printing:** Full colour, back-to-back **Finishing:** Saddle stitched and trimmed to size, Semi – gloss **Artwork:** will be provided in hi-resolution/PDF formats **Proof:** 2 mockups required for sign off **Quantity: 10 000** **Packaging: Insert each brochure inside a string bag**	 **Link to online resource:** https://www.fscamymoney.co.za/Publications/7%20things%20you%20should%20know%20about%20financial%20advisers.pdf

No	Resource title	Printing specifications	Image of resource
6.	Buying funeral cover	**Description:** A5 **Paper:** 130 GSM gloss **Number of pages**: 16 **Printing:** Full colour, back-to-back **Finishing:** Saddle stitched **Artwork:** will be provided in hi-resolution/PDF formats **Proof:** 2 mockups required for sign off **Quantity: 10 000** **Packaging: Insert each brochure inside each string bag**	 **Link to online resource:** https://www.fscamymoney.co.za/Publications/Funeral%20Cover.pdf
7.	Illegal tracers want your unclaimed benefit	**Size:** A5 **Paper:** 130 GSM gloss **Number of pages**: 12 **Printing:** Full colour, back-to-back **Finishing:** Saddle stitched **Artwork:** will be provided in hi-resolution/PDF formats **Proof:** 2 mockups required for sign off **Quantity: 10 000** **Packaging: Insert each brochure inside each string bag**	 **Link to online resource:** https://www.fscamymoney.co.za/Publications/Illegal%20Tracers%202021.pdf

No	Resource title	Printing specifications	Image of resource
8.	Financial Stress	**Description:** A5 **Paper:** Cover: 300 GSM galerie (silk). Inner pages: 135 galerie (silk) **Number of pages**: 16 **Printing:** Full colour, back-to-back **Finishing:** Matt, cover only saddle stitched and trimmed to size **Artwork:** will be provided in hi-resolution/PDF formats **Proof:** 2 mockups required for sign off **Quantity: 10 000** **Packaging: Insert each brochure inside each string bag**	 **Link to online resource:** https://www.fscamymoney.co.za/Financial%20Protection/Financial%20Stress%20booklet.pdf
9.	Scams	**Size:** A5 **Paper:** Cover: 300 GSM galerie (silk). Inner pages: 135 galerie (silk) **Number of pages**: 44 **Printing:** Full colour, back-to-back **Finishing:** Matt, cover only saddle stitched and trimmed to size **Artwork:** will be provided in hi-resolution/PDF formats **Proof:** 2 mockups required for sign off **Quantity: 10 000** **Packaging: Insert each brochure inside each string bag**	 **Link to online resource:** https://www.fscamymoney.co.za/Financial%20Protection/Scams%20Booklet.pdf

No	Resource title	Printing specifications	Image of resource
10.	Safeguard your finances	**Description:** A5 **Paper:** Cover: 300 GSM galerie (silk). Inner pages: 135 galerie (silk) **Number of pages**: 16 **Printing:** Full colour white, back-to-back **Finishing: Matt**, cover only saddle stitched and trimmed to size **Artwork:** will be provided in hi-resolution/PDF formats **Proof:** 2 mockups required for sign off **Quantity: 10 000** **Packaging: Insert each brochure inside each string bag**	 **Link to online resource:** https://www.fscamymoney.co.za/Financial%20Protection/Safeguard%20your%20finances%20booklet.pdf
11.	Be in control of your finances	**Size:** A5 **Paper:** Cover: 300 GSM galerie (silk). Inner pages: 135 galerie (silk) **Number of pages**: 16 **Printing:** Full colour, back-to-back **Finishing: Matt**, cover only saddle stitched and trimmed to size **Artwork:** will be provided in hi-resolution/PDF formats **Proof:** 2 mockups required for sign off **Quantity: 10 000** **Packaging: Insert each brochure inside each string bag**	 **Link to online resource:** https://www.fscamymoney.co.za/Financiallly%20Smart/Be%20in%20control%20of%20your%20finances%20booklet.pdf

Annexure 2: Promotional Items

The table below specifies the requirements with respect to the promotional items.

Table 7

No	Resource Title	Promotional Items	Image of Promotional
1.	Drawstring backpack bags	**Description:** Drawstring backpacks with Zip pocket **Colour:** Orange with black print **Branding:** 1x FSCA logo on the front of each bag in white with FSCA contact number: 0800 20 FSCA (3722) and URL: www.fscamymoney.co.za **Artwork:** The FSCA will supply the artwork in PDF format and a sample **Proof:** 2 mockups required for sign off **Quantity: 10 000** **Packaging: Insert 11 x brochures, one pen, water bottle and notebook inside each string bag. Insert 50 string bags inside each box**	
2.	Pen	**Description:** Corporate Ballpoint Pens **Colour:** 2000 x Turquoise, 2000 x Black, 2000 x Blue, 2000 x Red 2000 x Yellow **Branding:** 1x FSCA logo on each pen in black with FSCA contact number: 0800 20 FSCA (3722) and URL: www.fscamymoney.co.za **Artwork:** The FSCA will supply the artwork in PDF format and a sample **Proof:** 2 mockups required for sign off **Quantity: 10 000** **Packaging: Insert one pen per string bag**	

