



**It would be greatly appreciated if you could please submit a quote/bid as per the attached/below mentioned specification. The closing date is Wednesday, 14 September 2022 at 13h00 pm.**

**1. BACKGROUND**

**RFQ:REF NO.2022/09/099**

The Eastern Cape Department of Education (ECDoE) is seeking the services of a Service Provider to supply, pack and deliver Posters for Maths, Natural Science and Technology for the Eastern Cape Department of Education (ECDoE). The posters will be delivered in the **The Eastern Cape Department of Education, Steve Tshwete Complex, Zone 6, Zwelitsha KING WILLIAMS TOWN.**

**2. POSTERS FOR MATHS, NATURAL SCIENCE AND TECHNOLOGY**

This specification requires the service provider to refer to the following table where posters requirements and teacher packs are indicated i.e.

- Grade
- Subject
- Content Area
- Language
- Colour
- Size, Paper & Finish
- Quantity Per Pack



Steve Vukile Tshwete Education Complex \* Zone 6\* Zwelitsha \* Private Bag X0032 \* Bhisho \* 5605 \*  
 REPUBLIC OF SOUTH AFRICA \* Tel: +27 40 608 4003,4117, 4118 Fax: +27 40 608 4736,4663 \*

GRADE	SUBJECT	CONTENT AREA	LANGUAGE	COLOUR	SIZE, PAPER & FINISH	QUANTITY	UNIT PRICE INCLUDING VAT	TOTAL PRICE INCLUDING VAT
<b>Mathematics Grade 1 (8 Posters and Teacher notes)</b>								
1	Mathematics Grade 1	Number Frieze 1-20, Fractions chart Counting chart 1-200	English with either IsiXhosa/Afrikaans reversible sub titles on flashcards	Full colour one side	A2/A3, 135gsm gloss art	7 posters per pack (i.e. x1 posters per topic)	R	R
		Shape and Space						
		Patterns and Algebra						
		Measurement						
		Data Handling						
2	Mathematics Grade 2	Number Frieze 1-20, Fractions chart Counting chart 1-200	English with either IsiXhosa/Afrikaans reversible sub titles on flashcards	Full colour one side	A2/A3, 135gsm gloss art	7 posters per pack (i.e. x1 posters per topic)	R	R
		Shape and Space						
		Patterns and Algebra						
		Measurement						
		Data Handling						

3	<b>Mathematics Grade 3</b>	Counting chart 1-1000, times table chart, Fractions	<b>English with either IsiXhosa/Afrikaans reversible sub titles on flashcards</b>	Full colour one side	A2/A3, 135gsm gloss art	7 posters per pack (i.e. x1 poster per topic)		
		Shape and Space						
		Patterns and Algebra						
		Measurement						
		Data Handling						
4	<b>Mathematics Grade 4</b>	counting chart, times-table chart, fraction chart, place value	<b>English and Afrikaans</b>	Full colour one side	A2/A3, 135gsm gloss art	8 posters per pack (i.e. x1 poster per topic)	R	R
		Shape and Space						
		Patterns and Algebra						
		Measurement						
		Data Handling						
5	<b>Mathematics Grade 5</b>	counting chart, times-table chart, fraction chart, place value	<b>English and Afrikaans</b>	Full colour one side	A2/A3, 135gsm gloss art	8 posters per pack (i.e. x1 poster per topic)	R	R
		Shape and Space						
		Patterns and Algebra						
		Measurement						
		Data Handling						
6	<b>Mathematics Grade 6</b>	counting chart, times-table chart, fraction chart, place value	<b>English and Afrikaans</b>	Full colour one side	A2/A3, 135gsm gloss art	8 posters per pack (i.e. x1 poster per topic)	R	R
		Shape and Space						
		Patterns and Algebra						
		Measurement						
		Data Handling						
7	<b>Mathematics Grade 7</b>	timestable chart, fraction chart, place value	<b>English and Afrikaans</b>			7 posters per pack (i.e. x1)	R	R

