

TERMS OF REFERENCE

NT007-2026

APPOINTMENT OF A SERVICE PROVIDER FOR THE
PRINTING & DISTRIBUTION OF INFORMATION
UNDER EMBARGO FOR A PERIOD OF THREE YEARS

COMPULSORY VIRTUAL BRIEFING SESSION TO BE HELD:

15 JUNE 2026 (MICROSOFT TEAMS) AT 10H00

CLOSING DATE AND TIME OF BID

30 JUNE 2026 AT 11H00

BID VALIDITY PERIOD:

90 DAYS



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

A **NATION** 
THAT **WORKS**  FOR ALL



TABLE OF CONTENTS

SECTION A: INTRODUCTION AND TERMS OF REFERENCE 7

1. DESCRIPTION AND FORMAT OF THE BID 7

2. BACKGROUND 7

3. COMPULSORY BRIEFING SESSION 7

4. SCOPE OF WORK AND DELIVERABLES..... 8

5. IMPORTANT TO NOTE..... 9

6. SKILLS AND EXPERIENCE REQUIRED 10

7. MINIMUM CRITERIA (CRITICAL CONDITIONS)..... 10

SECTION B: CONDITIONS OF BID 14

8. PART 1: EVALUATION CRITERIA 14

9. PART 2: ADDITIONAL BID REQUIREMENTS..... 25

10. TERMS AND CONDITIONS 25

11. THIRD PARTY AGREEMENTS AND SUB-CONTRACTOR AGREEMENTS..... 26

12. SUBMISSION OF BIDS 27

13. COMMUNICATION AND CONFIDENTIALITY 27

14. CONTACT DETAILS..... 28

15. PART 3: RECOMMENDATION AND APPOINTMENT OF BIDDERS 28

TABLES

Table 1: Bid Document Checklist and Returnable 6

Table 2: Functionality evaluation criteria 16

Table 3: Site Visit 17

Table 4: Preference Point System 24

ANNEXURES

Annexure A : General Conditions of Contract (GCC)

Annexure B : Standard Bidding Documents (SBD’s)

Annexure C : Pricing Schedule

Annexure D : Guide for online bid submission

LIST OF ABBREVIATIONS

| ABBREVIATION | FULL NAME |
|--------------|--|
| BAC | Bid Adjudication Committee |
| BEC | Bid Evaluation Committee |
| B-BBEE | Broad-Based Black Economic Empowerment |
| CIPC | Companies and Intellectual Property Commission |
| CSD | Central Supplier Database |
| ICT | Information and Communications Technology |
| NT | National Treasury |
| PPR 2022 | Preferential Procurement Regulation 2022 |
| QSE | Qualified Small Enterprise |
| RSA | Republic of South Africa |
| SLA | Service Level Agreement |
| SARS | South African Revenue Service |
| SCC | Special Conditions of Contract |
| SBD | Standard Bidding Document |
| SSA | State Security Agency |
| SAPS | South African Police Service |
| VAT | Value Added Tax |

DEFINITIONS

| | |
|-----------------------|--|
| Customer | A participant on the transversal contract who procures goods and/or services from the appointed Supplier(s). |
| Delivery | The process of transporting goods from a bidder’s source location to a predefined destination by the participants. |
| Due Diligence | The investigation or exercise of care that the State conducts before entering into an agreement with the bidders to validate the bid responses. |
| Embargoed Information | Information that is shared in advance but cannot be made public, published, broadcast, or disclosed until a specific date and time set by the source |

TERMS OF REFERENCE

Table 1: Bid Document Checklist and Returnable

| # | Document Name ¹ | Included in the published bid document? | To be returned by bidder? | Bidder to tick Yes if document is submitted |
|---|--|---|---------------------------|--|
| PHASE 1: MANDATORY REQUIREMENTS | | | | |
| | Annexure C – Pricing Schedule | Yes | Yes | |
| | SBD 3.3 Pricing Schedule | Yes | Yes | |
| PHASE 2: LEGISLATIVE AND OTHER STANDARD BIDDING REQUIREMENTS | | | | |
| 1. | SBD 1 Invitation form to bid | Yes | Yes | |
| 2. | SBD 4 Declaration of Interest | Yes | Yes | |
| 3. | SBD 6.1 Preference Points Claim Form | Yes | Yes | |
| 4. | Full CSD report | No | Yes | |
| 5. | CIPC documents | No | Yes | |
| 6. | Signed teaming agreement | No | If Applicable | |
| 7. | Valid Tax Clearance Certificate and/or SARS-issued pin code | No | Yes | |
| 8. | Consolidated Central Supplier Database Registration (CSD) full report in the case of a joint venture | No | If Applicable | |
| PHASE 3: FUNCTIONALITY | | | | |
| 9. | Bidder must submit supporting documents. Minimum threshold of 60 % must be achieved | No | Yes | |
| PHASE 4: PRICE & SPECIFIC GOALS | | | | |
| 10. | Proof of specific goals requirements | No | Yes | |

SECTION A: INTRODUCTION AND TERMS OF REFERENCE

1. DESCRIPTION AND FORMAT OF THE BID

1.1 Printing companies with the relevant skills and experience are invited to submit applications to the National Treasury to be appointed for a period of three (3) years for the printing and distribution of National Treasury documents containing information that is under embargo for a specific period. This may relate to (but not limited to) Budget and Medium-Term Budget Policy related documents, printed before it is tabled in Parliament by the Minister of Finance.