No	Resource Title	Promotional Items	Image of Promotional
3.	Omega A5 hard cover notebook	**Description:** Omega hard cover notebook **Colour:** Black **Size**: A5 with 64 Sheets / 128 Lined Pages **Branding:** 1x FSCA logo on the front of each notebook in white with FSCA contact number: 0800 20 FSCA (3722) and URL: www.fscamymoney.co.za **Artwork:** The FSCA will supply the artwork in PDF format and a sample **Proof:** 2 mockups required for sign off **Quantity: 10 000** **Packaging: Insert the notebook inside each string bag**	
4.	Water bottle	**Description:** Water Bottle **Colour:** 2000 x Black, 2000 x Blue, 2000 x Red, 2000 x White and 2000 x Green **Size:** 500ml **Branding:** 1x FSCA logo on the front of the bottles in white and black print on a white bottle with FSCA contact number: 0800 20 FSCA (3722) and URL: www.fscamymoney.co.za **Artwork:** The FSCA will supply the artwork in PDF format and a sample **Proof:** 2 mockups required for sign off **Quantity: 10 000** **Packaging:** Insert **water bottle inside each string bag**	

Annexure 3: FSCA Logo



F. STANDARD BIDDING DOCUMENTS

Standard Bidding Document (SBD 1)

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FINANCIAL SECTOR CONDUCT AUTHORITY					
BID NUMBER:	**FSCA2026/27-T016**	CLOSING DATE:	**15 December 2026**	CLOSING TIME:	**11H00**
DESCRIPTION	**[BRAND, REPRINT, PACKAGE, SUPPLY AND DELIVER BROCHURES AND PROMOTIONAL ITEMS TO DPWI FOR THE 2026 EPWP PROJECT]**				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*
Riverwalk Office Park, Block B
41 Matroosberg Road (Corner Garsfontein and Matroosberg Roads)
Ashlea Gardens, Extension 6, Menlo Park
Pretoria, South Africa, 0081

BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO	
DEPARTMENT	**Supply Chain Management Department**
FACSIMILE NUMBER	**Not applicable**
E-MAIL ADDRESS	tenders@fsca.co.za
TELEPHONE NUMBER	**012 367 7847**

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	

CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐ No [IF YES ENCLOSE PROOF]	*ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?***	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

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, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED:……
(Proof of authority must be submitted e.g. company resolution)

DATE: ……..

Standard Bidding Document (SBD 3.1)

PRICING SCHEDULE – FIRM PRICES
(Purchases)

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

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

NAME OF BIDDER:……BID NO.: **FSCA2026/27-T016**

CLOSING TIME **11:00** CLOSING DATE: **15 December 2026**

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
		R……

- Required by: ……
- At: ……
  ……
- Brand and model ……
- Country of origin ……
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s) ……
- Period required for delivery ……
  *Delivery: Firm/not firm
- Delivery basis ……

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment** insurance fund contributions and skills development levies.

*Delete if not applicable

Standard Bidding Document 6.1

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

This preference form must form part of all the 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 the applicable preference point system for this tender is the 80/20 preference point system.

1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for price and specific Goals.

1.3 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	**80**
SPECIFIC GOALS	**20**
Total points for Price and SPECIFIC GOALS	**100**

1.4 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.

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

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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—

(c) 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

(d) 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)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women ownership of 51% or more of the enterprise shareholding.	10	
Enterprises owned by 51% or more black people	10	
Note: In the event that the bidder is claiming specific goals, the FSCA will allocate points claimed, provided that proof of evidence such as valid BBBEE Certificates/sworn affidavits, CIPC etc. is attached. Failure to submit the acceptable verifiable proof will result in an allocation of 0 points.		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as

indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

.....

G. ADMINISTRATIVE CHECKLIST

Hereunder is a checklist to ensure that the bid document is complete in terms of administrative compliance. Please ensure that the following forms have been completed and signed and that all documents, as requested, are attached to the tender document.

ITEM	DOCUMENT REFERENCE		ACTION TO BE TAKEN	YES/ NO
1.	SBD 1	Invitation to bid	Is the form duly competed and signed?	
2.	SBD 3.1	Pricing Schedule	Is the form duly competed and signed?	
3.	SBD 4	Declaration of Interest	Is the form duly competed and signed?	
4.	SBD 6.1	Preference Points Claim Form for Preferential Procurement Regulations 2022	Is the form duly competed, Specific goals points claimed, and form signed?	
5.	Tender submission		*Two (2) printed copies. (One (1) original and One (1) copy of original) submitted?*	
			One (1) electronic copy submitted?	

I, the undersigned (name) …… ……

certify that the information furnished on this checklist is true and correct.

…… ……
Signature Date

…… ……
Position Name of Bidder