



## Telkom Tenders

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RFB 0362/2012

For the Provision of Books, Cards, Pads, General Envelopes and Specialised Envelopes.

Closing date & Time 2012/10/23 @ 11:00

Contact Person Arnold Oliver

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Document Fee R 50

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### Scope:

Open Bid **per category** for the provision of Books, Cards, Pads, General Envelopes and Specialised Envelopes.

### Critical Criteria:

Potential Bidders must comply with the following critical criteria. Non-compliance to any one of these criteria or no supporting documentation supplied, e.g. SARS certificate, PSIRA Registration Certificates, with the RFB response for any one of the critical criteria will invalidate your bid.

- 1 The bidder must bid on all items per category and be able to supply the full range of the required products.
- 2 The bidder must have its own and/or access to dedicated printing facilities.

As proof the bidder must provide a letter head with their company's registration number with a list of all printing machinery. The Bidder with their own printing facilities must also provide certification as a member of the Printing Industries Federation of South Africa (PIFSA). In the case where they are outsourcing printing services, they must obtain from their Outsourced company, a PIFSA certificate and submit this as proof.

- 3 Bidders must have at least 2 (two) years' experience in the printing industry and provide proof/references.
  - 4 At the Closing Date of the Bid, the Bidder must have a valid B-BBEE Recognition Certificate evidencing a minimum level 4 (four) or better BEE status issued by an approved IRBA registered auditor or SANAS accredited verification agency. A valid IRBA or SANAS accredited certificate must be attached to the bid response.
  - 5 The proposers/bidders must have a minimum effective Black Equity Ownership of 50.1% or more.
  - 5.1 The proposers/bidders must provide documentation to proof compliance to the above-mentioned requirement of effective Black Ownership of 50.1% or more. In case of a CC all the listed documents under column titled "Close Corporations (CC)" **must** be submitted whereas in the case of a (Pty) Ltd/Ltd all the listed documents under column titled "Pty (Ltd)/Ltd" **must** be submitted.
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\*For Public listed companies black shareholding shall be institutionalised black shareholding and not shares traded through Stock Exchange.

5.2 The above required documentation are as follows:

	Close Corporations (CC)		Pty (Ltd)/Ltd
1	The CIPS (previously known as CIPRO) documents specifying % ownership of members	1	Signed shareholders agreement where the company is owned by more than one entity or individual shareholders
		2	Share certificates of individual companies or individual members tallying with shares allocated
2	Valid verification certificate of your Company's BBBEE from a SANAS accredited verification agency  (i) Companies with annual turnover of more than R5m verification certificate is expected  (ii) Companies with annual turnover of less than R5m: A letter from Auditors/Accountants confirming the company annual turnover and the percentage (%) black shareholding in the company is expected	3	Valid verification certificate of your Company's BBBEE from a SANAS accredited verification agency  (i) Companies with annual turnover of more than R5m verification certificate is expected  (ii) Companies with annual turnover of less than R5m: A letter from Auditors/Accountants confirming the company annual turnover and the percentage (%) black shareholding in the company is expected
3	External Auditors/Accountants letter confirming level of unrestricted entitlement of Black people to receive their economic interest with percentage (%) indicated	4	External Auditors/Accountants letter confirming level of unrestricted entitlement of Black people to receive their economic interest with percentage (%) indicated

Sample letter of an External Auditors/Accountants letter attached



Unrestricted  
entitlement to receive

6. The bidders must provide a valid tax clearance certificate.

### **Note:**

Only the final short listed bidders will be required to submit samples.

**Location: General Printing:** Boksburg and Cape Town

**Location: Specialised Envelopes:** Pretoria and Cape Town



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### BIDDERS' CONFERENCE

Date : 09 October 2012  
Time : 11:00 TO 14:00  
Venue : Telkom SA Ltd  
Telkom Tower North  
Strelitzia Conference Room  
First floor  
179 Johannes Ramokhoase Street,  
formally known as 152 Proes Street,  
Pretoria, 0002

3 Bidders shall ensure that no more than two representatives of their organization attend the bidders conference. Bidder/s shall ensure that a suitable qualified representative will attend the bidder's conference. The representative shall ensure that his/her presence at the conference is verified.

4 THE OBJECTIVES OF THE CONFERENCE ARE:

- to provide information about the procurement processes, so that the Bidders clearly understand the activities they are required to perform; and
- to answer questions and resolve any issues concerning the requirements detailed in this RFB document.

Important.

- a) Please provide the names of the representatives who will attend the Bidders Conference.
- b) Please ensure that you attend the Bidders Conference early as parking is generally not available
- c) All questions with regard to the information required in this RFB document must be submitted only in writing, not later than 12h00 pm on 05 October 2012 by facsimile or e-mail for the attention of:

Name: Arnold Oliver  
Facsimile number: (012) 311-1290  
E-Mail address: Oliverga@telkom.co.za

- d) The Bidder's Conference will be held provided questions are received on or before 12h00 on 05 October 2012. No questions shall be entertained after this date.
- e) All verbal enquiries shall not be considered part of the Bidder's Conference, unless the Bidder/s reduce them in writing as requested.