1.2 Such information produced by the National Treasury for printing may include the following types (not exclusively):

- Publications
 - E.g. Books (saddle stitched and thread sewn)
- Guides
 - E.g. Newspaper prints (4 panel, A3-folded to A4)
- Leatherbound documents
 - E.g. Hardbound, two-tone leather
- Bills/Acts

Examples of documentation published by National Treasury that were printed under strict embargo at the time, are mostly Budget/Medium Term Budget Policy Statement (MTBPS) related documents and can be found on:

<http://www.treasury.gov.za/documents/National%20Budget/2026/>

<https://www.treasury.gov.za/documents/mtbps/2025/default.aspx>

2. BACKGROUND

2.1 The National Treasury wishes to identify and appoint a printing company to provide a highly secure, deadline driven printing service to the National Treasury for a period of three years. This bid will relate to the production of information that may be classified, sensitive or under strict embargo. February and October will be two critical periods in relation to embargoed National Budget documentation tabled in Parliament. As these documents need to be delivered to Parliament within extremely tight deadlines, a printing plant/facilities in Cape Town is a critical requirement.

3. COMPULSORY BRIEFING SESSION

3.1 A compulsory virtual briefing session will be held as follows:

Venue : Microsoft Teams

Date : 15 June 2026

Link : <https://teams.microsoft.com/meet/329122599520346?p=SzcZkEPR2hxoEKvn9N>

Time : 10:00 – 11:00

- 3.2** The bid information session is compulsory and will provide bidders with an opportunity to obtain clarity on certain aspects of the procurement process as set out in this bid document.
- 3.3** The National Treasury reserves the right to answer questions at the briefing session and/or to respond formally after the briefing session.

4. SCOPE OF WORK AND DELIVERABLES

- 4.1** The scope of the project includes high quality *printing, finishing, packaging, labelling and delivery* of documents within an extremely short production window with no margin for error or failure. The scope of work and deliverables will differ subject to the type of printing required. See Annexure C for specifications on documentation to be quoted on.
- 4.2** A brief on the specific request relating to the printing and distribution of documents will be provided telephonically, followed by an email and/or by way of meetings to streamline specifications for procurement purposes. Information and content will only be handed over to the production manager in person, especially when information is still under strict embargo, sensitive or confidential in nature.
- 4.3** All printing of documents will be subject to quality and security scrutiny by the National Treasury officials and/or appointed partners and stakeholders.
- 4.4** The National Treasury may approach the appointed service provider requesting the following type of printing. Note requests for quotation may vary (not limited to) between/include the following specifications:

Books

- **Type/Bind:** Saddle stitched, Thread-sewn, Perfect bound or Leather Bound
 - Soft Cover: 4 pp printed in full colour one side on 296gsm Alpine Box Board or
 - Leatherbound (hardbound), two tone leather, gold lettering.
- **Pages Qty:** Between ± 30 – 1150 pages
- **Paper Weight:** Between ± 70 – 140gsm
- **Quantity:** Between ± 50 – 400
- **Colour:** Full Colour, Spot Colour, or B&W (Cover, always full colour)
- **Size:** A4
- **Finishing:** Gloss/Matt laminated on one side, spot varnish

Guides/Newspaper Print

- **Type:** News print, cold/hot press.
- **Pages Qty:** Between 4 (sides)
- **Paper:** printed in 4 colour both sides on 90gsm Camelot cartridge
- **Quantity:** Between 100-400 per kind (11 kinds)
- **Colour:** Full Colour, Spot Colour, or B&W
- **Size:** 594mm X 420mm folded to 420mm deep x 297 mm wide (then to A4) 4pp tabloid A3 folded to A4

Posters

- **Type:** 1 Page poster
- **Quantity:** between 1-15
- **Size:** A0
- **Print:** Printed in full colour, one side on 220gsm Gloss Art
- **Finishing:** Film laminated/coated and trimmed to size.

Budget Highlights

- **Size:** A4
- **Print:** Printed in full colour, both sides on 350gsm Magno gloss
- **Finishing:** Film laminated and trimmed to size.
- **Delivery:** One address in Parliament (High Security/Embargoed protocol).

5. IMPORTANT TO NOTE

5.1 Software requirements

It is imperative that the company use up to date software packages, such as Adobe Creative Cloud etc. The service provider will be required to acquire or update relevant software to support publications prepared by the National Treasury. This includes the latest version of anti-virus software.

5.2 Process and timeframes

There might be last-minute changes to the content or artwork that would need to be made at the printing premises resulting in delayed and/or rushed printing deadlines. Please note that the delivery dates and times that will be provided will be inflexible.

Delivery deadlines are mostly fixed, as is the case with documents that must be tabled in Parliament. Flexibility in terms of staffing, working hours, and contingency planning will be required by the appointed service provider. Note that references to “days” in this tender refer to calendar days (weekends and public holidays included).

Delivery of documents will be to Parliament; 120 Plein Street only.

5.3 Production and quality control

Bidders must consider quality assurance during the printing, folding (of sections), collating (of sections), binding and packaging processes.

Quality control in terms of colour and finishing consistency is of utmost importance.

Information with regards to the production equipment to be used must be shared (including used for printing, binding, collating, stitching, plates, laminating, generators etc. Labeling done for boxing needs to be verified and applied as per specified information provided. Printed material must be correctly wrapped, packed, and labeled as per project specific delivery schedules. This process will be strictly monitored for security purposes.

