SANRAL
SOUTH AFRICAN NATIONAL ROADS AGENCY SOC LTD

Reg.No.1998/009584/30

BUILDING SOUTH AFRICA
THROUGH BETTER ROADS

**REQUEST FOR TENDER [RFT] No: NRA 2026/0784**

**REQUEST FOR TENDER: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF CONTENT GENERATION, DESIGN, LAYOUT, PRINTING AND DISTRIBUTION SERVICES FOR A PERIOD OF THREE [3] YEARS.**

| | |
|---|---|
| **ISSUE DATE:** | **18 November 2026** |
| **BRIEFING SESSION DATE:** | **N/A** |
| **CLOSING DATE:** | **08 December 2026** |
| **CLOSING TIME:** | **12:00pm** |

## SECTION 1: SBD1 FORM

## PART B

## INVITATION TO BID

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| BID NUMBER: | **NRA 2026/0784** | ISSUE DATE: | **18 November 2026** | CLOSING DATE: | **08 December 2026** | CLOSING TIME: | **12:00pm** |
| DESCRIPTION | APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF CONTENT GENERATION, DESIGN, LAYOUT, PRINTING AND DISTRIBUTION SERVICES FOR A PERIOD OF THREE (3) YEARS. | | | | | | |
| VALIDITY PERIOD | **90 working** days including the first day and the last day. | | | | | | |

| **BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO** | |
|---|---|
| CONTACT PERSON | **ProcurementHO3@sanral.co.za** |
| TELEPHONE NUMBER | **N/A** |
| E-MAIL ADDRESS | **ProcurementHO3@sanral.co.za** |

| **SUPPLIER INFORMATION** | | | | | |
|---|---|---|---|---|---|
| NAME OF BIDDER | | | | | |
| POSTAL ADDRESS | | | | | |
| STREET ADDRESS | | | | | |
| TELEPHONE NUMBER | CODE | | | NUMBER | |
| CELLPHONE NUMBER | | | | | |
| E-MAIL ADDRESS | | | | | |
| VAT REGISTRATION NUMBER | | | | | |
| SUPPLIER COMPLIANCE STATUS | TAX COMPLIANCE SYSTEM PIN: | | **OR** | CENTRAL SUPPLIER DATABASE | UNIQUE REGISTRATION REFERENCE NUMBER:<br>MAAA..... |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE | TICK APPLICABLE BOX]<br>☐ Yes ☐ No | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | | [TICK APPLICABLE BOX]<br>☐ Yes<br>☐ No |

***[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]***

| | |
|---|---|
| ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?** | ☐Yes ☐No<br>[IF YES, ANSWER QUESTIONAIRE 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 1.3 BELOW.**

## PART B
## TERMS AND CONDITIONS FOR BIDDING

### 1. TAX COMPLIANCE REQUIREMENTS

1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

1.2 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.

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

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

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

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

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE:_____

## SECTION 2: NOTICE TO BIDDERS

# 1. INSTRUCTIONS TO BIDDERS

## 1.1 Submission of bid

RFT submissions will close at **12h00 on Tuesday, 08 December 2026** and all RFT documentation must be sealed in a clearly marked envelope and placed in the tender box.

**Bids shall be clearly marked with the RFT reference number and sealed in an envelope when placing in the tender box and addressed to:**

SOUTH AFRICAN NATIONAL ROADS AGENCY LIMITED
36 Assegaai Wood Street
Rooihuiskraal Ext. 39
Centurion
0157
South Africa

**Location GPS Coordinates: (https://maps.app.goo.gl/PCCYDRPGMxbJ1xnQ8)**

1.1.1 **Bidders must submit one original plus one hard copy and electronic copy** (e.g. memory stick). Additional supporting information can be provided in a separate file and cross-referenced in the main submission. The RFT envelope must also contain the Bidder's details on the back of the envelope.

1.1.2 No bid may be withdrawn after it has been submitted to SANRAL unless the Bidder so requests in writing and such request is received by SANRAL before the scheduled closing date. All bids received by SANRAL on or before the scheduled closing date and time shall be valid and binding for a period of **90 working days** calculated from the last scheduled closing date ("validity period"). During the validity period or any extensions to the validity period, bid prices shall remain firm save only for cost variations as are measurable by the permissible contract price adjustments as set out elsewhere in this document.

1.1.3 No telegraphic, e-mailed or faxed bids will be accepted.

1.1.4 Properly motivated alternatives may be submitted but will only be considered if a compliant offer has been submitted. The alternative shall be approached and priced to the same detail as required by this RFT.

1.1.6 Bidders will be judged on the basis of the information submitted by the due date as well as additional information as may have been requested by SANRAL. A Bidder will be disqualified for the furnishing of, misleading or incorrect information, which Sanral may rely upon in the selection of a preferred Bidder.

1.1.7 Bidders must ensure that their bids contain all documents as specified in this RFT.

## 1.2 Clarification

If a Bidder considers that any of the RFT documents are deficient in any respect and require clarification, or if any words or figures are indistinct or ambiguous, or should

Bidders have any queries regarding this document they may contact SANRAL by **e-mail only** using the contact information stated in the SBD 1 Form.

**Enquiries will close at 16h00 on Tuesday, 01 December 2026**. SANRAL will not be obliged to respond to any queries received after this date. No unauthorised alteration, addition or note entered by the Bidder in the RFT documents shall modify the issued RFT.

### 1.3 Formal Briefing – Not Applicable

There is no tender briefing for this tender. Tender documents will be available from **18 November 2026 National Treasury's eTender Publication Portal (http://www.etenders.gov.za) and SANRAL tender website.**

### 1.4. Conflicts of Interest

Bidders are required to identify and to disclose as soon as possible any conflict of interest or potential conflict of interest to SANRAL. Bidders should contact Sanral for clarity on whether a conflict of interest actually exists or not. The existence of a conflict of interest, or a failure by a bidder timeously to disclose any such conflict or part conflict of interest, may result in the bidder's bid being disqualified.

### 1.5. Participation in more than one bid

No bidder or any member of the bidder's consortium may participate or have an interest (whether direct or indirect) in any other bidder or in any member of any other bidder's consortium for purposes of submitting a bid.

### 1.6. Collusion with others

Bidders may not negatively engage or collude with any Service Providers, whether local or international, for purposes of submission of bids in response to the RFT. Such action will lead to disqualification with no further evaluation of their bid.

### 1.7. Communication

Specific queries relating to this RFT before the closing date of the RFT should be submitted to the contact person stated in the SBD 1 Form 5 days before tender closing date. In the interest of fairness and transparency SANRAL's response to such a query will then be made available to other bidders.

It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of SANRAL in respect of this RFT between the closing date and the date of the award of the business.

Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

Respondents may also, at any time after the closing date of the RFT, communicate with

the name of delegated individual on any matter relating to its RFT response:

All unsuccessful bidders have a right to request SANRAL to furnish individual reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form.

## 1.8. Joint Ventures or Consortiums

Respondents who would wish to respond to this RFT as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their RFT submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If at the time of the bid submission such a JV or consortium agreement has not been concluded, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by SANRAL through this RFT process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to SANRAL.

Respondents are to note that for the purpose of Evaluation, a JV will be evaluated based on one consolidated B-BBEE score card (a consolidated B-BBEE Status Level verification certificate) Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in the specific goals Claim Form.

## 1.9. Legal Compliance

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

## 1.10. Disclaimers

Respondents are hereby advised that SANRAL is not committed to any course of action as a result of its issuance of this RFT and/or its receipt of a Quotation in response to it. Please note that SANRAL reserves the right to:

- modify the RFT's goods / service(s) and request Respondents to re-bid on any changes;
- reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify Quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced Quotation or an alternative bid;
- place an order in connection with this Quotation at any time after the RFT's closing date;

- award only a portion of the proposed goods / services which are reflected in the scope of this RFT;
- split the award of the order/s between more than one Supplier/Service Provider should it at SANRAL's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- cancel the quotation process;
- validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to SANRAL to do so;
- request audited financial statements or other documentation for the purposes of a due diligence exercise;
- not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provides for it;
- to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;
- award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods/Services at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were notified of their bid being unsuccessful. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price.
- Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from tender process.

***If there are any queries during the Bid process and any other period after the Bid closure, Bidders are advised to forward the queries to the email address indicated in SBD1 form. If no responses are received, Bidders are requested to send the follow up email to scmcomplaints@SANRAL.co.za.***

### 1.11 Security clearance

Acceptance of this bid could be subject to the condition that the Successful Respondent, its personnel providing the goods and its subcontractor(s) must obtain security clearance from the appropriate authorities to the level of CONFIDENTIAL/

SECRET/TOP SECRET. Obtaining the required clearance is the responsibility of the Successful Respondent. Acceptance of the bid is also subject to the condition that the Successful Respondent will implement all such security measures as the safe performance of the contract may require.

### 1.12. Security clearance

Acceptance of this bid could be subject to the condition that the Successful Respondent, its personnel providing the goods and its subcontractor(s) must obtain security clearance from the appropriate authorities to the level of CONFIDENTIAL/ SECRET/TOP SECRET. Obtaining the required clearance is the responsibility of the Successful Respondent. Acceptance of the bid is also subject to the condition that the Successful Respondent will implement all such security measures as the safe performance of the contract may require.

### 1.13. Johannesburg Stock Exchange Debt Listing Requirements

SANRAL may also be required to disclose information relating to the subsequent contract i.e. the name of the company, goods/services provided by the company, the value and duration of the contract, etc. in compliance with the Johannesburg Stock Exchange (JSE) Debt Listing Requirements.

### 1.14. National Treasury's Central Supplier Database

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Sanral is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at https://secure.csd.gov.za/.

**For this purpose, the attached SBD 1 Form must be completed and submitted as a mandatory returnable document by the closing date and time of the bid.**

### 1.15. Tax Compliance

Respondents must be compliant when submitting a proposal to Sanral and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this bid that the tax matters of the successful Respondents be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Respondents tax obligations.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

**Sanral urges its clients, suppliers and the general public to report any fraud or corruption to**

**TIP-OFFS ANONYMOUS:**

**TipOffs@sanral.co.za**

# SECTION 3

# BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

## 1 BACKGROUND

The South African National Roads Agency SOC Limited, generally known as SANRAL, is an independent, statutory company registered in terms of the Companies Act. The South African government, represented by the Minister of Transport, is the shareholder representative of government.

SANRAL operates in terms of its founding legislation, The South African National Roads Agency Limited and National Roads Act (Act No. 7,1998). SANRAL has a distinct mandate – to finance, improve, manage and maintain the national road network (the "economic arteries" of South Africa). SANRAL introduced and consolidated the concept of Public Private Partnerships that culminated in the internationally acclaimed Maputo Development Corridor.

SANRAL is committed to carry out its mandate by protecting and preserving the environment through context-sensitive solutions. SANRAL will continue to support the development of South Africa's human capital through tertiary institutions and cooperative governance.

SANRAL has two primary sources of income. Non-toll roads are funded from allocations made by the National Treasury. Toll roads are funded from borrowings on the capital and money markets – bonds issued on the Bond Exchange of South Africa (BESA) in the name of the South African National Roads Agency Limited, or through the concessioning of roads to private sector consortia.

SANRAL's publications are more than news they are a dual-purpose platform that builds brand trust and connects strategic goals with stakeholder voices.

SANRAL actively participates in communities across South Africa. SANRAL has a Head Office in Val-de-Grace, Pretoria and nine (9) provincial offices across the country.

SANRAL actively participates in communities across South Africa and has a corporate centre in Val-de-Grace, Pretoria and offices across the country.

Although the majority of publications are produced in English, some are translated. Further, translation services will be required on an ongoing and ad-hoc basis, with a significant increase in the second year of the contract requiring partial translation of content into all

official languages on a more regular and frequent schedule. To meet these evolving requirements, bidders are expected to have in place a structured system and appropriately qualified translators capable of delivering a high standard of professional translation services.

The publications are produced in both print and electronic formats. SANRAL reserves the right to change the change the format and frequency of all publications and information products as and when the need arises.

**It is a requirement of this project that the successful tenderer sub-contract a minimum of 30% (thirty percent) of the work/services to Targeted Enterprises.**

## 2 EXECUTIVE OVERVIEW

SANRAL seeks to appoint a service provider for the provision of content generation, design, layout, printing and distribution services for a period of three (3) years SANRAL at Head Office in Val-de-Grace, Pretoria and all its nine (9) provincial offices across the country.