		Shape and Space		Full colour one side	A2/A3, 135gsm gloss art	poster per topic)		
		Patterns and Algebra						
		Measurement						
		Data Handling						
8	<b>Mathematics Grade 8</b>	Times-table chart, fraction chart, place value	<b>English and Afrikaans</b>	Full colour one side	A2, 135gsm gloss art	7 posters per pack (i.e. x1 poster per topic)	<b>R</b>	<b>R</b>
		Shape and Space						
		Patterns and Algebra						
		Measurement						
		Data Handling						
9	<b>Mathematics Grade 9</b>	Times-table chart, fraction chart, place value chart	<b>English and Afrikaans</b>	Full colour one side	A2, 135gsm gloss art	7 posters per pack (i.e. x1 poster per topic)	<b>R</b>	<b>R</b>
		Shape and Space						
		Patterns and Algebra						
		Measurement						
		Data Handling						

GRADE	SUBJECT	TOPIC	LANGUAGE	COLOUR	SIZE, PAPER & FINISH	QUANTITY	UNIT PRICE INCLUDING VAT	TOTAL PRICE INCLUDING VAT
<b>Natural Sciences and Technology Grade 4 (10 Posters and Teacher Notes)</b>								
4	<b>Natural Science &amp; Technology</b>	The structure of plants	<b>English and Afrikaans</b>	Full colour both sides	A2, 135gsm gloss art	10 posters per pack (i.e. x1 posters per topic)	R	R
		The structure of animals						
		Types of habitats						
		States of matter						
		The water cycle						
		The planets in the solar system						
		The Earth's orbit and the seasons						
		The Moon						
		Laboratory apparatus (Level 1)						
<b>Natural Sciences and Technology Grade 5 (10 Posters and Teacher notes)</b>								
5	<b>Natural</b>	Animal diversity in South Africa	<b>English and Afrikaans</b>	Full colour one side	A2, 135gsm gloss art	(i.e. x1 posters per topic)10 posters per pack	R	R
	<b>Science &amp;</b>	Plant diversity in South Africa						
	<b>Technology</b>	Vertebrates						
		Invertebrates						
		Human skeleton						
		Photosynthesis in plants						
		Food and feeding						
		Body fossils						
		Trace fossils						
	Laboratory apparatus (Level 2)							
<b>Natural Sciences and Technology Grade 6 (10 Posters and Teacher notes)</b>								

6	Natural	Photosynthesis and food storage	English and Afrikaans	Full colour one side	A2-A3, 135gsm gloss art	10 posters per pack (i.e. x1 posters per topic)	R	R
	Science &	Food groups and their functions						
	Technology	Food webs						
		Matter: The arrangement of particles						
		Mixtures and solutions						
		Water pollution						
		Sources of electricity						
		Electrical circuits						
		Earth and the Moon						
	Laboratory apparatus (Level 3)							

GRADE	SUBJECT	TOPIC	LANGUAGE	COLOUR	SIZE, PAPER & FINISH	QUANTITY	UNIT PRICE INCLUDING VAT	TOTAL PRICE INCLUDING VAT
-------	---------	-------	----------	--------	----------------------	----------	--------------------------	---------------------------

Natural Sciences Grade 7 Pack (10 Posters and Teacher's Notes)								
7	Natural Science	Classifying living things	English and Afrikaans	Full colour one side	A2/A3, 135gsm gloss art	10 posters per pack (i.e. x1 posters per topic)	R	R
		Monocots and dicots						
		Reproduction in angiosperms						
		Human reproduction						
		Acids and bases						
		Periodic table of elements						
		Sources of energy						
		National electricity supply						
		Tides						
		Scientific method						
Natural Sciences Grade 8 Pack (10 Posters and Teacher's Notes)								
8	Natural Science	Ecology and ecosystems	English and Afrikaans	Full colour one side	A2, 135gsm gloss art	10 posters per pack (i.e. x1 posters per topic)		
		Feeding relationships						
		Micro-organisms						
		Atoms						
		Particle model of matter						
		Chemical reactions						
		Components of electrical circuits						
		Visible light						
		Objects in our solar system						
		Laboratory apparatus (glassware)						
Natural Sciences Grade 9 Pack (10 Posters and Teacher's Notes)								
9	Natural	Cell structure	English and Afrikaans	Full colour one side	A2, 135gsm gloss art	10 posters per pack (i.e. x1 posters per topic)	R	R
	Science	Digestive system						