5.4 Contingency and disaster planning

A detailed contingency and disaster plan will be an important consideration in the awarding of the tender. The plan should address circumstances that may arise that are beyond the control of the printer and indicate what actions will be taken in such an event to ensure successful project completion. The following should be taken into consideration:

- Labour unrest (strikes)
- Fire
- Power disruptions
- Machinery and Vehicle breakdowns
- Identification of alternative site
- Sub-contracting and third-party suppliers
- Operational disruptions

5.5 Pricing

Pricing must be inclusive of VAT, including the necessary paper stock, packaging (labelling, boxing, pallet) and delivery.

5.6 Security

The preferred service provider and all its staff involved in the project will be subjected to compulsory security screening that can be stringent and include clearances, screening and conformation to special criteria. Refer to par 6.1, 6.2, 6.3 and 6.4 listed below.

6. SKILLS AND EXPERIENCE REQUIRED

The bidder must provide contactable and reputable references, citing that individuals or companies have proven track records in their specific areas of responsibility. The minimum skills, together with proven experience required, would include the following, depending on the printing request:

- *Editing skills:* Copy editing, and ensuring format consistency
- *Desktop Publishing (DTP) skills:* Layout & design (advanced knowledge of Adobe cloud software)
- *Project Management skills:* Guidance on and Implementation of printing and delivery/distribution project schedules
- *Time management skills:* Effectively managing timeframes to ensure adherence to strict printing and delivery deadlines.

7. MINIMUM CRITERIA (CRITICAL CONDITIONS)

The successful bidder as well as its staff involved in the project shall be subjected to a security screening process by the State Security Agency ("SSA"). The same regulations and measures are applicable to any sub-contractors appointed by the main contractor to work on any of the projects. The security responsibilities of the contractor will be indicated by the Department. The successful bidder's infrastructure will be subject to regular audits during the year. The successful bidder MUST have/comply with:

7.1 Infrastructure Requirements

7.1.1 *Printing premises:*

The Main (fully equipped) printing premises must have a DTP section and must be able to print in Cape Town due to short delivery deadlines to Parliament. The DTP section should be able to apply last-minute changes to content if required.

7.1.2 *Working/Office space:*

To be availed to the National Treasury project team at the printing premises to accommodate max of Five (5) officials for editing and sign-off purposes during specified periods (mainly February and October) for approximately 2 days prior to print. In addition, Ten (10) Security, Internal Audit and IT officials will also be at the premises and will also need office/space to operate from. This space will be part of the cordoned security restricted area that will be manned by the NT Security team, and SAPS officials.

7.1.3 *Equipment:*

DTP unit must have at least one personal computer, as well as Apple Mac equipment with relevant updated software, such as Microsoft Office, Adobe software (Acrobat, InDesign, etc.) to access information.

Allocated printing machines must be in an area that can be cordoned off and can be security controlled during the embargoed period.

The following minimum printing capabilities must be on-site (same premises)

- Printing
- Folding
- Collating
- Binding (Stitching and Thread-sewing, and Leather Hardbound)
- Laminating/UV varnish
- Packaging

7.1.4 *Backup power:*

Such as generators or uninterrupted power supply (UPS) in case of power failures must be available

7.1.5 *A dedicated team:*

Including a production manager, DTP expert, IT support, and Physical Security Supervisor to be allocated for the duration of the printing period.

7.1.6 *Compliance:*

Occupational Health and Safety Act and Building Regulations.

7.2 Security access:

Access to the area where work is done must be restricted and access control to the premises must be carried out based on the guidelines provided by the **Control of Access to Public Premises and Vehicles Act, 1985 (Act No 53 of 1985)**

7.3 Information and Communication Technology (ICT) Requirements:

- 7.3.1 Up to date well known Anti-virus software Installed with latest virus definitions on the designated workstation used for printing & production process. Latest operating system patches or security *updates* must be installed on the machine.
- 7.3.2 Implement logon and specific security restrictions will apply (no shared drives, no internet and email connectivity, password and auditing settings enabled, etc) to identified workstations utilised during the printing process.
- 7.3.3 Workstation should be disconnected from the network during the printing process.
- 7.3.4 There must be secure Internet access through the firewalls if service provider requires Internet access during normal operations.
- 7.3.5 Secure Wireless data infrastructure e.g. SSID hidden and encryption enabled if networked.
- 7.3.6 Services should be fault tolerant and be available during disaster including power outages, load shedding and telecommunication provider outage.
- 7.3.7 National Treasury representative(s) must be allowed to personally delete relevant information (chapter and budget information files) as soon as printing is completed under embargo.
- 7.4 Security Requirements:**
 - 7.4.1 Bidder shall provide the National Treasury with the name of the security company, list of all security officers registered with Private Security Industry Regulation Authority (PSIRA) to be deployed at the printing premises a month prior the event to allow for the screening process with State Security Agency.
 - 7.4.2 Bidder shall ensure that there is proper implementation of physical access control measures at the premises and deploy Grade C security officers to carry out the duty in terms of the National Treasury access control processes and standards.
 - 7.4.3 Bidder shall provide the National Treasury with a contingency plan to address absenteeism during security industrial actions and additional manpower as maybe requested by the National Treasury.
 - 7.4.4 Bidder must comply with the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and building regulations and provide the emergency plans to ensure effective evacuation of NT employees should an emergency occur while conducting work in their buildings
 - 7.4.5 Bidder needs to allow the National Treasury from time to time to conduct threat and risk assessments as well as audits on its premises and request the improvement of security controls to be implemented prior to Budget and MTBPS periods or anytime where printing of sensitive documents may be required.
 - 7.4.6 Bidder needs to ensure that they comply with all applicable laws relating to the service provided.
 - 7.4.7 Bidder needs to ensure that there are shredding facilities and all waste documents are destroyed in such a way that they cannot be reconstituted.
 - 7.4.8 Bidder needs to ensure that documents are stored in a lockable area in which only authorised persons have access.
 - 7.4.9 Bidder needs to ensure that all documents are labelled and numbered and the register indicating the description of the document and date and time of dispatch must be created and must be handed over against the signature of the printing company.
 - 7.4.10 Bidder needs to ensure that the documents are properly sealed, if plastic packaging is used it must be of good quality.