## 3 SCOPE OF REQUIREMENTS

The broad scope of work includes, content generation, design and layout, internal communications, printing and distribution services, strategic planning, budgeting SANRAL requires the bidder/s to have experienced teams - dedicated to providing services for the roads agency's head office and its nine (9) provincial offices.

SANRAL requires the bidder/s to have a strong, highly experienced team of writers, editors, designers, photographers, internal communications specialists, highly and adequately capacitated printer/s and distribution management network.

The broad scope of work includes content generation (including conceptualisation, research related to subject under consideration as necessary, writing, editing, proofreading), design and layout, photography for internal, external products and digital platforms – as well as printing and distribution.

The successful agency should gain an in-depth understanding of SANRAL, the brand, corporate identity and the audiences that need to be taken into account. The appointed service provider is expected to deliver accurate, professionally presented and quality-

controlled outputs within the agreed timelines, while ensuring that all materials meet SANRAL's content, branding, print and digital publication requirements.

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## 4. Sub-contracting

### 4.1. Objectives of sub-contracting Targeted Enterprises

**4.1.1.** Amongst others, the key objectives of Government are to extend economic opportunities and build entrepreneurial capacity in rural and underdeveloped areas and townships by:

**a)** optimising the utilisation of local resources in the Project Area;

**b)** developing these local resources in the execution of the project; and

**c)** maximising the amount of funds retained within the Project Area.

**4.1.2.** To give effect to these objectives the Service Provider shall, over the full duration of the contract:

**a)** sub-contract a minimum 30% to Targeted Enterprises as stipulated in the Scope of Works; and

**b)** give preference to Targeted Enterprises which are from rural and underdeveloped areas and townships within the Project Area(s).

**It is a requirement of this project that the successful tenderer sub-contract a minimum of 30% (thirty percent) of the work/services to Targeted Enterprises.**

### 4.2. Monitoring sub-contractor performance and payments

- To ensure that the sub-contractor programme achieves its goals, the Services Provider is required to involve its sub-contractors in status and other critical meetings meant to enhance delivery of services to SANRAL.

- To minimise disputes and ensure transparency, SANRAL requires the Service Provider to table a report on a monthly basis of it's spend on sub-contracting work. During the ranking of such a report, the attendance of the sub-contractor(s) is encouraged.

- The Service Provider is expected to periodically assess the performance of its sub-contractors, ensuring that the right metrics are being monitored and reports compiled. SANRAL may from time to time ask for such reports.

## 5. SPECIFICATIONS

**The bidder(s) will be expected to deliver on the following:**

- Develop sustainable communication content for all publication platforms related to all the SANRAL pillars of operations (Roads, Mobility, Stakeholders Engagements, Transformation and Road Safety).
- Evaluate SANRAL's Content and Publications strategy for update and/or work with the Content Manager to develop and implement a content strategy and plan for the agency's toll and non-toll road portfolios as well as internal platforms.
- Demonstrate a national footprint offering particularly for the content generation, photographic and distribution services.
- Work in sync with all other SANRAL communication service providers to ensure a seamless service and integrated communication strategy.
- Keep the public informed about SANRAL's programmes and projects.
- Collaborate with mainstream, community, digital and specialist publications and other platforms to increase the reach of content of SANRAL's programmes and activities.
- Continuously keep up with publishing trends to ensure that SANRAL is making the desired communication impact.
- Develop compelling, clear, concise, educational internal communications content and products that keeps staff focused, committed and productive.
- Work in conjunction with SANRAL to improve the agency's communication efforts through its internal, external print, and digital/electronic platforms, liaising with key partners such as the national Department of Transport as directed by SANRAL.
- Follow SANRAL's Supply Chain Management rules for third party services.
- Write high quality content that is accurate and factual for all internal and external communication products, print and digital platforms.
- Provide high quality editing and proofreading services for all internal and external communication products, print and digital platforms.
- Provide excellent design service that is innovative and engaging.
- Ensure design consistency across all communication products and platforms (communication products and platforms includes various regular publications, leaflets, booklets, pamphlets, newsletters as well as other adhoc products that might emerge

during the contract term), taking into account the organisation's corporate identity (CI).

- Design and layout all the digital publications and insert links where required. Research and implement design and layout trends that are suitable for an agency such as SANRAL.
- Work with SANRAL to develop and adhere to a publications and leaflets CI to ensure that it is on trend with current publications and the overall organisational CI.
- Provide photographic and videographic services for use in print and digital products and placement on the website, intranet, blog, SANRAL TV, You-Tube channel as and when required.
- Maintain a photographic library with SANRAL pictures and images properly indexed and easily searchable. These will be archived as advised by SANRAL and submitted twice a year.
- Provide high quality translation and review services for all SA official languages including foreign languages and braille for the content the agency will be responsible for, as required.
- Review and/develop and maintain a style guide for all publications aligned to the standards set by GCIS style guide.
- Facilitate periodic research on various SANRAL communications products and platforms.
- Print and distribute, within specified timelines, all assigned publications.
- Develop a yearly production/publishing schedule that will drive the process of ensuring that all publications are developed, designed, printed and distributed on time. The monthly schedules will be guided by the yearly schedule and must thus be aligned.
- The schedules must be shared with SANRAL's advertising agency to ensure alignment.
- The Bidder must have presence in all provinces of South Africa and must be able to distribute SANRAL publications to rural, remote, and peri-urban areas of the country.
- Develop annual internal communications plans and strategies with the Content Manager that will result in compelling and engaging internal communication information and products for various platforms.
- Develop an impactful comprehensive distribution strategy that will ensure that SANRAL's publications have a reach in rural and remote areas, in particular, consistently and on time.
- SANRAL expects monthly reports and consistent feedback on the distribution drives for the publications.
- Bidders must conduct professional distribution services at all times.
- Investigate innovative, cost effective and impactful distribution methods for all SANRAL publications.
- The Bidder must perform and keep up to date with best practice distribution trends that are within budget and will not compromise the distribution process.
- Bidders must bear in mind that new publications and/or information products may come up during the contract and as such must be in a position to accommodate current and future publications.
- Bidders must take note that publications are distributed nationally and as such must be able to prove national writing and distribution capabilities.
- Frequent monitoring and evaluation of the distribution model and ways to improve it.

- The successful bidder will be expected to suggest ways of how SANRAL can improve its distribution model.
- SANRAL reserves the right to increase, reduce print runs at any time during the contract period.

SANRAL's Marketing and Communications Unit is integrated in nature, as such it is the responsibility of the successful bidder to initiate, develop and maintain the synergy with other SANRAL communications service providers to ensure effective implementation and cohesiveness for it to work. The successful Agency must gain an in-depth understanding of SANRAL, the brand, corporate identity, challenges and strategic objectives in order to properly deliver on the required services.

## 5.1. SPECIFICATIONS FOR CONTENT GENERATION

- Source, research, write, edit, proofread, prepare all content for SANRAL owned-publications (print and online) including, for instance, *By the Way*; *N-Route*; Hello Series, Inroads and other publications such as quarterly newsletters, internal communiques, leaflets, pamphlets, adhoc information products/publications and other printed material (such as the pillar specific and provincial supplements) that will be made available to stakeholders and road users including the general public.
- Compile, write, research, edit and proofread SANRAL's Integrated Annual Report (IAR) and Corporate Social Responsibility Report annually. These two reports, the IAR in particular, must be managed by team that has worked on such reports previously.
- Writers must establish and maintain relationships with SANRAL provincial project managers and attend all provincial technical meetings and regular site visits.
- Work with the Content Manager to develop a content and publications strategy for the duration of the contract. This must be supported by a plan per annum.
- The bidder is expected to create a story bank so that there is a consistent supply of content for all internal and external publications and information products.
- Develop a monitoring and evaluation tool that ensures that the publications plan and deadlines are adhered.
- Ensure high quality and accurate content is developed, edited and designed and approved within specified timelines.
- Submit information/material timeously to ensure that it gets approved and reaches SANRAL's target audiences in time.
- Must have dedicated, experienced and qualified staff to write, edit and proofread all SANRAL's information for its print, electronic and digital platforms.
- Provide information on the number of personnel dedicated to working on SANRAL publications and information products as well as how they will be allocated per province and Toll and Non-Toll network.
- Additionally, the content generation team must include highly experienced writers and editors who have a proven track record of working on annual reports, corporate social responsibility reports and other complex corporate publications.
- Source, research, write, edit, proofread, prepare all content for SANRAL internal platforms (internal communications).
- Translation of material into SA official languages and foreign languages as and when required. Provide a brief concept of how content will be translated from English into South African languages, as well as timelines.
- The bidder must ensure that it has enough inhouse capacity or accessed to properly qualified teams that can produce educational material for children on various topics as briefed by SANRAL.

## 5.2. SPECIFICATIONS FOR DESIGN AND LAYOUT

- Design and layout for all internal and external print and digital publications and information products.
- Collaborate with the advertising agency where design is required to ensure consistency in brand identity.
- Develop concept designs for all publications for approval by client per communication product.
- Layout and design, package and deliver the final approved products within the specified period.
- Design and present at least three (3) look and feel options per communication product for approval by client or as per the brief by SANRAL.
- Communication products and platforms to be designed vary from booklets, corporate publications, newspapers, leaflets, electronic magazines, print magazines, educational books, newsletters, staff mailers, posters etc.
- Ensure quick turnaround times for design of communication products.
- Provide information on the team of designers that will be assigned to design and layout high quality, and eye-catching work for all print and digital publications, i.e. the number designers working on the SANRAL account.
- Provide a dedicated team for all internal communications
- The design team must be composed of designers who possess demonstrable experience in producing publications, various information products that include, but not limited to, leaflets, Annual Reports, Corporate Social Responsibility Reports and other complex corporate publications.

## 5.3. SPECIFICATIONS FOR INTERNAL COMMUNICATIONS

- Provide creative, professional and quality internal communication services that will ensure that messages from management filter down to all employees to provide them with a better understanding of the purpose, goals and direction of SANRAL.
- Work with the Content Manager to develop an impactful internal communications strategy and implementation plan.
- Craft compelling content for various formats, including emails, newsletters, articles, video scripts, WhatsApp/SMS messaging and other creative assets.
- Design and layout of all internal digital publications, communiques and information products, WhatsApp/SMS messages and other creative assets.
- Develop messaging pillars, and an annual editorial calendar for approval.
- Develop a monthly internal communications plan for approval of the Content Manager
- Produce monthly compelling theme related screensavers, email banners and posters.
- Production of weekly/monthly newsletters, videos, posters, and digital signage, as required.
- Administration or optimisation of the SANRAL intranet, and other employee mobile apps.
- Crisis & Change Management: Design of communiques, announcements and communication playbooks for organisational changes or emergencies.
- Monthly analytics reporting on open rates, engagement metrics, and pulse survey results.
- Ensure quick turnaround times for design of communication products.
- Keep track of trends in the internal communication environment for implementation at SANRAL in the most cost-effective manner.
- Evaluate the current communication channels, content etc to identify what is and isn't working and improve.

- Internal communiques must be produced timeously at all times.
- Create a central content and digital hub to house the channel mix e.g. WhatsApp, newsletter.
- Work with SANRAL's digital team to develop and publish content for the employee intranet.
- Provide a dedicated team for all internal communications.