		Circulatory system						
		Respiratory system						
		Musculoskeletal system						
		Excretory system						
		Nervous system						
		Reproductive system						
		Stages of reproduction						
		Atmosphere						

Specifications for Technology Grade 7 Pack (10 Posters and Teacher's Notes)								
GRADE	SUBJECT	TOPIC	LANGUAGE	COLOUR	SIZE, PAPER & FINISH	QUANTITY	UNIT PRICE INCLUDING VAT	TOTAL PRICE INCLUDING VAT





9	Technology	Orthographic drawings	English and Afrikaans	Full colour one side	A2-A3, 135gsm gloss art	10 posters per pack (i.e. x1 posters per topic)	R	R
		Hydraulic and pneumatic systems						
		Ratchet and sprawl system						
		Interaction of gears						
		Forces and load						
		Preserving metal						
		Preserving food						
		Plastics						
		Logic gates						
		Electronic components						

Geography Grade 4-9 Pack with 6 Posters and Teacher's notes)								
GRADE	SUBJECT	TOPIC	LANGUAGE	COLOUR	SIZE, PAPER & FINISH	QUANTITY	UNIT PRICE INCLUDING VAT	TOTAL PRICE INCLUDING VAT

		Intermediate Phase Grades 4-6						
4	Geography	Wall Map Africa Physical	English and Afrikaans	Full colour one side	A2-A3, 135gsm gloss art	6 posters per pack (i.e. x1 posters per topic)	R	R
		Wall Map Africa Political						
		Wall Map South Africa Physical						
		Wall Map South Africa Political						
		Wall Map World Physical						
		Wall Map World Political						
5	Geography	Wall Map Africa Physical	English and Afrikaans	Full colour one side	A2-A3, 135gsm gloss art	6 posters per pack (i.e. x1 posters per topic)	R	R
		Wall Map Africa Political						
		Wall Map South Africa Physical						
		Wall Map South Africa Political						
		Wall Map World Physical						
		Wall Map World Political						
6	Geography	Wall Map Africa Physical	English and Afrikaans	Full colour one side	A2-A3, 135gsm gloss art	6 posters per pack (i.e. x1 posters per topic)	R	R
		Wall Map Africa Political						
		Wall Map South Africa Physical						

		Wall Map South Africa Political						
		Wall Map World Physical						
		Wall Map World Political						
<b>Senior Phase Grade 7-9</b>								
<b>7</b>	<b>Geography</b>	Wall Map Africa Physical	<b>English and Afrikaans</b>	Full colour one side	A2-A3, 135gsm gloss art	6 posters per pack (i.e. x1 posters per topic)	<b>R</b>	<b>R</b>
		Wall Map Africa Political						
		Wall Map South Africa Physical						
		Wall Map South Africa Political						
		Wall Map World Physical						
		Wall Map World Political						
<b>8</b>	<b>Geography</b>	Wall Map Africa Physical	<b>English and Afrikaans</b>	Full colour one side	A2-A3, 135gsm gloss art	6 posters per pack (i.e. x1 posters per topic)	<b>R</b>	<b>R</b>
		Wall Map Africa Political						
		Wall Map South Africa Physical						
		Wall Map South Africa Political						
		Wall Map World Physical						
		Wall Map World Political						
<b>9</b>	<b>Geography</b>	Wall Map Africa Physical	<b>English and Afrikaans</b>	Full colour one side	A2-A3, 135gsm gloss art	6 posters per pack (i.e. x1 posters per topic)	<b>R</b>	<b>R</b>
		Wall Map Africa Political						
		Wall Map South Africa Physical						
		Wall Map South Africa Political						
		Wall Map World Physical						

	Wall Map World Political						
--	-----------------------------	--	--	--	--	--	--



### **3. PACKAGING AND DELIVERY OF POSTERS AND TEACHER NOTES**

- 3.1. All signed delivery notes must be submitted before payment will be effected.
- 3.2. All deliveries must be made during working hours in **The Eastern Cape Department of Education, Steve Tshwete Complex, Zone 6, Zwelitsha KING WILLIAMS TOWN**