- 7.4.11 Bidder needs to utilise vehicles installed with a metal canopy when transporting documents and are expected to cooperate when escorted by the SAPS during transit.
- 7.4.12 Bidder needs to co-operate with South African Police Services and SSA officials who will be assigned to assist National Treasury in ensuring that security measures before and during printing of documents are implemented.
- 7.4.13 The bidder and all employees who have access to the documents are required to undergo security screening and be cleared by SSA before such access can be granted to them. Should the results of the screening be negative such person will not be permitted by National Treasury to form part of the team.
- 7.4.14 The Bidder shall provide the National Treasury with the necessary documents required for company screening purposes, among other documents, the following must be submitted: latest tax clearance certificate, CIPC registration, company directors details (ID copies of the board of directors and individuals that will be deployed during the event), and company profile.
- 7.4.15 The bidder should ensure that all their sub-contractors who will have access to the printing or binding of these documents comply with requirements above.
- 7.4.16 The bidder is required to update the NT of any new buildings they might be relocating to during the existence of the contract to allow NT: Security Management to conduct security assessment.

SECTION B: CONDITIONS OF BID

8. PART 1: EVALUATION CRITERIA

8.1 The details of the evaluation phases are outlined below:

8.2 Phase 1: Mandatory Requirements

8.2.1 Pricing Schedule

Bidders are required to submit responsive bids by completing all pricing on the provided pricing schedule (Annexure C) Non-submission of the pricing schedule (Annexure C) will invalidate the bid.

The pricing schedule (Annexure C) provided in these bid forms an integral part of the bid document and bidders must ensure that it is completed without changing the structure thereof.

Bid prices must be inclusive of all costs, and VAT.

Failure to complete any field in the pricing schedule will result in the disqualification of the relevant line item.

8.3 Phase 2: Legislative And Other Standard Bidding Documents

8.3.1 Legislative Requirements

It is also a requirement for bidders to submit the other legislative documents as detailed below.

- a) SBD 1 invitation form to bid.
- b) SBD 4 bidder's disclosure.
- c) SBD 6.1 preference points claim form.
- d) Central Supplier Database – A Central Supplier Database report must be submitted
- e) In case of Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement is
- f) required with the partner.
- g) In the case of a Joint Venture, Consortium, Trust, or Partnership a Valid Tax Clearance Certificate
- h) and/or SARS issued pin code for both companies must be submitted (which will be verified)
- i) In the case of a Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement must be submitted.
- j) In the case of a Joint Venture, Consortium, Trust, or Partnership a Consolidated Central Supplier
- k) (CSD) Database Registration or both companies CSD are required
- l) CIPC documents
- m) Shareholding portfolio by proof of registration of the company with Companies Intellectual Property Commission. An additional document detailing the shareholding of the bidder in an organogram format in support of the proof of company registration must be submitted by bidders at the closing date and time.

Failure to submit the documents indicated above even after the bidder has been notified and given a maximum of seven calendar days to rectify may invalidate the bid.

8.4 Phase 3: Functionality Evaluation and Site Visit

During this phase, bidders' responses will be assessed based on functionality. To proceed to the next phase of evaluation, bidders must achieve a minimum total score of 60% for the functional requirements. Only bidders who pass phase two (2) will be considered for functionality evaluation. Failure to meet the minimum functionality threshold will result in disqualification from further evaluation.

Bidders are required to submit supporting documentation for all functional requirements as part of their bid submission. The Bid Evaluation Committee (BEC) will assess and score each bid based solely on the submitted documentation and the information provided. Failure to provide adequate supporting documents may result in a lower functionality score.

Each criterion will be assigned a score, which will then be multiplied by the designated weighting for that criterion. The total score will be calculated by summing these weighted scores and expressing the result as a percentage of the highest possible score. Bidders are encouraged to ensure that their submissions are complete and clearly demonstrate compliance with the functional requirements.

8.4.1 *Covering letter signed by the bidder that confirm:*

- *Accepting the Bidding Rules (set out below)*
- *Providing full contact details; and*
- *Confirm that examples presented at the site visit for evaluation are printed and produced by the bidder.*

8.4.2 *Technical Proposal*

The following must form part of the Technical Proposal (**please follow the sequence and layout**). Remember, the bid is evaluated in terms of what the evaluators receive as part of the bid information submitted and must therefore be supported by evidence as far as possible.

Field of expertise of the bidder showcasing the industry related track record

- Outline the nature and size of similar projects handled;
- The precise role the bidder played; and the size of the team allocated;
- Contract duration;
- Contactable references; must include the client company name, contact person, contact number and email address.