## 5.4. SPECIFICATIONS FOR PRINT AND DISTRIBUTION

- Provide best practice and professional print and design services.
- Provide professional, high quality and timeous printing and distribution services.
- Conduct, plan and manage professional, high quality and timeous distribution services across the country.
- Develop comprehensive and impactful distribution strategies, supported by a monthly plan for SANRAL publications.
- Develop print timelines that will ensure that the publications are printed and reach the target audiences, particularly those in rural and remote areas, timeously.
- Print, package and deliver products (e.g. all leaflets, booklets, publications, business cards, SANRAL letterheads, security passes for head office and provincial offices) as needed through the duration of the contract.
- Print and deliver the SANRAL Integrated Annual and Corporate Citizenship Reports annually within specified timelines. Approximately 200 print copies and 1000 copies on memory sticks must be produced and delivered timeously as per the approved distribution plan (this may change as per parliamentary requirements) must be delivered to parliament every year as per legislated timelines.
- Publications to be printed, packaged and distributed during the year include, but not limited to, leaflets, posters, pamphlets, Annual Report, toll adjustments publications, pamphlets, provincial and national publications, community development books, tolling publications, people's guide, supplements, newsletters, other publications that are pillar and project specific. New publications may be developed during the contract period. The Service Provider must be properly equipped to do deliver without compromising on budget timelines and quality of work.
- Develop a compelling publications distribution strategy and implementation plan per publication nationally and provincially.
- Research and implement innovative ways to distribute SANRAL publications in a way that will ensure that information reaches as many people as possible, especially in rural and remote areas.
- Create and maintain databases for distribution of publications.
- Compile distribution reports after the distribution runs of each publication. The reports must demonstrate audience reach and impact.
- The service provider must ensure that they have the necessary resources in place to be able to distribute to media houses, working with the media buying agency, for insertion in the selected approved newspapers, at events, toll plazas, service stations among others, are done timeously.
- Ensure there is a monitoring process or tool in place that will ensure that all products are printed and distributed and that possible risks are mitigated.
- Provide SANRAL with distribution reports of each all leaflets, booklets, publications, business cards etc.
- Ad hoc publications to be printed and distributed during the contract term.
- Turnaround times on the production of all publications must be quick, maximum one day for printing proofs and maximum 3 – 5 days for print and delivery.
- All work produced must be quality controlled.

- The service provider must have monitoring tools in place to ensure that all print and distribution are done within specified timelines.
- SANRAL reserves the right to increase or decrease the print runs of all its publications as and when the need arises.
- Provide information on the teams that will be assigned to work on the SANRAL account.
- Provide high-quality print and distribution management process.
- SANRAL reserves the right to change the change the format and frequency of all publications and information products as and when the need arises.

## 5.5. ADDITIONAL LIST OF DELIVERABLES

- Access to an accredited and reputable translation service for translation requests in non-negotiable.
- Conduct research on a national or provincial specific level to assess the impact of publications produced and adjust strategies accordingly as required and as briefed by SANRAL. The service provider must do this through a transparent and fair process to be shared with the SANRAL Team.
- Bidders are required to demonstrate a proven track record of delivering comprehensive, through-the-line corporate publications, reports and multichannel communication products. Provide the quality management processes to be applied as per the contractual obligations.
- Provide the SANRAL Team with quality financial management, administrative management and archiving services for the duration of the contract.
- Access to illustrators for children's materials, among others, for use as and when required.
- SANRAL has offices in all nine provinces and has projects in all provinces as such extensive and balanced coverage is required. That means service providers must have sufficient writing and editing capacity to be able to build a bank of stories for all SANRAL publications.
- The frequency of internal publications and communiques varies from daily, weekly, monthly and as and when required. The service provider must therefore be properly resourced to be able to deliver at all times.
- SANRAL reserves the right to change the change the format and frequency of all publications and information products as and when the need arises.

## 5.6. DELIVERY AND TRAVEL

- Delivery as and when required.
- As and when necessary, as per pricing schedule.
- Travel as and when required.
- All disbursements paid per invoice.
- Travel to meetings at SANRALs Offices, where necessary, must be included in rate per hour.

## 5.7. DELIVERY AND TRAVEL ANNUAL PUBLICATIONS SCHEDULE

- SANRAL publications are published fortnightly, quarterly, monthly, annually and as and when the need arises. The frequency of internal publications and communiques varies from daily, weekly, monthly and as and when required. As such the successful service provider must develop, implement and adhere to an annual publications plan that clearly stipulates dates of production for each publication. This publication plan must be shared with SANRAL's other service providers as and when required. Additionally, the service provider must be properly resourced to be able to deliver.

## 6. CRISIS MANAGEMENT

- The successful agency must be available on a 24-hour basis by telephone and email during a crisis and face-to-face when necessary.

## 7. MONITORING AND EVALUATION

- Monitoring and evaluation includes monitoring deliverables on the strategies and implementation plans.
- Promptly acting on issues picked or raised during the monitoring and evaluation stage.

## 8. OTHER TENDER SPECIFICATIONS AND REQUIREMENTS

- Participate in daily update calls.
- Programme Administration.
- Prepare monthly forecasts, reports of activities linked to costs and expenditures as required by SANRAL.
- Prepare for and participate in weekly status meetings.
- Prepare a monthly report detailing accomplishments and expenditures due by the third week of the following month.
- Attend SANRAL-related meetings (e.g. project specific meetings).
- Take all reasonable precautions to guard against any loss to SANRAL through the failure of suppliers to execute their commitments properly.
- No work of whatsoever nature shall be actioned without obtaining prior approval of SANRAL.
- The successful providers must participate in weekly inter-agency meetings.
- Meet and collaborate with SANRAL's other appointed communication service providers.
- Participate in strategy meetings with the SANRAL team to assess accomplishments and financial status for future planning.
- Create and maintain project activities and budget allocations linked to the achievements of the strategic objectives that SANRAL's communications team has as deliverables.
- Archive all publications, brochures, products, and keep records of their approvals.
- Archive all communication with project managers and provincial heads.
- Attend SANRAL-related meetings (e.g. project specific meetings).
- Attend and participate in all inter-agency planning meetings.
- Required to keep staff turnover to a minimum of 6 months in employment, especially those staff who will be handling the SANRAL account.

## 9. ACCOUNT MANAGEMENT AND WORKFLOW

- Issue status reports for all projects, including but not limited to, project description, current status, next steps, timelines and due dates.
- Screen and quality check work before presentation to SANRAL (on brief, strategy and implementation).
- Submit quality work timeously for approval by SANRAL.
- Prepare and submit cost estimates timeously prior to work being carried out.
- Prepare and submit campaign timing plans.
- Obtain sign-off from authorised SANRAL representative(s) and archive. Submit monthly annual budget forecast and updates as per request from SANRAL request.
- Issue cost estimates, invoices, and statements timeously as per SANRAL process.
- Manage and resolve financial queries with third parties. Manage all third-party suppliers.
- Oversee the application of and adherence to Corporate Identity (CI).
- Develop and adhere to a CI for publications.

- Develop and maintain a database with all work produced for SANRAL. This database of information will be handed over to SANRAL on a yearly basis and when required by client.
- Issue financial reports highlighting projects completed and/or invoiced, media expenditures and other costs and committed budgets.
- Ensure that status reports are timeously updated and distributed prior to the weekly meetings.
- Ensure alignment in all weekly, monthly and quarterly reports
- Ensure all weekly, monthly and quarterly reports are archived and handed to SANRAL as and when required. All reports must be handed over at the end of the contract.
- Keep records of all work done in each financial year and handover to SANRAL as and when required.
- Ensure that all cost estimates are submitted with a job card issued by relevant SANRAL personnel.

**The following financial accounting is required:**

- Forecast monthly expenditure.
- Maintain and follow up on a weekly cost estimate, invoice, works authorisation register to ensure finances are on track.
- Archive the above-mentioned registers so that they are readily accessible and available
- Monthly billing must be done on time.
- Monthly reconciliations and statements.
- Maintain a job card register.
- Monthly reporting on budget spent to date and remainder separated from rate per hour worked and any third-party procurement.
- Accurately manage and track spend on any production, providing accurate and timely monthly invoices.
- Prepare and submit cost estimates timeously with relevant job card number.
- Develop a system that will keep track and archive all of the above.

Finance personnel must perform the above duties with a high degree of integrity, thoroughness and participate in monthly meetings with SANRAL.

## 10. SANRAL Content and Publications

### 10.1. Reputational Protection

During the term of the contract and after its termination, the successful bidder agrees that it shall not, directly or indirectly, publish, disseminate, or make any derogatory, defamatory, or negative statements, whether oral or written, about the SANRAL, its brand, its services, or its personnel on any social media platforms, websites, blogs, or public forums.

### 10.2. Restriction on Account Usage and Conduct

The successful bidder acknowledges that access to SANRAL documents, information and other platforms is granted solely for the provision of the agreed-upon services. The bidder shall not post, share, or otherwise disseminate any content that is offensive, illegal or misleading. The bidder shall not change passwords, page handles, profile pictures, bios, or settings without the express prior written consent of SANRAL.

### 10.3. Account Ownership & Handover

All material including publications, photography etc a shall remain the sole and exclusive property of SANRAL. The successful bidder shall only be granted role-based access. Under no circumstances shall the bidder claim ownership of or transfer account ownership to bidder-owned publications assets. Upon termination or expiration of the contract, the bidder shall remove all associated users and relinquish administrative access within two business days. The bidder agrees to surrender all material developed during the contract period and return full control to SANRAL.

### 10.4. Strict Confidentiality

The successful bidder acknowledges that, in the course of providing services, it will be granted access to non-public information, intellectual property, stakeholder lists, and sensitive campaign data. The bidder agrees to hold all such Confidential Information in strict confidence and shall not disclose or use it for any purpose outside the scope of the contract.

The bidder shall use the provided information exclusively for SANRAL-owned media and SANRAL-approved content, as described above. The bidder is expressly prohibited from:

(i) making unauthorized posts;
(ii) altering SANRAL's brand identity;
(iii) using the publications for personal promotion; or
(iv) (iv) intentionally tarnishing the reputation or goodwill of SANRAL's corporate identity

### 10.5. Breach

In the event of a breach, SANRAL reserves the right to terminate the contract immediately for cause, pursue legal action for damages to the SANRAL's brand goodwill, and seek injunctive relief to compel the bidder to remove any offending material.

## 11. Internship For Graduates/Candidates

The Participant would be required to provide paid internship (in line with South African labour laws) to at least two young graduates/candidates pursuing a career in Journalism, Public Relations, and Communications in the second year of the contract for a period of 18-months to assist them to fulfil their professional status. This shall include but not limited to; internship to graduates seeking in-service training to allow them to achieve professional status.

The Participant shall provide an internship plan to SANRAL for approval and shall thereafter extend an invite to graduate/candidates seeking in-service training in the fields mentioned above. This shall include but not be limited to selection/identifying deserving graduates/candidates, monitoring the progress of candidates, mentoring and coaching, and ensuring the work provided to them meets with the professional standard as may be applicable.

The Participant shall note that performance against the internship plan shall be discussed at monthly meetings and that penalties shall apply for a lack of performance and diligence on the part of the Participant.

## SECTION 4

## CRITERIA AND RETURNABLE DOCUMENTS

### 4.1STEP ONE: Test for Responsiveness

The test for administrative responsiveness will include the following:

| Administrative responsiveness check | |
|---|---|
| **a)** Bid received before closing date and Time | |
| **b)** Bidder has submitted a Priced Offer | |
| **c) Mandatory Technical Requirements:**<br><br>**1. Registered on National Treasury Central Supplier Database at the closing of tender.**<br><br>- Tenderers, or in the event of a Joint Venture, each member of the Joint Venture or Designated group, shall be registered on the National Treasury Central Supplier Database at the closing date for tender submissions. If not registered as verified online at tender closing; the tender will be declared non-responsive.<br><br>**2. Reference Letters**<br><br>The bidder must submit three (3) contactable reference letters from three (3) different clients for whom similar services were performed within the last five (5) years (2021–2026) in public and/or private sector. Collectively, these references must demonstrate experience in the following areas:<br><br>**a)** Writing, editing and designing, internal and external publications, leaflets, and/or staff newsletters, as well as printing and distributing high volume (quantity) publications and<br><br>**b)** Experience in end-to-end production and distribution of annual reports and corporate social responsibility reports.<br><br>**Note 1:** Of the three (3) letters, two (2) must demonstrate writing, editing and design, printing and distribution and the one (1) must demonstrate experience in producing annual reports/integrated reports and corporate social responsibility reports. A reference letter demonstrating all items listed in (a) and (b) is acceptable and will be counted as one letter.<br><br>**Note 2:** These letters are separate from the letters required in Step Two: Functionality Evaluation Criteria. | |

| | |
|---|---|
| **3. Printing Capacity**<br><br>The bidder must submit a list of four (4) projects in a table or spreadsheet with a minimum print run of 10 000 copies completed in the last five (5) years. Printing must be conducted either through in-house capacity or by certified printing partners. In the case of a printing partner/s the bidders must submit proof of partnership that is three years or older.<br><br>**4. Distribution Network**<br>The bidder's distribution network must cover all nine provinces, with a strong focus on rural areas. Provide a list of distribution hubs, delivery partners, and previous rural distribution experience. Bidders must complete the table in **ANNEXURE A** to identify the distribution hubs and delivery partners serving each province and state the number of years of rural distribution experience.<br><br>**Failure to satisfy the eligibility criteria will result in a non-responsive tender.** | |