### **4. ELIMINATION CRITERIA**

- 4.1. Prospective Service Providers are required to submit samples of their posters on **12 September 2022** at 11h00. Failure to submit the sample will disqualify your submission.
- 4.2. Posters must include all items stated in the specification above and those stated in and any deviation and non-compliance to the above-stated requirements/ items will render your submission non-compliant and disqualified.
- 4.3. The poster must come with teacher notes which are user-friendly and posters without the teacher notes will be disqualified.
- 4.4. The samples must be labelled with your company name for easy collection after the closing date.

### **5. MANDATORY ADMINISTRATIVE REQUIREMENTS AND CONDITIONS:**

**PLEASE NOTE NO SERVICES MUST BE RENDERED WITHOUT AN OFFICIAL ORDER;**

- 5.1. Quotations must reflect your LOGIS and CSD Supplier Number;
- 5.2. Quotations are to be valid for 30 days;
- 5.3. Quotation is only valid when signed/stamped by the service provider;
- 5.4. Service providers are required to complete fully, accurately, sign and submit the attached declaration of interest form SBD 4, and 6.1
- 5.5. The closing date for this request is, **12 September 2022 at 11h00** and no quotations or submissions will be accepted after the closing date.



## 6. OTHER CONDITIONS

- 6.1. All invoices issued must reflect unique invoice number and order number;
- 6.2. All goods/services excluding terms contract requested must be delivered within 30 days on receipt of an official order to prevent automatic cancellation of the order;
- 6.3. In the case of designated sector only locally produces goods or locally manufactured goods, adhering to the stipulated minimum threshold for local production and content will be considered. (Refer to paragraph 4 of this document).
- 6.4. Payment will only be effected on banking details reflected on the Centralised Supplier Database hosted by National Treasury;
- 6.5. Payment will also be effected upon receipt of Proof of delivery from the Centre's in which the furniture will be delivered. The Proof of Delivery must bear a stamp, date of delivery and signature of the official delegated to receive the furniture.
- 6.6. For reconciliation purposes please ensure that the reference number for this specification is appended on your quotation;
- 6.7. Prices on your quotation should indicate price per unit inclusive of VAT if the supplier is a VAT Vendor.

DIRECTORATE	NAME & SURNAME	FUNCTIONARY	SIGNATURE	DATE
CURR. MAN.	MS L GWELE	Approved		31/08/2022

## 7. SUBMISSION OF QOUTATIONS

- 7.1. **Quotations are to be deposited (hand delivered) to a Silver Grey Tender Box, in the main building next to the security guards (main entrance) by the reception at Steve Vukile Tshwete Complex. Zone 6. Zwelitsha.**
- 7.2. **No faxed or emailed documents will be accepted.**

Enquiries... ..

Telephone (040) 608 \_\_\_\_\_ Fax (040) 608 4736 for \_\_\_\_\_

## 7. QUOTATIONS EVALUATION CRITERIA

- 8.1. The **80:20 Preference Point System** in terms of the Revised Preferential Procurement Policy Framework Act (PPPFA) and Regulations will be judiciously applied;
- 8.2. Adequate **experience**, an impeccable **track record** and **proven success** in similar activities will be major considerations.



*Ikamva eliqaqambileyo!*

- 8.3. Preference will be given to those Service Providers that rate highly in terms of **HDI Equity Ownership and Control** and those with **established businesses located in the Eastern Cape Province**.

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**NB\* SERVICE PROVIDERS, TRUST, CONSORTIUM OR JOINT VENTURE MUST OBTAIN AND SUBMIT CONSOLIDATED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE FOR EVERY SEPARATE BID \ QUOTATION. PUBLIC ENTITIES AND TERTIARY INSTITUTIONS MUST ALSO SUBMIT B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE TOGETHER WITH THEIR BID \ QUOTATION.**



## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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 institution	State

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

**YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 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 consortium<sup>2</sup> 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.

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
  
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
  
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder



*Ikamva eliqaqambileyo!*