8.4.3 *Detailed contingency and disaster plan (address issues below)*

- Labour unrest (strikes)
- Fire
- Power disruptions
- Machinery and vehicle breakdowns
- Identification of alternative site
- Sub-contracting
- Operational disruptions

All proposals will be evaluated on the criteria provided in the tables below:

Table 2: Functionality evaluation criteria

| | EVALUATION CRITERIA | WEIGHT | SCORING CRITERIA |
|---|--|--------|--|
| 1 | <p>Proven industry related track record Bidders must submit at least three (3) reference letters for similar projects successfully completed and delivered in the past 10 years. Each reference letter must be supported by documentary evidence for the cited work, such as an aligned close-out report and/or a Service Level Agreements (SLAs).</p> <p>The reference letters should contain the following:</p> <ul style="list-style-type: none"> a) Outline the <i>nature and size</i> of a similar project handled b) <i>A clear description of the specific role fulfilled by, and the services provided by, the service provider</i> c) <i>Contract duration;</i> d) <i>Contactable references</i> for stated projects must be on the client letterhead, signed, and include the client company name, contact person, contact number and email address. As part of the evaluation, the references listed may be contacted for verification, and non-contactable references will result in allocation of the lowest score. <p>NB: The reference letter(s), close-out report, and/or SLAs must indicate all the requirements mentioned above and will be considered.</p> <p>Where an extension has been granted, the bidders must have completed the term of the initial contract.</p> <p>Failure to submit the required documents as per the criteria will result in allocation of the lowest score.</p> | 50 | <p>5 = Excellent 5 or more reference letters submitted, each supported by documentary evidence (close-out report and/or SLAs).</p> <p>4 = Good 4 reference letters submitted, each supported by documentary evidence (close-out report and/or SLAs).</p> <p>3 = Satisfactory 3 reference letters submitted, each supported by documentary evidence (close-out report and/or SLAs).</p> <p>2 = Fair 2 reference letters submitted each supported by documentary evidence (close-out report and/or SLAs).</p> <p>1 = Poor 1 reference letter submitted (or none), and/or no supporting documentary evidence (close-out report and/or SLAs) submitted.</p> |
| 2 | <p>Contingency and disaster plan (detailed)</p> <p>The Contingency and disaster plan should address the following aspects.</p> <ul style="list-style-type: none"> a) Labour unrest (strikes) b) Fire | 50 | <p>5 = Excellent The contingency and disaster plan address 7 of the criterion aspects</p> |

TERMS OF REFERENCE

| | EVALUATION CRITERIA | WEIGHT | SCORING CRITERIA |
|--|--|--------|--|
| | c) Power disruptions d) Machinery and vehicle breakdowns e) Identification of alternative site f) Sub-contracting and third party suppliers g) Operational disruptions | | 4 = Good The contingency and disaster plan address 6 of the criterion aspects 3 = Satisfactory The contingency and disaster plan address 5 of the criterion aspects 2 = Fair The contingency and disaster plan address 3 -4 of the criterion aspects 1 = Poor The contingency and disaster plan address 2 or less of the criterion aspects/ none of the criterion aspects |
| | TOTAL | 100 | |
| | THRESHOLD | 60% | |

Table 3: Site Visit Evaluation Criteria

(Bidders who meet a minimum threshold of 60% for functionality will be expected undergo a site visit for inspection and evaluation as below)

| | EVALUATION CRITERIA | WEIGHT | SCORING CRITERIA |
|---|---|--------|--|
| 1 | Security: a) Physical access control system including security guards b) Occupational Health and Safety Act compliance c) Shredding and waste facilities d) Lockable storage facilities e) Allocated printing machines are in area that can be cordoned off and security controlled f) Indication from the service provider on projects completed under strict embargo that adhered to security process. | 30 | 5 = Excellent All 6 criterion aspects are compliant and verified on site, with strong evidence of mature, consistently implemented controls (e.g., documented procedures, records/registers, monitoring and corrective actions). 4 = Good All 6 criterion aspects are compliant and verified on site, with adequate evidence that controls are implemented and effective (some minor gaps/limitations may exist but |

TERMS OF REFERENCE

| | EVALUATION CRITERIA | WEIGHT | SCORING CRITERIA |
|---|---|--------|---|
| | | | <p>do not materially reduce security).</p> <p>3 = Satisfactory All 6 criterion aspects are compliant and verified on site, but evidence is basic (e.g., controls exist but are not fully embedded or are reliant on manual practices).</p> <p>2 = Fair 4–5 criterion aspects are compliant and verified on site; gaps are noted in remaining aspects and require improvement before high-risk/embargoed work can be performed securely.</p> <p>1 = Poor 1–3 criterion aspects are compliant and verified on site, or compliance cannot be verified; significant security weaknesses are present.</p> |
| 2 | <p>ICT Compliance</p> <p>a) Anti-virus software installed on machines b) Secure internet access through firewalls c) Secure wireless data infrastructure d) PC and Apple Mac in the DTP section have software such as Office, Adobe (creative cloud) etc</p> | 25 | <p>5 = Excellent All 4 criterion aspects are compliant and verified on site, with strong evidence of mature, consistently implemented ICT controls (e.g., patching/AV status evidence, firewall rules/segmentation evidence, configuration settings, monitoring and corrective actions).</p> <p>4 = Good All 4 criterion aspects are compliant and verified on site, with adequate evidence that controls are implemented and effective (minor gaps/limitations may exist but</p> |

TERMS OF
REFERENCE

| | EVALUATION CRITERIA | WEIGHT | SCORING CRITERIA |
|--|---------------------|--------|---|
| | | | <p>do not materially increase ICT risk).</p> <p>3 = Satisfactory All 4 criterion aspects are compliant and verified on site, but evidence is basic (e.g., controls exist but are not fully embedded or are reliant on manual practices).</p> <p>2 = Fair 3 of the 4 criterion aspects are compliant and verified on site; gaps are noted in the remaining aspect and require improvement.</p> <p>1 = Poor 1–2 of the 4 criterion aspects are compliant and verified on site, or compliance cannot be verified; significant ICT weaknesses are present.</p> |