***The test for administrative responsiveness [Step One] must be passed for a Respondent's Proposal to progress to Step Two***

## 4.2 STEP TWO: EVALUATION OF TECHNICAL PROPOSAL:

Note to Tenderer: The Tenderer is required to achieve a threshold score on this functionality assessment to proceed to the next stage Three. Bidders must obtain a minimum of **60 out of 100 points (60%)** to be regarded as responsive. Bids that do not meet the minimum functionality score as indicated will be regarded as non-responsive and will not proceed to evaluation on price and preference points.

| **Functionality** | | |
|---|---|---|
| **Description** | **Scoring and Required Evidence** | **Score** |
| **1. Organisational experience and capabilities**<br><br>Submit a list of public and/or private sector clients for whom you have delivered similar work in the past five years. The list (populate **ANNEXURE B**) must indicate the work done for the client/s related to content development, editing, design and layout, print, and distribution of communication products and publications. The list must also mention the platform, audience and frequency.<br><br>Each listed publication or information product must have been completed within the past five years.<br><br>**Bidders must submit a minimum of four (4) clients. | • No list submitted or less than four clients listed (with work done in the last five years) — **0 points**<br>• List submitted as per the requirement listing four/five companies/clients — **3 points**<br>• List submitted as per the requirement listing six/seven companies/clients — **5 points**<br>• List submitted as per the requirement listing eight/nine companies/clients — **8 points**<br>• List submitted as per the requirement listing 10 or more — **10 points** | **10** |
| **Note to bidders:** SANRAL has engineering and community development projects in all nine provinces, and these projects must be profiled in publications. | | |
| **Structure of the Team**<br><br>Bidders must submit an organogram that demonstrates the resources that will be working on the SANRAL account as per the team structure listed under Key Resources (below). The organogram should demonstrate the bidder's provincial representation particularly for the writers.<br><br>**Note:** Writers must be based in the province that they will service so they can develop articles, attend meetings and events. | • No organogram submitted — **0 points**<br>• Organogram submitted however it does not demonstrate the resources and how they are placed in the nine provinces and no provision is made for the team that will work on the SANRAL annual report — **3 points**<br>• Organogram submitted demonstrating resources and how they (writers) are placed but not clearly indicating all nine provinces. Provision is made for the team that will work on the SANRAL annual report — **6 points**<br>• Organogram submitted which demonstrates the resources that will be working on the account and the | **10** |

| | | |
|---|---|---|
| The organogram must include the specialist team that will work on the SANRAL Integrated Annual Report<br>**Note:** The senior editor must have proofreading/copy editing support | provincial representation of the writers in all nine provinces and provision is made for the team that will work on the SANRAL annual report — **10 points** | |
| **Portfolio of evidence**<br><br>Bidders must submit a portfolio of evidence of work on a USB that demonstrates print, digital, and distribution capabilities by way of examples of completed work.<br><br>**Bidders must submit a minimum of four products for evaluation.<br><br>**Bidders must indicate the format/platform of each product submitted.<br><br>**Bidders must demonstrate distribution experience.<br><br>**Only USBs will be accepted for evaluation purposes.<br><br>**Bidders must submit **two** USBs with the above information. | • No portfolio of evidence submitted and/or distribution submitted — **0 points**<br>• Portfolio of evidence submitted, but fewer than four products/examples were provided — **2 points**<br>• Portfolio of evidence demonstrates digital capability only, with no evidence of print or distribution capability — **4 points**<br>• Portfolio of evidence demonstrates print capability only, with no evidence of digital or distribution capability — **4 points**<br>• Portfolio of evidence demonstrates both print and digital capabilities but does not demonstrate distribution capability — **7 points**<br>• Portfolio of evidence demonstrates both print and distribution capabilities but does not demonstrate digital capability — **7 points**<br>• Portfolio of evidence demonstrates print, digital and distribution capabilities, in accordance with the requirements — **10 points** | **10** |
| **Annual Report, CSI and ESG reports**<br><br>Demonstrate experience in end-to-end production and distribution of complex annual reports/integrated reports. As proof of experience, bidders are required to submit a list of annual reports, CSI/CSR reports and ESG by way of digital samples on a USB. Reports produced within the last five years.<br>*Bidders must submit a minimum of three reports for evaluation (two annual reports/integrated report and one CSI reports)<br><br>** Only USBs will be accepted for evaluation purposes | • No annual report/integrated report samples, CSI/CSR report samples— **0 points**<br>• One annual report/integrated report sample and one CSI/CSR report sample submitted — **2 points**<br>• Two annual report/integrated report samples submitted, with no CSI/CSR report samples — **5 points**<br>• Three or four annual report/integrated report samples submitted, with no CSI/CSR report samples — **7 points**<br>• Five annual report/integrated report samples and one CSI/CSR report sample submitted — **10 points**<br>• Five or more annual report/integrated report samples and two or more CSI/CSR report samples submitted — **12 points** | **12** |
| **Reference letters** | • No reference letters — **0 points** | **8** |

| | | |
|---|---|---|
| Submit signed reference letters from contactable clients or companies where content development, editing, design, print and distribution services were provided for publications. Letters must be on the client's official letterhead; must describe the publications and/or internal and external information products delivered; Each letter must not be older than five years.<br><br>*Bidders must submit a minimum of six reference letters from different clients or companies within the last five years to score the maximum points.<br><br>**Note: *These letters are different from the letters submitted in Step One – Mandatory Technical Requirement.*** | • Two letters submitted from different clients within the five-year period — **1 point**<br>• Three letters submitted from different clients within the five-year period — **3 points**<br>• Four letters submitted from different clients within the five-year period — **5 points**<br>• Five letters submitted from different clients within the five-year period — **7 points**<br>• Six letters or more submitted from different clients within the five-year period — **8 points** | |
| **Key Resources**<br><br>**Notes to bidders:**<br>➢ Qualifications and competence of key staff: In this section bidders must submit a list of key resources as stated below clearly stating their job titles as per the scoring criteria. Submit CVs indicating the qualification/s of key resources. The names appearing in this section must also appear on the organogram requested earlier. | | |
| **6.1 Senior strategist/Account Executive:** The appointed person will lead strategy development and oversee writing, editing (full suite), design, distribution, print production and editorial schedule. They must show proven leadership experience and the ability to manage a editorial team, designers and distributors. | | |
| Submit a CV indicating the qualifications for the Senior Strategist/Account Executive. Relevant qualifications include Strategic Communications, Journalism, Media Studies, Communications, English, or Publishing.<br><br>The minimum requirement is NQF Level 6. | • No CV submitted — **0 points**<br>• CV submitted but qualifications are not aligned with the requirements **2 points**<br>• CV submitted and qualifications are at a level of NQF Level 6 — **5 points**<br>• CV submitted and qualifications are at a level of NQF Level 7 or above — **10 points** | **10** |
| **Design team:** The design team must be led by a senior designer. The senior designer must be supported by at least three mid-level designers. Submit the names and CVs of these designers. The minimum relevant qualification for the senior designer is NQF Level 6 as per the requirement. | | |
| **6.2 Senior designer qualifications**<br><br>Submit a CV indicating the qualifications for the senior designer. | • No CV submitted and no certified copies submitted — **0 points**<br>• CV submitted but qualifications are not aligned with the requirements — **2 points** | **10** |

| | | |
|---|---|---|
| Relevant qualifications include Graphic Design, Visual Arts, or a related design field.<br><br>The minimum requirement is NQF Level 6. contract smoothly, productively, and cost-effectively for SANRAL.<br><br>(Minimum relevant qualification is NQF Level 6). | • CV submitted and qualifications are at a level of NQF Level 6 — **5 points**<br>• CV submitted and qualifications are at a level of NQF Level 7 or above — **10 points** | |
| **6.2 Senior editor qualifications**<br><br>Submit a CV indicating the qualifications for the Senior Editor. Relevant fields include Journalism, English, Publishing, Linguistics, or Media Studies.<br><br>(Minimum relevant qualification is NQF Level 6). | • No CV submitted — **0 points**<br>• CV submitted but qualifications are not aligned with the requirements — **2 points**<br>• CV submitted and qualifications are at a level of NQF Level 6 — **5 points**<br>• CV submitted and qualifications are at a level of NQF Level 7 or above — **10 points** | **10** |
| **6.4 Writers and designer qualifications:**<br>Submit CVs indicating the qualifications for writers and designers as per the required organogram (No. 2 Structure of the Team).<br>Writers must have qualifications in Journalism, Creative Writing, Media Studies, Communications, or a related field.<br><br>Designers must have qualifications in Graphic Design, Visual Arts, or a related design field.<br>The minimum relevant qualification for both writers and designers is NQF Level 6. | • No CV submitted— **0 points**<br>• CV submitted but qualifications are not aligned with the requirements — **2 points**<br>• CV submitted and qualifications are at a level of NQF Level 6— **5 points**<br>• CV submitted and qualifications are aligned to the requirement and at a level of NQF Level 7 or above — **10 points** | **10** |
| **6.5 Senior distribution manager qualifications:**<br>Submit a CV indicating the qualifications for the senior distribution manager. Relevant fields include Business, Logistics, Communications, Supply Chain Management, or a related field.<br><br>The person must also have at least five (5) years' supply chain experience and be able to work with warehouse management systems and data analytics. | • No CV submitted— **0 points**<br>• CV submitted but qualifications are not aligned with the requirements — **2 points**<br>• CV submitted and qualifications are at a level of NQF Level 6— **5 points**<br>• CV submitted and qualifications are aligned to the requirement and at a level of NQF Level 7 or above — **10 points** | **10** |
| **TOTAL** | | **100** |

***The minimum threshold for technical/functionality [Step TWO] must be met or exceeded for a Respondent's Proposal to progress to Step THREE for final evaluation***

## 4.3STEP THREE: Evaluation and Final Weighted Scoring

a) **Price and Specific Goal**

Sanral will utilise one of the following formulas in its evaluation of Price:

$$PS = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right) \quad \text{or} \quad PS = 90\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where:

*Ps* = Score for the Bid under consideration

*Pt* = Price of Bid under consideration

*Pmin* = Price of lowest acceptable Bid

| **Specific goals** | **Criteria** | **10 points** | | **20 points** | |
|---|---|---|---|---|---|
| | | **Point allocation** | **Maximum points** | **Point allocation** | **Maximum points** |
| B-BBEE Level | Level 1 | 10.00 | 10.00 | 20.00 | 20.00 |
| | Level 2 | 9.00 | | 18.00 | |
| | Level 3 | 6.00 | | 14.00 | |
| | Level 4 | 5.00 | | 12.00 | |
| | Level 5 | 4.00 | | 8.00 | |
| | Level 6 | 3.00 | | 6.00 | |
| | Level 7 | 2.00 | | 4.00 | |
| | Level 8 | 1.00 | | 2.00 | |
| | Non-compliant contributor | 0.00 | | 0.00 | |

b) **Specific Goals** [Weighted score 20 point]

- Specific goals preference points claim form
- Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in the specific goals Claim Form.

### 4.4STEP FOUR: Post Tender Negotiations (if applicable)

- Respondents are to note that Sanral may not award a contract if the price offered is not market-related. In this regard, Sanral reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e.:
  - first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail,
  - negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner.
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should Sanral conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Sanral based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).

### 4.5STEP FIVE: Award of business and conclusion of contract

- Immediately after approval to award the contract has been received, the successful or preferred bidder(s) will be informed of the acceptance of his/their Quotation by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Respondent(s).
- Otherwise, a final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.

Respondents are to note that, on award of business, Sanral is required to publish the tendered prices of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), as required per National Treasury Instruction Note 01 of 2015/2016. **[This is not applicable if RFT was not advertised on National Treasury e-Tender Publication Portal]**

Respondents declaring a commercial relationship with a DPIP or FPPO are to note that Sanral is required to annually publish on its website a list of all business contracts entered into with DPIP or FPPO. This list will include successful Respondents, if applicable.

## SECTION 4

### 3. TENDER FORM /PRICING SCHEDULE

PRICING RULES:

**1.** GENERAL

**a)** Where no price or where a R0-00 price is entered against any and/or all payment items under the three categories of staff, SANRAL shall regard such service as either being included elsewhere under other payment item/s or provided free of charge. The entering of R0-00 shall not absolve the service provider from performing its obligation under the payment item/s

**b)** If the service provider does not wish to price under any column, please insert R0-00. Do not leave any column, row and/or any combination thereof open.

**c)** Do not qualify or write words in the pricing schedule. Any qualification and/or amendments must be incorporated into the form provided.

**d)** Do not give an alternative pricing unless the postulated pricing schedule (this schedule under Appendix F) is filled in.

**e)** Prices and totals must be equal to the product of the service providers tendered hourly rates and quantities.

**f)** Quantities are estimates only and are used for purposes of evaluation only and does not reflect any guaranteed of work. The service provider will not be entitled to claim any quantities provided in this schedule neither will the tenderer have any claim against SANRAL for any reduction of the quantities or costs.

**g)** SANRAL makes allowance for production costs to execute work commissioned.

**2.** DISCOUNTS:

a) Any discounts which is provided unconditionally will be considered for evaluation purposes.

b) Discounts provided on condition will not be considered.

c) Discounts must be indicated separately to the price tendered under a separate heading itemised **DISCOUNTS**.

**3.** RETAINERS:

a) No retainers will be allowed nor paid out, only cost for actual work done will be paid.

**4.** MARK UPS:

a) Mark ups will only be allowed for the production of all outsourced production and any related third-party costs. However, it must be tendered in the pricing schedule.

b) Mark ups must not exceed what the industry prescribes.

## 5. PRICING:

- Please use the table below to show the structure of the tendered fees.
- Write the rate per hour and per staff designation.

### PART A – Pricing Schedule: PROFESSIONAL FEES

- Calculate the cost per designated level of staff hours and write the figures in the relevant fields provided.
- The total tendered amount will be calculated as follows:
- Add up all three levels of staff hours individually.
- Thereafter, add these sub-totals of these three staff levels as the price tendered as per the Professional fees pricing schedule for 2026/27.
- Price tendered as per the Professional fees pricing schedule plus estimated CPI increase on previous calculations, representing pricing for the following year (also known as year 2 or financial year 2027/2028)
- The Price tendered as per the pricing schedule for year 2 above, plus estimated CPI increase representing pricing for year 3 (also known as financial year 2028/2029).
- Add the three-year pricing and write down the sub-total.
- Calculate VAT for the sub-total calculated.
- Add the sub-total and VAT to come to a Total amount. Write the total in figures and words as directed in the fields provided.

### PART B – Pricing Schedule: PRODUCTION AND MARK-UP

- The estimated production cost is presented.
- Write the mark-up percentage to be charged for third-party costs for the duration of the contract.

### PART C: Pricing Schedule

- Once PART A - Pricing per staff is completed, use this information to populate the table under PART C.
- Write in the amount for the three years excl. VAT for the Professional Fee in PART C – Pricing schedule, in the field provided.
- Write in the VAT calculated in PART A.
- Write in the Total for professional fee as calculated in PART A.
- Finally, add up each column and write in the amount in the row Grand total to get the figures for Total tendered price excl. VAT, VAT and Total Price Including VAT.

***RATE PER HOUR:***

1. Please indicate the rate per hour for the following designated staff that will be working on the account for which the costs are reflected in the services table below.

| **Designation of staff** | **Rate per hour 2026/27** |
|---|---|
| Senior | |
| Middle | |
| Junior | |

**Note to tenderer:**

**The Pricing Schedule to be completed in the next page/s:**

| Item | Description | Unit of Measure | Quantity | Frequency/Timing | Senior | | | Middle | | | Junior | | | Total A+B+C |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Rate | % of work split | Amount | Rate | % of work split | Amount | Rate | % of work split | Amount | |
| **A** | **SPECIFICATIONS FOR CONTENT GENERATION, DESIGN AND LAYOUT, PRINTING AND DISTRIBUTION SERVICES** | | | | | | | | | | | | | |
| **A1** | **SCOPE OF WORKS** | | | | | | | | | | | | | |
| 1.1 | Source, research, write, edit, proofread, prepare all content for SANRAL-owned publications. | Rate per hour | 900 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.2 | Write, research, edit and proofread SANRAL's Integrated Report | Rate per hour | 900 hours | Annually | R | | R | R | | R | R | | R | R |
| 1.3 | Development of a five-year publications plan supported by an annual and monthly plan. | Rate per hour | 250 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.4 | Develop a monitoring tool that will ensure that publications plans and deadlines are adhered to. | Rate per hour | 900 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.5 | Develop, edit, and design high quality content timeously and consistently. | Rate per hour | 1000 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.6 | Develop a comprehensive internal communications strategy supported by month plans and campaign products | Rate per hour | 1000 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.7 | Translation of all SANRAL publication material as and when required. | Rate per hour | 250 hours | Ongoing / As and when required | R | | R | R | | R | R | | R | R |
| **B2** | **DESIGN AND LAYOUT** | | | | | | | | | | | | | |
| 1.1 | Design and layout all internal, external, and digital publications. | Rate per hour | 1000 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.2 | Collaborate with the advertising agency where design is required to ensure consistency of brand identity | Rate per hour | 150 hours | Ongoing | R | | R | R | | R | R | | R | R |

| Item | Description | Unit of Measure | Quantity | Frequency/Timing | Senior | | | Middle | | | Junior | | | Total A+B+C |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Rate | % of work split | Amount | Rate | % of work split | Amount | Rate | % of work split | Amount | |
| 1.3 | Develop concept designs for all publications for approval by SANRAL. | Rate per hour | 1000 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.4 | Layout and design<br><br>Print, package and deliver the final approved products. | Rate per hour<br><br>Rate based on an estimated print run of 150 000 for one publication | 900 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.5 | Design and present at least 3 look and feel options for approval per communication product for approval by client. | Rate per hour | 600 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.6 | Communication products and platforms to be designed vary from booklets, newspapers, leaflets, electronic magazines, print magazines, educational books, internal communication products newsletters, staff mailers etc | Rate per hour | 400 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.7 | Quicker turnaround times for design of communication products is of utmost important | Rate per hour | 400 hours | Ongoing | R | | R | R | | R | R | | R | R |
| **C** | **ADDITIONAL DELIVERABLES** | | | | | | | | | | | | | |
| 1.1 | Provide best practice and professional print and design services | Rate per hour | 600 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.2 | Provide professional, high quality and timeous printing services. | Rate based on an estimated print run of 150 000 | 500 hours | Ongoing | R | | R | R | | R | R | | R | R |

| Item | Description | Unit of Measure | Quantity | Frequency/Timing | Senior | | | Middle | | | Junior | | | Total A+B+C |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Rate | % of work split | Amount | Rate | % of work split | Amount | Rate | % of work split | Amount | |
| | | for one publication | | | | | | | | | | | | |
| 1.3 | Conduct, plan and manage professional, high quality and timeous distribution services across the country. | Rate per hour | 300 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.4 | Develop comprehensive distribution strategies, supported by a monthly plan for SANRAL publications. | Rate per hour | 250 hours | Annually / Montlhy / As and when required | R | | R | R | | R | R | | R | R |
| 1.5 | Develop print timelines that will ensure that the publications are printed and reach the target audiences nationally, particularly those in rural and remote areas, timeously. | Rate per hour | 500 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.6 | Print, package and deliver products (e.g. all leaflets, booklets, publications, business cards, SANRAL letterheads, security passes for head office and regional offices) as needed through the duration of the contract. | Rate per hour | 250 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.7 | Print and deliver the SANRAL Integrated Annual Report annually. | Rate per hour | 600 hours | Annually | R | | R | R | | R | R | | R | R |
| 1.8 | Publications to be printed, packaged and distributed during the year for the duration of the contract. | Rate per hour | 400 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.9 | Develop a publications distribution strategy and implementation plan per publication nationally and regionally. | Rate per hour | 150 hours | Ongoing | R | | R | R | | R | R | | R | R |

| Item | Description | Unit of Measure | Quantity | Frequency/Timing | Senior | | | Middle | | | Junior | | | Total A+B+C |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Rate | % of work split | Amount | Rate | % of work split | Amount | Rate | % of work split | Amount | |
| 1.10 | Research innovative ways to distribute SANRAL publications in a way that will ensure that information reaches as many people as possible. | Rate per hour | 150 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.11 | Create and maintain databases for distribution of publications. | Rate per hour | 150 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.12 | Compile and archive distribution reports after the distribution runs of each publication. | Rate per hour | 400 hours | Monthly | R | | R | R | | R | R | | R | R |
| 1.13 | The service provider must ensure that they have the necessary resources in place to be able to distribute to media houses, working with the media buying agency. | Rate per hour | 400 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.14 | Ad hoc publications to be printed and distributed during the contract term. | Price per page | 400 hours | As and when required | R | | R | R | | R | R | | R | R |
| 1.15 | Turnaround times on the production of all publications must be quick, maximum one day for printing proofs and maximum 3 – 5 days for print and delivery. | Rate per hour | 600 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.16 | All work produced must be quality controlled. | Rate per hour | 500 hours | Ongoing | R | | R | R | | R | R | | R | R |
| 1.17 | The service provider must have monitoring tools in place to ensure that all print and distribution are done within specified timelines. | Rate per hour | 400 hours | Monthly / As and when required | R | | R | R | | R | R | | R | R |

| Item | Description | Unit of Measure | Quantity | Frequency/Timing | Senior | | | Middle | | | Junior | | | Total A+B+C |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Rate | % of work split | Amount | Rate | % of work split | Amount | Rate | % of work split | Amount | |
| 1.20 | Provide high quality management process. | Rate per hour | 300 hours | Ongoing | R | | R | R | | R | R | | R | R |
| **F.10** | **OTHER TENDER SPECIFICATIONS AND REQUIREMENTS** | | | | | | | | | | | | | |
| **F.10.1** | **PROGRAMME ADMINISTRATION** | | | | | | | | | | | | | |
| F.10.1 | Daily update calls | hours | 480 | Ongoing | R | | R | R | | R | R | | R | R |
| F.10.2 | Weekly status report | hours | 300 | Monday and Thursday | R | | R | R | | R | R | | R | R |
| F.10.3 | Prepare a monthly report | hours | 600 | Monthly | R | | R | R | | R | R | | R | R |
| F.10.4 | Monthly strategic meetings | hours | 300 | Ongoing | R | | R | R | | R | R | | R | R |
| F.10.5 | Attend SANRAL- related meetings | hours | 120 | Ongoing | R | | R | R | | R | R | | R | R |
| F.10.6 | Attend SANRAL inter-agency meetings | hours | 120 | As and when needed | R | | R | R | | R | R | | R | R |
| F.11 | **ACCOUNT MANAGEMENT AND WORK FLOW** | | | | | | | | | | | | | |
| F.11.1 | Issues status reports for all projects that include but are not limited to project number, description, current status, next steps, timeline and due date | hours | 300 | Weekly/ project based | R | | R | R | | R | R | | R | R |
| F.11.2 | Screenwork before presentation to Client (on brief and strategy) | hours | 180 | Per brief | R | | R | R | | R | R | | R | R |
| F.11.4 | Prepare and submit print production schedule | hours | 40 | Per brief | R | | R | R | | R | R | | R | R |
| F.11.9 | Issue invoices and statements | hours | 180 | Monthly | R | | R | R | | R | R | | R | R |

| Item | Description | Unit of Measure | Quantity | Frequency/Timing | Senior | | | Middle | | | Junior | | | Total A+B+C |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Rate | % of work split | Amount | Rate | % of work split | Amount | Rate | % of work split | Amount | |
| F.11.10 | Manage and resolve financial queries | hours | 120 | Ongoing | R | | R | R | | R | R | | R | R |
| F11.11 | Manage third party suppliers | hours | 180 | Per brief | R | | R | R | | R | R | | R | R |
| F.11.12 | Provide hard drive of all work done for SANRAL twice a year (end of September and March of each financial year) for the Duration of contract | hours | 50 | Ongoing | R | | R | R | | R | R | | R | R |
| F.11.13 | Issue financial reports | hours | 180 | Quarterly | R | | R | R | | R | R | | R | R |
| F.11.14 | Financial accounting as stated in RFT | hours | 180 | Ongoing | R | | R | R | | R | R | | R | R |
| F.11.15 | Finance personnel to attend monthly meetings | hours | 60 | Monthly | R | | R | R | | R | R | | R | R |
| | | | | | R | | | R | | | R | | | R |

| | | |
|---|---|---|
| | **TOTAL (SENIOR + MIDDLE + JUNIOR) 2026/27** | **R** |
| | **TOTAL FOR (SENIOR + MIDDLE + JUNIOR) 2027/28 PLUS CPI _____%** | **R** |
| | **TOTAL FOR (SENIOR + MIDDLE + JUNIOR) 2028/29 PLUS CPI _____%** | **R** |
| | **PROFESSIONAL FEES FOR THREE YEARS** | **R** |
| | **VAT** | **R** |
| | **TOTAL PROFESSIONAL FEES FOR THREE YEARS + VAT** | **R** |
| | **FINAL PROFESSIONAL FEES FOR THREE YEARS IN WORDS** | = |