TERMS OF REFERENCE

| | EVALUATION CRITERIA | WEIGHT | SCORING CRITERIA |
|---|---|--------|--|
| 3 | <p>Infrastructure requirements (IT, Security, SCM, Project Lead)</p> <p>a) Printing premise in CTN with a radius of less than 50km from the CBD (Parliament)</p> <p>b) DTP section with at least one PC, and an Apple Mac</p> <p>c) Office space to accommodate max 10 people during specified periods, and space for max of 10 Security, IA, IT officials)</p> <p>d) Minimum printing facilities on the site:</p> <ul style="list-style-type: none"> - Printing, collating & folding - Binding (sewing & stitching, leather bound) - Laminating/UV varnishing <p>e) Premises must be equipped with a functional generator or alternative backup power solution</p> | 25 | <p>5 = Excellent All 5 criterion aspects are compliant and verified on site, with strong evidence of mature, consistently implemented infrastructure readiness (e.g., tested equipment and backup power, demonstrated end-to-end production capability on site, and clear operational arrangements for restricted periods).</p> <p>4 = Good All 5 criterion aspects are compliant and verified on site, with adequate evidence that infrastructure is in place and fit for purpose (minor limitations may exist but do not materially affect ability to deliver under embargo timelines).</p> <p>3 = Satisfactory All 5 criterion aspects are compliant and verified on site, but evidence is basic and/or readiness is inconsistent (e.g., arrangements exist but are not fully proven, tested, or depend on ad-hoc/manual workarounds).</p> <p>2 = Fair 3–4 of the 5 criterion aspects are compliant and verified on site; gaps remain and require improvement to meet the required operating model for restricted periods.</p> <p>1 = Poor 1–2 of the 5 criterion aspects are compliant and verified on site, or compliance cannot be verified; significant infrastructure gaps are present.</p> |

TERMS OF REFERENCE

| | EVALUATION CRITERIA | WEIGHT | SCORING CRITERIA |
|---|--|------------|---|
| 4 | <p>Quality of examples submitted</p> <p>Demonstrate hard copy samples produced by the bidder: (Ensure that samples are produced from the premises)</p> <p>Provided one example of items listed in each category.</p> <ul style="list-style-type: none"> a) Document (between 100-300 pages) b) Leather bound book (hard bound, leather) c) Poster (A0/A1) | 20 | <p>5 = Excellent All 3 required categories are demonstrated with high-quality finishing, professional standards, and strong, verifiable evidence that all samples were produced on the bidder's premises using in-house equipment and processes.</p> <p>4 = Good All 3 required categories are demonstrated with good quality workmanship, and samples are clearly confirmed as produced on the bidder's premises.</p> <p>3 = Satisfactory All 3 required categories are demonstrated with acceptable quality, and evidence reasonably indicates production took place on the bidder's premises.</p> <p>2 = Fair Only 2 of the three required categories are demonstrated, or samples are incomplete/weak, of poor quality, or production on the bidder's premises cannot be verified.</p> <p>1 = Poor Only 1 or none of the required categories are demonstrated, no hard copy samples are provided, and/or samples were not produced on the bidder's premises.</p> |
| | TOTAL | 100 | |
| | THRESHOLD | 65 | |

8.5 Phase 4: Price And Specific Goals

8.5.1 Preference Point System

Prices quoted for all goods and services must be furnished based on supply and delivery.

The pricing schedule (SBD 3.3) provided in this bid forms an integral part of the bid document and bidders must ensure that it is completed without changing the structure thereof. Bidders are required to complete a mandatory Pricing Schedule as a response to how much the items offered will be charged.

Prices submitted for in this bid must be filled in on the field provided on the pricing schedule supplied with the bid. Price structures that do not comply with this requirement may invalidate the bid.

The bid prices must include all handling fees, delivery costs, and VAT.

The pricing evaluation will be in terms of regulation 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20 preference point system.

The following formula will be used to calculate the points for price:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where,

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

8.5.2 Applicable Taxes

All bid prices must be inclusive of all applicable taxes.

Failure to comply with this condition may invalidate the bid.

All bid prices must be inclusive of fifteen percent (15%) Value Added Tax.

Failure to comply with this condition may invalidate the bid.

Points Scored for Specific Goals

8.5.2.1 The following formula will be used to calculate the points for specific goals.

$$PSSG = MPA \times \frac{POE}{100}$$

Where,

PSSG = Points scored for specific goals

MPA = Maximum points allocated for a specific goal

POE = Percentage of equity ownership by an HDI

8.5.2.2 Proof of equity ownership and related matters

The specific goals contemplated in paragraph 7.5.2.1 above must be equated to the percentage of an enterprise or business owned by individuals or, in respect of a company, the percentage of a company's shares that are owned by individuals, who are actively involved in the management of the enterprise or business and exercise control over the enterprise, commensurate with their degree of ownership at the closing date of the tender.

In the event that the percentage of ownership contemplated in paragraph 7.5.2.1 above changes after the closing date of the tender, the tenderer must notify the Office, and such tenderer will not be eligible for any preference points.

Preference points may not be claimed in respect of individuals who are not actively involved in the management of an enterprise or business and who do not exercise control over an enterprise or business commensurate with their degree of ownership.

All claims made for specific goals must be considered according to the following criteria:

Equity in private companies must be based on the percentage of equity ownership, and

Preference points may not be awarded to public companies and tertiary institutions.

Equity claims for a Trust may only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the Trust,

Documentation to substantiate the validity of the credentials of the trustees contemplated in paragraph 7.5.2.1 above must be submitted to the Office.