**NOTE:** Fees for each year will in increase by the appropriate CPI on the anniversary of the contract awarded.

**NOTE:** The quantities listed above are estimates for evaluation purposes and for the duration of the contract.

**NOTE: Also, the production cost is merely an estimate for bidding purposes and SANRAL reserves the right not to utilise the full amount of production cost for the duration of the contract.**

**PART B-PRICING SCHEDULE: PRODUCTION AND MARKUP**

**MARK UPS:**

| **MARK UP FOR RELATED THIRD-PARTY COSTS FOR CONTENT GENERATION, DESIGN AND LAYOUT, PRINTING AND DISTRIBUTION SERVICES** | **%** |
|---|---|
| **DESCRIPTION** | **AMOUNT** |
| TOTAL PRODUCTION COST FOR THREE (3) YEARS | R168,398,466.64 |
| MARK-UP% ON THIRD PARTY COSTS FOR THREE (3) YEARS | _____% |

**NOTE: Also, the production cost is merely an estimate for bidding purposes and SANRAL reserves the right not to utilise the full amount of production cost for the duration of the contract.**

## PART C: FINAL PRICING SCHEDULE

| CATEGORIES | TOTAL TENDERED PRICE (EXCL. VAT) | VAT AMOUNT (15%) | TOTAL PRICE (INCL VAT) |
|---|---|---|---|
| **TOTAL FOR PART A- PROFESSIONAL FEES PRICING SCHEDULE FOR THREE YEARS** | R | R | R |
| **TOTAL FOR PART B- PRODUCTION FOR THREE (3) YEARS** | R146 433 449.26 | R21 965 017.38 | R168 398 466.64 |
| **GRAND TOTAL** | **R** | **R** | **R** |

**TRAVEL AND ACCOMMODATION**

Disbursement related to Travel and Accommodation are subject to National Treasury's cost containment measures Instruction No. 1 of 2024/2025

Respondents are to note that SANRAL will round off final pricing scores to the nearest 2 (two) decimal places.

**Notes to Pricing:**

4.1.1 All Prices must be quoted in South African Rand, inclusive of VAT (15%)

4.1.2 Any disbursement not specifically priced for will not be considered/accepted by SANRAL.

4.1.3 To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being disqualified.

## SECTION 5

## RETURNABLE DOCUMENTS

The tenderer must complete the following returnable documents:

| **The tenderer must complete the following returnable documents:** | **Completed (tick)** |
|---|---|
| Form A1: SBD 1 | |
| Form A2: SBD 4: Bidder's Disclosure | |
| Form A3: SBD 6.1: Tenderer's BBBEE Verification certificate (Incorporated in SBD 6.1) | |
| Form A4: Protection of Personal information (POPIA) | |
| Form A5: Declaration of tenderer's past supply chain management practices | |
| Form A6: RFT Declarations and Breach of law | |
| Form A7: Certificate of Authority for Signatory | |
| Form A8: Certificate of Authority for Joint Ventures (where applicable) | |
| Form A9: Declaration of Tenderer's current status of any debt outstanding with SANRAL | |
| Form A10: Domestic Prominent Influential Persons (DPIP) OR Foreign Prominent Public Officials (FPPO) | |
| Form A11: Certificate of Fronting practices | |
| Form A9: Specific goals points claim form | |
| Form A10: Vendor Registration number on Central Supplier Database | |
| FORM A11: Declaration of Tenderer's Litigation history | |
| Form A12: Valid Tax Clearance Pin issued by the South African Revenue Services. | |
| Form B1: Tenderer's Experience | |
| Form B1.1: Tenderer's Experience Design and Layout | |
| Form B2.1: Key Resource's Experience | |
| Form B2.2: Key Resource's Experience | |
| Form B2.3: Key Resource's Experience | |
| Form B2.4: Key Resource's Experience | |
| Form B2.6: Key Resource's Experience | |
| Form B2.7: Key Resource's Experience | |
| Form B2.7: Suitability: Evaluation Based on The Quality of The Response, Feasibility, Quality, And Content | |
| Form B2.7: Ownership and Experience in Print and Distribution Services | |

| **The tenderer must complete the following returnable documents:** | **Completed (tick)** |
|---|---|
| Form B2.7: Design of Communication Product | |
| Form B2.7: Experience of Content Management Strategy and Research | |
| Form B2.7: Experience of Content Research | |

**CONTINUED VALIDITY OF RETURNABLE DOCUMENTS**

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its valid proof of B-BBEE status, for the duration of any contract emanating from this RFT. Should the Respondent be awarded the contract [**the Agreement]** and fail to present SANRAL with such renewals as and when they become due, SANRAL shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement immediately without any liability and without prejudice to any claims which SANRAL may have for damages against the Respondent.

Signed:……..……..Date:……..….

Name:……..……Position……..

Tenderer:……..……..

## FORM A2: BIDDER'S DISCLOSURE (SBD4)

### Notes to tenderer:

i. Definitions:
   a. "State" means:
      - any National or Provincial Department, National or Provincial Public Entity or Constitutional Institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999);
      - any Municipality of Municipal Entity;
      - Provincial Legislature;
      - National Assembly or the National Council of Provinces; or
      - Parliament.
   b. "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

ii. In the case of a joint venture (JV), a separate declaration form is to be completed and submitted by each JV member.

iii. If the Form is omitted or blank; or if the tenderer found to have failed to declare conflict or declare false information, The tender will be declared non-responsive and should it be discovered after the award of a contract, contract maybe terminated and tenderer will be ultimately restricted from doing business with the State.

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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**

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;

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.

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

Signed:……..Date:……

Name:……Position……

Tenderer:……..

## FORM A3: TENDERER'S B-BBEE VERIFICATION CERTIFICATE (INCORPORATING SBD 6.1)

### *Notes to Tenderer:*

1. A tenderers' scorecard shall be a B-BBEE Verification Certificate issued in accordance with:

- The Amended Generic Codes of Good Practice issued in terms of government gazette No. 42496, issued on 31 May 2019.

i) The scorecard shall be submitted as a certificate attached to Returnable Schedule Form A14; and

ii) The certificate shall:
- Be valid at the closing date;
- Have been issued by a verification agency accredited by the South African National Accreditation System (SANAS);
- Be in the form of a sworn affidavit (accompanied by an audited financial statement or Management Account on the latest financial year) or a certificate issued by the Companies and Intellectual Property Commission in the case of an Exempted Micro Enterprise (EME); and
- Have a date of issue less than 12 (twelve) months prior to the tender closing date (see Tender Data 4.15); and

iii) A valid BBBEE Certificates shall contain:
- Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address.
- Value-Added Tax number, where applicable.
- The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes.
- B-BBEE status with corresponding procurement recognition level.
- The relevant Codes used to issue the B-BBEE verification certificate.
- Have a date of issue and expiry (e.g. 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate.
- Financial period which was used to issue the B-BBEE Verification Certificate

iv) A valid Sworn Affidavit must contain the following:
- Name/s of deponent as they appear in the identity document and the identity number.
- Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit.
- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- Percentage black ownership, black female ownership and whether they fall within a designated group.
- Indicate total revenue for the year under review and whether it is based on audited financial statements or management accounts.
- Financial year-end (must be in the format dd/mm/yyyy) as per the enterprise's registration documents, which was used to determine the total revenue.
- B-BBEE status level. An enterprise can only have one status level.
- Date deponent signed and date of Commissioner of Oath must be the same.

- Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

v) In an event of an un-incorporated Joint Venture (JV), a valid project specific (must contain SANRAL project name and number) consolidated B-BBEE Verification Certificate in the name of the JV shall be submitted.

A notated affidavit is given below. this indicates critical information that is required., as well as formats and conventions that must be adhered to.
Please use appropriate affidavit linked to your Sector code; where applicable.

Signed:……..Date:……..

Name:……..……Position…….

Tenderer:……..……..

## FORM A4: DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

**Notes to tenderer:**

1. **This declaration:**
   a. **must form part of all tenders submitted.**
   b. **in the case of a joint venture (JV), must be completed and submitted by each member of the JV**
2. **This form serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse and/or misused the State's procurement of the supply chain management system.**
3. **The tender of any tenderer may be disregarded if that tenderer or any of its directors have –**
   a. **abused and/or misused the State's procurement and/or supply chain management system;**
   b. **committed fraud, corruption, or any other improper conduct in relation to such State system; and/or**
   c. **has been charged with fraud, corruption or any other improper conduct whether of a criminal or civil nature during the course and scope of rendering services to the state or any other party and/or entity; or**
   d. **failed to perform on any previous contract [with the State].**
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with this tender.**

| | | | |
|---|---|---|---|
| 4.1 | Is the tenderer or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?<br><br>**Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/ Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied.**<br>The Database of Restricted Suppliers now resides on the National Treasury website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page. | Yes ♦ | No ♦ |
| 4.1.1 | If Yes, furnish particulars: | | |
| 4.2 | Is the tenderer or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combatting of Corrupt Activities Act (No. 12 of 2004)?<br>**The Register for Tender Defaulters can be accessed on the National Treasury website ((**www.treasury.gov.za) by clicking on its link at the bottom of the home page. | Yes ♦ | No ♦ |
| 4.2.1 | If Yes, furnish particulars: | | |
| 4.3 | Was the tenderer or any of its directors convicted by a court of law (including a court outside the Republic of South Africa) for fraud or corruption during the past five years? | Yes ♦ | No ♦ |

| | | | |
|---|---|---|---|
| 4.3.1 | If Yes, furnish particulars: | | |
| 4.4 | Was any contract between the tenderer and any organ of State terminated during the past five years on account of failure to perform on or comply with the contract? | Yes ♦ | No ♦ |
| 4.4.1 | If Yes, furnish particulars: | | |

**CERTIFICATION**

I, the undersigned, .....
certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Signature:
.....

Name:
.....
.

Position:
.....

Date:
.....
...

Name of tenderer:
.....

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

## FORM A5: PROTECTION OF PERSONAL INFORMATION

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No.4 of 2013.("POPIA"):
   consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.
2. SANRAL will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:
   Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.
3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFT, the Responsible party is "SANRAL" and the Data subject is the "Respondent". SANRAL will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
4. SANRAL reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFT and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning SANRAL.
5. In responding to this bid, SANRAL acknowledges that it will obtain and have access to personal information of the Respondent. SANRAL agrees that it shall only process the information disclosed by Respondent in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
6. SANRAL further agrees that in submitting any information or documentation requested in this RFT, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by SANRAL and/or its authorised appointed third parties.
7. Furthermore, SANRAL will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, SANRAL requires the Respondent to process any personal information disclosed by SANRAL in the bidding process in the same manner.
8. SANRAL shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this RFT (physically, through a computer or any other form of electronic communication).
9. SANRAL shall notify the Respondent in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent must take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.
10. The Respondent may, in writing, request SANRAL to confirm and/or make available any personal information in its possession in relation to the Respondent and if such personal information has been accessed by third parties and the identity thereof in

terms of the POPIA. The Respondent may further request that SANRAL correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Respondent in SANRAL's possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.

11. In submitting any information or documentation requested in this RFT, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFT and further confirming that they are aware of their rights in terms of Section 5 of POPIA

**Respondents are required to provide consent below:**

| | | | |
|---|---|---|---|
| **YES** | | **NO** | |

12. Further, the Respondent declares that they have obtained all consents pertaining to other data subject's personal information included in its submission and thereby indemnifying SANRAL against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted.
13. The Respondent declares that the personal information submitted for the purpose of this RFT is complete, accurate, not misleading, is up to date and may be updated where applicable.

Signature of Respondent's authorised representative: _____

Should a Respondent have any complaints or objections to processing of its personal information, by SANRAL, the Respondent can submit a complaint to the Information Regulator on https://www.justice.gov.za/inforeg/, click on contact us, click on complaints.IR@justice.gov.za

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

## FORM A6: CERTIFICATE OF ACQUAINTANCE WITH RFT DOCUMENTS

**By signing this certificate, the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with and agrees with all the conditions governing this RFT. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, SANRAL will recognise no claim for relief based on an allegation that the Respondent overlooked any such term or condition or failed properly to take it into account in calculating tendered prices or any other purpose:**

**Note:** Should a Respondent be successful and awarded the bid, they will be required to complete a Supplier registration as a vendor onto the SANRAL vendor master database.

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFT unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by SANRAL's Legal Department who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from the Standard terms or conditions could result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond, before submitting the bid. The Bidder agrees that he/she will have no claim or cause of action based on an allegation that any aspect of this RFT was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if this Certificate of Acquaintance with RFT documents included in the RFT as a returnable document, is found not to be true and/ or complete in every respect.

SIGNED at _____ on this _____ day of _____ 20___

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

_____

NAME: _____

DESIGNATION: _____

Signed:……..Date:……

Name:……Position……

Tenderer:……..

**FORM A7: CERTIFICATE OF AUTHORITY FOR SIGNATORY**

**Notes to tenderer:**

1. The signatory for the tenderer shall confirm his/her authority thereto by attaching on the tendering company's letterhead a duly signed and dated copy of the relevant resolution of the board of directors/partners. Submit a copy of the resolution on printed and bound hard copy and flash drive.
2. In the event that the tenderer is a joint venture, a certificate is required from each member of the joint venture clearly setting out:
    - authority for signatory,
    - undertaking to formally enter into a joint venture contract should an award be made to the joint venture,
3. The resolution below is given as an example of an acceptable format for authorisation, but submission of this page with the example completed shall not be accepted as authorisation of the tenderer's signatory.
4. In the event that authorisation is for more than one project, then all projects shall be listed in the copy of the resolution of the Board of Directors/Partners.

By resolution of the board of directors/partners passed at a meeting held on

Mr/Ms……whose signature appears below, has been duly authorised to sign all documents in connection with the tender for contract no. NRA 2026/0784

REQUEST FOR TENDER: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF CONTENT GENERATION, DESIGN, LAYOUT, PRINTING AND DISTRIBUTION SERVICES FOR A PERIOD OF FIVE (5) YEARS

and any contract which may arise therefrom on behalf of *(enter name of tenderer in block capitals)*

SIGNED ON BEHALF OF THE COMPANY:

IN HIS/HER CAPACITY AS:
DATE:
SIGNATURE OF SIGNATORY:

WITNESSES:…… ……..

SIGNATURE SIGNATURE

…… ……..

NAME (print) NAME (print)

Signed:……..……..……..Date:……..….

Name:……..……..……Position…….

Tenderer:……..……..

## FORM A8: JOINT VENTURE AGREEMENT

| Bidder Name | Contact Detail (Name, Cellphone, Email) | Share % in the JV |
|---|---|---|
| | | |
| | | |
| | | |
| **Total** | | **100** |

Signed:……..Date:……..

Name:……Position……

Tenderer:……..

**FORM A9: DECLARATION OF TENDERER'S CURRENT STATUS OF ANY DEBT OUTSTANDING TO SANRAL**

**Notes to tenderer:**

1. **The signatory for the tenderer (as per Form A2.1) shall complete and sign this form declaring the current status of (any) debt outstanding to SANRAL.**
2. **In the event that the tenderer is a Joint Venture, a declaration is required from each member of the Joint Venture.**

I, the undersigned, ..... declare that:

(i) the tenderer or any of its Directors/Members do not have any debt outstanding to SANRAL, other than what is listed below:

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

(ii) the tenderer and/or any of its Directors/Members freely, voluntarily and without undue duress unconditionally authorises SANRAL to set off any debts agreed to which is due and payable by the tenderer or any of its Directors/Members in terms of this declaration against any moneys due to the tenderer or any of its Directors/Members.

(iii) to the best of my knowledge the above information is true and accurate.

Signed and sworn before me at ……. on the …….. day of

…… 20……..

……..
SIGNATURE

The deponent having:

1. Acknowledged that he/she knows and understands the contents hereof;
2. Confirmed that he/she has not objection to the taking of the prescribed oath;
3. That he/she considered the prescribed oath as binding upon his/her conscience; and
4. The Regulations contained in the Government Gazette Notice R1258 of July 1972 and R 1648 of August 1977 having been complied with.

……..
COMMISSIONER OF OATHS

Signed:……..Date:……...

Name:……..……Position……

Tenderer:……..…….

## FORM 10: DOMESTIC PROMINENT INFLUENTIAL PERSONS (DPIP) OR FOREIGN PROMINENT PUBLIC OFFICIALS (FPPO)

### Notes to Tenderer:

1. In line with a policy on the management of Prominent Influential Persons (PIP's), the purpose of this declaration form is to ensure maintenance and monitoring of the business relationships with prominent, influential stakeholders who have domestic and/or foreign influence as far as the procurement under the management of the Employer is concerned. This is done to mitigate the Employer's perceived association, reputational, operational or legal risk, as it strives to foster and maintain fair and transparent business relations. (This policy is available on the Employer's website: www.nra.co.za)
2. It is compulsory that all prospective and existing tenderers conducting business with the Employer, who potentially meet the definition of DPIP's, FPPO's or FIN's, complete this form by supplying credible information as required and submit together with their tender document.
3. Tenderers are required at the tender stage to declare any DPIP's, FPPO's or FIN's involved in their tenders, as part of their submission.
4. Further, that tenderers shall at the tender stage furnish the Employer of all information relating to namely, shareholders names, identity numbers and share certificates of the individual and/or transaction concerned using the form below, for verification purposes, including where applicable, confirmation as it relates to:
    i. Knowledge of any offence within the meaning of Chapter 2, Section 12 and 13 of Prevention and Combating of Corrupt Practices Act No 4 of 2006; and/or
    ii. Knowledge of any offence within the meaning of Chapter 3 of Prevention of Organised Crime Act No 121 of 1998 as it relates to any of the shareholders, directors, owners and/or individual link to the tenderer.
5. Tenderers undertake that should it be discovered that the information provided in the table below is fraudulently or negligently misrepresented, then Chapter 9, Section 214 and 216 of Companies Act No 17 of 2008 shall apply to shareholders, directors, owners and/or individual link to the tenderer.
6. Should the tenderer fail to declare or supply the Employer with credible information in the prescribed form, the tender may be rendered invalid.
7. Should the Employer, in the process of conducting verification and investigation of information supplied by the tenderer find out that the information poses a reputational risk, the tender shall be rendered invalid.
8. The following definitions shall apply:
    i. "Board" means the Board of Directors or the Accounting Authority of the Employer.
    ii. "Business relationship" means the connection formed between the Employer and external stakeholders for commercial purposes.
    iii. "DD" means Due Diligence.
    iv. "Domestic Prominent Influential Person" means an individual who holds an influential position, including in an acting position for a period exceeding 6 (six) months, or has held at any time in the preceding 12 (twelve) months, in the Republic, as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017.
    v. "DPIP" means a Domestic Prominent Influential Person.
    vi. "Family members and known close associates" means immediate family members and known close associates of a person in a foreign or domestic prominent position, as the case may be, as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017.

vii. "Foreign Influential National" means an individual who is not a South African citizen or does not have a permanent residence permit issued in terms of the Immigration Act No 13 of 2002, who possesses personal power that induces another person to give consideration or to act on any basis other than the merits of the matter.

viii. "Foreign Prominent Public Official" means (as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017) an individual who holds or has held at any time in the preceding 12 (twelve) months, in any foreign country a prominent public function.

ix. "FPPO" means a Foreign Prominent Public Official.

x. "Improper influence" means personal power that induces another person to give consideration or to act on any basis other than the merits of the matter.

xi. "The Employer" means the South African National Roads Agency SOC Limited (SANRAL) with registration number 1998/009584/30.

xii. "Senior Management" means the Executive Committee or its individual members.

9. A separate declaration is required from each DPIP, FPPO and FIN. In the event that the tenderer is a Joint Venture (JV), a separate declaration from each DPIP, FPPO and Fin from each of the Joint Venture (JV) members, is required.

**Prominent Influential Persons (PIP's) Reporting Form**

| **IDENTIFICATION PARTICULARS** | | | | | |
|---|---|---|---|---|---|
| Primary Particulars | First Name | Surname | | Middle Name | ID/Passport Number |
| | | | | | |
| Country Details | Country of Origin | | Citizenship | Current Country of Residence | |
| | | | | | |
| **CURRENT STATUS AND BACKGROUND** | | | | | |
| Current Occupation | Occupational Title | | | Status | |
| | | | | Active | Non-active |
| | | | | | |
| | | | | | |
| Is the potential/business partner (mark with an "X" whichever is applicable): | | | | | |
| a DPIP | a FPPO | a FIN | Family member or Close Associate of a DPIP/FPPO/FIN? | | |

| **KNOWN BUSINESS INTERESTS** | | | | |
|---|---|---|---|---|
| No | Name of Entity | Role in Entity | Status | |
| 1 | | | Active | Non-active |
| 2 | | | | |

| | | | | |
|---|---|---|---|---|
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

| **MEDIA REPORTS / OTHER SOURCES OF INFORMATION** |
|---|
| (Please reference all known negative or damaging media reports associated with the DPIP/FPPO/FIN) |
| |
| |
| |
| |
| |

**Reporting Person/s:**

| | | |
|---|---|---|
| Full names: | | |
| Designation: | | |
| Department: | | |
| Head of Department: | | |
| Head of Department's signature: | Date: | |
| Reporting Person's signature: | Date: | |

**DECLARATION / UNDERTAKING BY THE TENDERER**

I, the undersigned, .....

declare that:

i. the information furnished on this declaration form is true and correct.

ii. I accept that, any action may be taken against me should this declaration prove to be false.

Signed:……..……..……..Date:……..….

Name:……..……Position…….

Tenderer:……..……..

## FORM A11: CERTIFICATE OF FRONTING PRACTICES

### Fronting Practices

**Window-dressing:** This includes cases in which black people are appointed or introduced to an enterprise on the basis of tokenism and may be:

- Discouraged or inhibited from substantially participating in the core activities of an enterprise; and
- Discouraged or inhibited from substantially participating in the stated areas and/or levels of their participation;

**Benefit Diversion:** This includes initiatives implemented where the economic benefits received as a result of the B-BBEE Status of an enterprise do not flow to black people in the ratio as specified in the relevant legal documentation.

**Opportunistic Intermediaries:** This includes enterprises that have concluded agreements with other enterprises with a view to leveraging the opportunistic intermediary's favourable B-BBEE status in circumstances where the agreement involves:

- Significant limitations or restrictions upon the identity of the opportunistic intermediary's suppliers, Service Providers, clients or customers;
- The maintenance of their business operations in a context reasonably considered improbable having regard to resources; and
- Terms and conditions that are not negotiated at arms-length on a fair and reasonable basis.

### Responsibility to Report Fronting

In order to effectively deal with the scourge of Fronting, verification agencies, and/or procurement officers and relevant decision makers are encouraged to obtain a signed declaration from the clients or entities that they verify or provide business opportunities to, which states that the client or entity understands and accepts that the verification agency, procurement officer or relevant decision maker may report Fronting practices to **the dti**. Intentional misrepresentation by measured entities may constitute fraudulent practices, public officials and verification agencies are to report such cases to **the dti**.