A consortium or Joint Venture may claim points for specific goals, based on the percentage of the contract value managed or executed by individuals who are actively involved in the management or exercise control of the respective parties of the consortium or Joint Venture.

A tenderer must submit proof of its ownership.

A tenderer who does not submit proof of their ownership may not be disqualified from the bidding process, but they score points out of 80/20 for price and zero (0) points out of 80/20 for specific goals.

Preference points may not be claimed in respect of individuals who are not actively involved in the management of an enterprise or business and who do not exercise control over an enterprise or business commensurate with their degree of ownership.

8.5.3 *Responsive Bids*

Bidders are required to submit responsive bids by completing all pricing on the provided pricing schedule (Annexure C SDB 3.3). *Non-submission of the pricing schedule (Annexure C SDB 3.3) will invalidate the bid response.*

8.5.4 *Specific Goals*

8.5.4.1 The following will be used to calculate the points for specific goals.

- a) The government *intends to promote the following goals with this bid, and the points to be allocated are indicated against each goal:*

TERMS OF REFERENCE

Table 4: Preference Point System

| # | Specific goals | Score | Required proof/ documents to be submitted for evaluation purposes |
|----|---|----------|---|
| 1. | The company owned by black people <ul style="list-style-type: none"> • 100% company owned by black people = 5 points • 75% - 99% company owned by black people = 3 points • 60% - 74% company owned by black people = 2 points • 51%- 59% company owned by black people = 1 point • 0 - 50% company owned by black people = 0 point | 5 points | Proof of claim as declared on SBD 6.1 (one or more of the following will be used verifying the tenderer's status: <ul style="list-style-type: none"> • Company Registration Certification/document (CIPC) • Company Shareholders certificate • Certified identification documentation of company director/s • CSD report/ CSD registration number (MAAA number) • B-BEE Certificate of the tendering company. • Consolidated B-BBEE certificated if the tendering company is a Consortium, Joint Venture, or Trust (Issued by verification agency accredited by the South African Accreditation System). • Agreement for a Consortium, Joint Venture, or Trust. |
| 2. | The company owned by Women. <ul style="list-style-type: none"> • 100% company owned by women = 5 points • 75% - 99% company owned by women = 3 points • 60% - 74% company owned by women = 2 point • 51%- 59% company owned by women = 1 point • 0 - 50% company owned by women = 0 point | 5 points | |
| 3 | The company owned by people who are Youth. <ul style="list-style-type: none"> • 100% company owned by Youth = 5 points • 75% - 99% company owned by Youth = 3 points • 60% - 74% company owned by Youth = 2 point • 51%- 59% company owned by Youth = 1 point • 0 - 50% company owned by Youth = 0 point | 5 points | |
| 4 | The company owned by people who are disabled. <ul style="list-style-type: none"> • 100% company owned by people who are disabled = 5 points • 75% - 99% company owned by people who are disabled = 3 points • 60% - 74% company owned by people who are disabled = 2 point | 5 points | |

TERMS OF REFERENCE

| # | Specific goals | Score | Required proof/ documents to be submitted for evaluation purposes |
|---|---|-------|---|
| | <ul style="list-style-type: none"> 51%- 59% company owned by people who are disabled = 1 point 0 - 50% company owned by people who are disabled = 0 point | | |

- b) The points scored by a bidder in respect of the goals indicated above will be added to the points scored for price.
- c) Bidders are required to complete the SBD 6.1 forms in order to claim preference points. Only a bidder who has completed and signed the declaration part of the SBD 6.1 preference points claim forms will be considered for preference points.
- d) The bidders must submit Identity Documents (ID), Central Supplier Database (CSD) and CIPC registration documents. These documents will serve as proof of ownership and directorship of the company.
- e) Failure on the part of a bidder to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender will not be allocated with the points claimed.
- f) The State may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made about preference.
- g) Points scored will be rounded off to the nearest 2 decimals.
- h) If two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the specified goals. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- i) A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.
- j) Preference points may not be claimed in respect of individuals who are not actively involved in the management of an enterprise or business and who do not exercise control over an enterprise or business commensurate with their degree of ownership.
- k) Failure on the part of the bidder to claim points for specific goals will give the bidder a score of zero (0).

9. PART 2: ADDITIONAL BID REQUIREMENTS

10. TERMS AND CONDITIONS

10.1 Counter Conditions

Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

The National Treasury reserves the right to change or supplement any information or to issue any addendum to this bid before the closing date and time. The National Treasury and its officers,

employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.

If the National Treasury exercises its right to change or supplement information in terms of the above clause, it may seek amended bid documents from all bidders.

10.2 Fronting

The National Treasury supports the spirit of broad-based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background the National Treasury does not support any form of fronting.

The National Treasury, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct, or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in this bid document. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade, Industry and Competition, be established during such enquiry / investigation, the onus will be on the bidder to prove that fronting does not exist.

Failure to do so by the bidder within a period of fourteen (14) days from date of notification by National Treasury may invalidate the bid / contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies the National Treasury may have against the bidder concerned.

10.3 Right Of Award

The State reserves its following rights –

Not to make any award in this bid or accept any bids submitted,

Appoint more than one service provider

Request further technical information from any bidder after the closing date,

Verify information and documentation of the bidder(s),

To withdraw or amend any of the bid conditions by notice in writing to all bidders prior to closing of the bid and post award, and

If an incorrect award has been made to remedy the matter in any lawful manner it may deem fit.