### Fronting Indicators

| |
|---|
| • The black people identified by an enterprise as its shareholders, executives or management are unaware or uncertain of their role within an enterprise; |
| • The black people identified by an enterprise as its shareholders, executives or management have roles of responsibility that differ significantly from those of their non-black peers; |
| • The black people who serve in executive or management positions in an enterprise are paid significantly lower than the market norm, unless all executives or management of an enterprise are paid at a similar level; |
| • There is no significant indication of active participation by black people identified as top management at strategic decision making level; |

| |
|---|
| • An enterprise only conducts peripheral functions and does not perform the core functions reasonably expected of other, similar, enterprises; |
| • An enterprise relies on a third-party to conduct most core functions normally conducted by enterprises similar to it; |
| • An enterprise cannot operate independently without a third-party, because of contractual obligations or the lack of technical or operational competence; |
| • The enterprise displays evidence of circumvention or attempted circumvention; |
| • An enterprise buys goods or services at a significantly different rate than the market from a related person or shareholder; |
| • An enterprise obtains loans, not linked to the good faith share purchases or enterprise development initiatives, from a related person at an excessive rate; and |
| • An enterprise shares all premises and infrastructure with a related person, or with a shareholder with no B-BBEE status or a third-party operating in the same industry where the cost of such premises and infrastructure is disproportionate to market-related costs. |

**DECLARATION**

I, the undersigned, .....

in submitting the accompanying tender on behalf of the tenderer do hereby make the following statements that I certify to be true and complete in every respect:

1. I have read and understand the contents of this certificate.
2. I accept that the Employer may report fronting practices to the Department of Trade and Industry and the B-BBEE Commissioner.
3. I accept that intentional misrepresentation by measured entities may constitute fraudulent practices that shall be reported to the Department of Trade and Industry and the B-BBEE Commissioner.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM A12. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)**

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**

   The following preference point systems are applicable to invitations to tender:

   the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included); and

2. **To be completed by the organ of state**

   a. The applicable preference point system for this tender is the 90/10 preference point system.
   b. The 90/10 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.

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.

4. **To be completed by the organ of state:**
   The maximum points for this tender are allocated as follows:

| | **POINTS** |
|---|---|
| **PRICE** | 90 |
| **SPECIFIC GOALS** | 10 |
| **Total points for Price and Specific Goals** | **100** |

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

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

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### POINTS AWARDED FOR PRICE

#### 3.1.1 THE 90/10 PREFERENCE POINT SYSTEMS

A maximum of 90 points is allocated for price on the following basis: **90/10**

$$Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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

## 4. POINTS AWARDED FOR SPECIFIC GOALS

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:

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—

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

4.1.2 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.**

| *The specific goals allocated points in terms of this tender* | *Criteria* | *Number of points allocated (90/10 system)* | *Number of points claimed (90/10 system) (To be completed by the tenderer)* |
|---|---|---|---|
| *B-BBEE level scorecard of the tendering entity.* | *B-BBEE Level 1* | 10.00 | |
| | *B-BBEE Level 2* | 9.00 | |
| | *B-BBEE Level 3* | 6.00 | |
| | *B-BBEE Level 4* | 5.00 | |
| | *B-BBEE Level 5* | 4.00 | |
| | *B-BBEE Level 6* | 3.00 | |
| | *B-BBEE Level 7* | 2.00 | |
| | *B-BBEE Level 8* | 1.00 | |
| | *Non-compliant contributor* | 0.00 | |

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

## 5. DECLARATION WITH REGARD TO COMPANY/FIRM

1. Name of company/firm…….
2. Company registration number: ……...
3. TYPE OF COMPANY/ FIRM
   - □ Partnership/Joint Venture / Consortium
   - □ One-person business/sole propriety
   - □ Close corporation
   - □ Public Company
   - □ Personal Liability Company
   - □ (Pty) Limited
   - □ Non-Profit Company
   - □ State Owned Company

   [TICK APPLICABLE BOX]

4. 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 –

4.1.3 disqualify the person from the tendering process;

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

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

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

4.1.7 forward the matter for criminal prosecution, if deemed necessary.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

## FORM A13: REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIER DATABASE

The tenderer shall provide a copy supplier registration from the National Treasury Central Supplier Database (www.treasury.gov.za). Tenderers who are not registered on the Central Supplier Database at tender closure will be declared non-responsive. In the case of a Joint Venture a printed copy supplier registration from must be provided for each member of the Joint Venture.

Name of Service Provider: .....

Central Supplier Database Supplier Number: .....

Supplier Commodity: .....

Delivery Location: .....

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

## FORM A14: DECLARATION OF TENDERER'S LITIGATION HISTORY

**Note to tenderer:**
The tenderer shall list below details of any litigation with which the tenderer (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

| CLIENT | OTHER LITIGATING PARTY | DISPUTE | AWARD VALUE | DATE RESOLVED |
|---|---|---|---|---|
| | | | | |

Signed:……..Date:……..

Name:……Position……

Tenderer:……..

## FORM A15: CERTIFICATES OF TAX COMPLIANCE

The Tenderer shall complete the declaration below.

I, ..... (name)
the undersigned in my capacity as ..... (position)
on behalf of ..... (name of company)
herewith grant consent that SARS may disclose to the South African National Roads Agency SOC Limited (SANRAL) our tax compliance status.

For this purpose our unique security personal identification number (PIN) is .....

In the event of a joint venture each member shall comply with the above requirements.

Signed:.....Date:.....
Name:.....Position.....
Tenderer:.....

## FORM A16: SCHEDULE OF DEVIATIONS OR QUALIFICATIONS BY TENDERER

| PAGE | DESCRIPTION |
|---|---|
| | |

Signed:……..……..Date:……..…..

Name:……..……Position…….

Tenderer:……..……..

## FORM B1: TENDERER'S PREVIOUS EXPERIENCE

**Notes to Tenderer:**
**Bidders are required to complete the B forms and provide the documents are required.**

A. Failure to submit a completed form B1 will result in 0 (zero) points for past performance on the project except in the case that it is an eligibility requirement then it will lead to disqualification.
B. Tenderer must have experience in producing both annual report, and print and digital publications

| Previous client | Description of previous work/services rendered | Year work/services rendered | Contact details: Name, surname and contact number |
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Signed:……..……..Date:……..….

Name:……..……Position…….

Tenderer:……..……..

## FORM B1.1 TENDERER'S EXPERIENCE DESIGN AND LAYOUT

### Note to tenderer:

- The tenderer must demonstrate design work done and the type of publications (print, online and digital) as listed above over that last five (5) years. Attach two (2) examples per platform (print, online and digital).

Signed:……..……..Date:……..

Name:……..……Position……

Tenderer:……..……..

## FORM B2.1: KEY RESOURCE'S EXPERIENCE

### Note to tenderer:

- Attach a copy of Curriculum Vitae (Senior Strategist/Account Executive)
- Failure to submit a completed form B2.1 will result in 0 (zero) points for key person's experience on the project except in the case that it is an eligibility requirement then it will lead to disqualification.

| NAME | PROPOSED POSITION |
|---|---|
| | |

Key resource experience

| BRIEF DESCRIPTION OF WORK EXPERIENCE | RELEVANT EXPERIENCE STARTED | RELEVANT EXPERIENCE ENDED | POSITION HELD | QUALIFICATION/S |
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Comments: _____

_____

Signed:……..……..Date:……..…..

Name:……..……Position…….

Tenderer:……..……..

## FORM B2.3: KEY RESOURCE'S EXPERIENCE

### Note to tenderer:

- Attach a copy of Curriculum Vitae (Senior editor's CV)
- Failure to submit a completed form B2.3 will result in 0 (zero) points for key person's experience on the project except in the case that it is an eligibility requirement then it will lead to disqualification.

| NAME | PROPOSED POSITION |
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Key resource experience

| BRIEF DESCRIPTION OF WORK EXPERIENCE | RELEVANT EXPERIENCE STARTED | RELEVANT EXPERIENCE ENDED | POSITION HELD | QUALIFICATION/S |
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Comments:

Signed:……..Date:……..

Name:……..……Position……

Tenderer:……..……..

## FORM B2.2: KEY RESOURCE'S EXPERIENCE

### Note to tenderer:

- Attach a copy of Curriculum Vitae (Sub-editor; Proofreader/Copy editor CV) to support Senior Editor.
- Failure to submit a completed form B2.2 will result in 0 (zero) points for key person's experience on the project except in the case that it is an eligibility requirement then it will lead to disqualification.

| NAME | PROPOSED POSITION |
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Key resource experience

| BRIEF DESCRIPTION OF WORK EXPERIENCE | RELEVANT EXPERIENCE STARTED | RELEVANT EXPERIENCE ENDED | POSITION HELD | QUALIFICATION/S |
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Comments:

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

## FORM B2.4: KEY RESOURCE'S EXPERIENCE

### Note to tenderer:

- Attach a copy of Curriculum Vitae (Writers)
- Failure to submit a completed form B2.4 will result in 0 (zero) points for key person's experience on the project except in the case that it is an eligibility requirement then it will lead to disqualification.

| NAME | PROPOSED POSITION |
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### Key resource experience:

| BRIEF DESCRIPTION OF WORK EXPERIENCE | RELEVANT EXPERIENCE STARTED | RELEVANT EXPERIENCE ENDED | POSITION HELD | QUALIFICATION /S |
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Comments:

Signed:……..……..Date:……..…..

Name:……..……Position…….

Tenderer:……..……..

## FORM B2.5: KEY RESOURCE'S EXPERIENCE

### Note to tenderer:

- Attach a copy of Curriculum Vitae (Designers CV)
- Failure to submit a completed form B2.5 will result in 0 (zero) points for key person's experience on the project except in the case that it is an eligibility requirement then it will lead to disqualification.

| NAME | PROPOSED POSITION |
|---|---|
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Key resource experience

| BRIEF DESCRIPTION OF WORK EXPERIENCE | RELEVANT EXPERIENCE STARTED | RELEVANT EXPERIENCE ENDED | POSITION HELD | QUALIFICATION/S |
|---|---|---|---|---|
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Comments:

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

## FORM B2.6: KEY RESOURCE'S EXPERIENCE

### Note to tenderer:

- Attach a copy of Curriculum Vitae (Distribution Manager)
- Failure to submit a completed form B2.6 will result in 0 (zero) points for key person's experience on the project except in the case that it is an eligibility requirement then it will lead to disqualification.

| NAME | PROPOSED POSITION |
|---|---|
| | |

Key resource experience

| BRIEF DESCRIPTION OF WORK EXPERIENCE | RELEVANT EXPERIENCE STARTED | RELEVANT EXPERIENCE ENDED | POSITION HELD | QUALIFICATION/S |
|---|---|---|---|---|
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Comments:

Signed:……..……..Date:……..….

Name:……..……Position…….

Tenderer:……..……..

## FORM B3: SUITABILITY: EVALUATION BASED ON THE QUALITY OF THE RESPONSE, FEASIBILITY, QUALITY, AND CONTENT

### Note to tenderer:

- Tenderers must submit a USB with three examples that demonstrate print, digital and distribution capabilities done in the last three years.
- Bidders must submit a minimum of four examples of work done in the last five years.

Signed:……..Date:……

Name:……Position……

Tenderer:……..

## FORM B4: DESIGN OF COMMUNICATION PRODUCT

**Note to tenderer:**

- Provide previous details and examples design work done for on Annual Reports/Integrated Reports and publications in the last five years as per the tender document requirements.

- A minimum of four examples are required and must be uploaded on a USB.

Signed:……..Date:……..

Name:……Position……

Tenderer:……..

## FORM B6: EXPERIENCE OF CONTENT MANAGEMENT STRATEGY AND RESEARCH

### Note to tenderer:

- Submit two examples of content strategic framework for publications done in the last five (5) years, with a minimum of 3 being in the public and/or private sector.

Signed:……..……..……..Date:……..….

Name:……..……Position……..

Tenderer:……..……..

## FORM B7: EXPERIENCE OF CONTENT RESEARCH

### Note to tenderer:

Submit one example of content research done (on a clearly marked USB) in the last five (5) years. Clearly indicate the type of research done and the briefly describe the results thereof

Signed:……..……..Date:……..

Name:……..……Position……..

Tenderer:……..……..

**FORM A21: SUB-CONTRACTING DECLARATION**

**CONTRACT SANRAL: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF CONTENT GENERATION, DESIGN, LAYOUT, PRINTING AND DISTRIBUTION SERVICES FOR A PERIOD OF THREE [3] YEARS.**

**SCM REFERENCE NUMBER: NRA 2026/0784**

| | |
|---|---|
| ***TOTAL SUB-CONTRACTING PERCENTAGE*** | _____ *%* |

- I CERTIFY THAT THE INFORMATION FURNISHED 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.

Signed:……..……..Date:……..….

Name:……..……Position…….

Tenderer:……..……..