11. THIRD PARTY AGREEMENTS AND SUB-CONTRACTOR AGREEMENTS

No agreement between the bidder and any third party will be binding to the State.

In the event that bidder intends using sub-contractors to execute the Contract or part thereof, the bidder must note that it shall remain responsible and accountable for the completion of the work or delivery of services requirements.

The bidder must declare its intention to subcontract and the percentage of subcontracting thereof and must provide full description of the subcontractor.

12. SUBMISSION OF BIDS

12.1 Online Bid Submission

Bidders must submit their bids online through the e-Tender Publication portal.

Manual or hardcopy bids are not acceptable.

The online e-Tender publication portal can be accessed on the following link:
<https://www.etenders.gov.za>

The guide for online bid submission is attached as Annexure D.

Bidders to adhere to all the rules for the online bid submission.

Bidders' attention is drawn to the sequential submission format as per the checklist on Table 1.

The Pricing Schedule (Annexure C SDB3.3) should be submitted as such and not any other format.

Non-compliance with online bid submission WILL invalidate the bidder's response.

Submit all bid queries via email to NTAdministrativetenders@treasury.gov.za.

13. COMMUNICATION AND CONFIDENTIALITY

The Financial Management Chief Directorate (FMCD) within the Office of the Director-General (ODG) may communicate with bidders where clarity is sought after the closing date and time of the bid and prior to the award of the transversal contract, or to extend the validity period of the bid, if necessary.

Any communication to any State official or a person acting in an advisory capacity for the State in respect of this bid between the closing date and the award of the bid by the bidder is discouraged.

Whilst all due care has been taken in connection with the preparation of this bid, the National Treasury makes no representations or warranties that the content in this bid or any information communicated to or provided to bidders during the bidding process is, or will be, accurate, current, or complete. The National Treasury, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current, or complete.

If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the National Treasury (other than minor clerical matters), the bidder must promptly notify the National Treasury in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the National Treasury an opportunity to consider what corrective action is necessary (if any).

Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the National Treasury will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.

All communication between the bidder and the National Treasury office must be done in writing as per the Contact Details below.

No representations made by or on behalf of the National Treasury in relation to this bid will be binding on the National Treasury unless that representation is expressly incorporated into the contract ultimately entered between the National Treasury and the successful bidder(s).

All persons (including all bidders) obtaining or receiving this bid and any other information in connection with this bid, or the tendering process must keep the contents of the bid and other such information confidential and not disclose or use the information except as required for the purpose of developing a response to this bid.

14. CONTACT DETAILS

General: National Treasury, Office of the Director-General, Financial, and third party suppliers contracted. Physical address: 40 Madiba Street, Church Square, Pretoria

Bid Enquiries: - All enquiries should be in writing to NTAdministrativetenders@treasury.gov.za. The closing date for receipt of all enquiries is 26 June 2026. All enquiries beyond the closing date will not be considered.

15. PART 3: RECOMMENDATION AND APPOINTMENT OF BIDDERS

Once the evaluation process is complete there will be a recommendation report by the BEC to the Bid Adjudication Committee (BAC) who has the authority to either support (recommendation) or not support (recommendation) the recommendation/s to the Director General for appointment/s.

On approval of the recommendation/s and appointment/s, the successful bidder(s) will sign an acceptance letter together with the Service Level Agreement for the printing & distribution of information under embargo.

All official instructions, delegated authorities, and reporting lines will be strictly governed by this SLA to be signed between the National Treasury (Budget Office) and the successful bidder.

Once the successful bidder has been appointed/awarded they cannot do a cession to waive or cede without consultation with the department.

Consent of information

By submitting a bid, the bidder consents in terms of the Protection of Personal Information Act, 2013 (Act 4 of 2013) (POPIA) to the State processing personal information contained in the bid (including information relating to the bidder and its directors/members/trustees/employees/agents/subcontractors, as applicable) for purposes of administering and evaluating the bid, conducting verification and due diligence (including checks with CSD, SARS, CIPC, banks, references and other third parties), concluding and managing any resulting contract, and meeting legal/governance obligations; the bidder warrants that it is authorised to provide such information and may be required to furnish additional information within a reasonable time frame determined by the department, and acknowledges the data subject rights under POPIA and that queries may be directed to the contact person in this bid document.

Tax Compliance Requirements

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

The Tax Compliance status requirements are also applicable to potential foreign bidders / individuals who wish to submit a bid.

It is a requirement that bidders grant a written confirmation when submitting this bid response that SARS may on an on-going basis during the tenure of the transversal contract disclose the

bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.

Bidders are required to be registered on the Central Supplier Database (CSD) and National Treasury shall verify the bidder's tax compliance status through the CSD or through SARS.

Where Consortia / Joint Ventures / Sub-Contractors are involved, each party must be registered on the CSD, and their tax compliance status will be verified through the CSD or through SARS.

15.1 Negotiations

The State reserves the right to negotiate with the shortlisted bidders prior or post award. The terms and conditions for negotiations will be communicated to the shortlisted bidders prior to invitation to negotiations. This phase is meant to ensure value for money is achieved through the measure of quality that will assess the monetary cost of the goods or services against the quality and or benefits of that goods or services.

15.2 Due Diligence

15.2.1 *The State reserves the right to:*

Conduct due diligence during the evaluation process to determine the ability of the bidder to honour contractual obligations that might emanate from this tendering process. The due diligence is not only limited to the bidder but to all parties the bidder might have confirmed to do business with for the fulfilment of the contract that might be awarded.

Conduct due diligence prior to final award or at any time during the contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

Conduct any evaluation verifications prior to final award or at any time during the contract term period.

END