

**RFQ04/007/2021**

**APPOINTMENT OF A SERVICE  
PROVIDER TO DESIGN, PROOFREAD  
AND PRINTING OF GGB ANNUAL  
REPORT 2020/2021**

**CLOSING DATE: 23 APRIL 2021 (12:00)**

**JANINE SMIT EDITORIAL SERVICES**

<b>Address:</b>	126 Annie Botha Avenue, Riviera, Pretoria
<b>Contact person:</b>	Janine Smit
<b>Email address:</b>	<a href="mailto:janine@jses.co.za">janine@jses.co.za</a>
<b>Telephone:</b>	012 329 0371
<b>Cell phone:</b>	083 656 9324
<b>Fax:</b>	086 688 2200





janine smit  
editorial services cc

1997/041133/23

Date: 22/04/2021

Attention: Brian Makwela

Gauteng Gambling Board  
125 Corlette Drive  
Bramley  
Johannesburg

Tel: 012 329 0371  
Cell: 083 656 9324  
Fax: 086 688 2200  
Email: accounts@jses.co.za  
Website: www.jses.co.za

**Address:**

101 Blinkblaar Avenue PO Box 14082  
Wonderboom Sinoville  
0186 0129

VAT Reg No: 4050172867  
CSD No: MAAA0015667  
Quote No: 4857

**Banking Details:**

Janine Smit Editorial Services cc  
Account No: 4050 023 925  
Branch Code: 336945 (Absa)  
Cheque Account

## Quotation

Description	Unit	Rate	Total
DESIGN, PROOFREADING AND PRINTING OF GGB ANNUAL REPORT FOR 2020/2021 (RFQ 04/007/2021)			
Concept design – 3 concepts (12 pages each)	3	1,500.00	4,500.00
Page layout – 200 pages	200	150.00	30,000.00
Proofreading – 200 pages	200	45.00	9,000.00
Photography: 2 day photo shoot - 14 hours	14	1,500.00	21,000.00
Printing: A4 portrait publication printed full colour throughout. Cover printed on 350 gsm Magno Satin with matt lamination, spot UV, embossing and gold foiling. Text printed on 150 gsm Magno Satin: 200 pages. PUR binding. 600 copies.	1	104,789.00	104,789.00
Quotation validity period: 30 days Delivery period: As the client requires			
Signature _____		<b>Sub-total</b>	R169,289.00
Please note that the 15% VAT rate will be applicable to all jobs invoiced after 1 April 2018. By accepting this quotation, I acknowledge that I have read and accepted the terms and conditions available at www.jses.co.za		<b>VAT</b>	R25,393.35
		<b>Total</b>	R194,682.35



## GAUTENG GAMBLING BOARD

RFQ 04/007/2021 DESIGN, PROOFREADING AND PRINTING OF GGB ANNUAL REPORT 2020/2021

SUPPLIER NAME: Janine Smit Editorial Services

### REQUEST FOR QUOTATION (RFQ) – DESIGN, PROOFREADING AND PRINTING OF GGB ANNUAL REPORT 2020/2021

RFQ specific information	
CSD Confirmation no	MAAA0015667
Date of issue	16 April 2021
RFQ number	RFQ 04/007/2021
Closing date and time of quote	23 April 2021 at 12:00pm

Contact person	
For questions of clarification	Brian Makwela
E-mail address	<a href="mailto:brianm@ggb.org.za">brianm@ggb.org.za</a>
Telephone Number	011 581 4800/51

Terms	
Delivery date	IMMEDIATE
Payment terms	30 days after receipt of invoice
Binding period of the quote	30 days
Other terms	Purchase Order to be issued to successful quote

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Delivery address	
Company name	Gauteng Gambling Board
Street address	125 Corlett Drive, Bramley, Johannesburg



## GAUTENG GAMBLING BOARD

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### BACKGROUND

1. The Gauteng Gambling Board (GGB) is a PFMA Schedule 3(C) listed provincial public entity which has been established in terms of Gauteng Gambling Act, No 4 of 1995 as amended.
2. Prior to August 1996, betting on horse-racing and other sporting events was the only form of legal gambling in Gauteng. During August 1996, the Act was promulgated. This Act legalised other forms of gambling in the Province and provided for the establishment of the GGB Board. The following forms of activities are regulated by the GGB in Gauteng:
  - Casino gaming;
  - Betting on horse-racing and sporting events;
  - Bingo;
  - Limited payout gaming machines (Route and site operators); and
  - The manufacturing and supply of gambling equipment.
  - The staff compliment is sitting at 150

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### DETAILED SCOPE OF WORK / TERMS OF REFERENCE

The Gauteng Gambling Board invites you to provide a quotation for the design and printing of our Annual Report 2020/21.

### GUIDELINES

This section is completed terms of reference and serve as the detailed specification required from the service provider to be incorporated for the purpose of the submission of the quotation:

- 1 3 (Three) complete presentations, consisting of at least 6 pages (printed back-to-back, therefore 12 pages of information) in hardcopy must be presented that demonstrates the capability of incorporating the information below and will serve as the basis for design ideas. (Historical information as per previous annual reports may be used, but the layout must be **completely different** in all aspects of design).
- 2 Each presentation (as per point 1) must include, as a minimum:
  - 2.1 A cover page (thicker, high quality glossy matt laminated page);

A handwritten signature in black ink, appearing to read 'R. M. M.', is located at the bottom right of the page.



## **GAUTENG GAMBLING BOARD**

### **RFQ 04/007/2021 DESIGN, PROOFREADING AND PRINTING OF GGB ANNUAL REPORT 2020/2021**

- 2.2 The strategic overview containing the vision, mission, values and strategic outcome- orientated goals;
  - 2.3 The board members and board;
  - 2.4 Graphs illustrating the information in tables (with specific reference to employment equity and the performance report); and
  - 2.5 Partial financial information and tables.
- 3 A deviation from the colours red/black or red/gold is advisable and pictures used must not be limited to one section of the gambling industry.
- Example: Gambling activities are not isolated to only card activities, the design should be inclusive of other forms of gambling like horseracing, bingo and casino gaming and therefore black and red colours tend to distort the regulator's corporate image and should thus be used tastefully to ensure that the image of the regulator is not distorted.
- 4 Creative ideas may be presented, and may include:
- 4.1 Original graphic designs (refer to additional guidance below).
  - 4.2 Inclusion of sections that advances and communicates the commitment to responsible gambling (refer to the last page of each annual report).

#### **ADDITIONAL GUIDANCE ON DESIGN:**

This section provides guidance on the design of the cover pages and contents of the annual report:

- 1 Avoid floral designs;
- 2 Designs may not reflect discrimination against sex, sexual orientation, religion or race (refer to the Constitution of South Africa);
- 3 The logo of the Gauteng Gambling Board must be prominently used and in good taste;
- 4 The logo's size must be used consistently on all pages (with the exception of the cover page);

A handwritten signature in black ink, appearing to be 'R. Smith'.



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- 5 Avoid pictures from stock-pictures to avoid repetition of photos used in previous annual reports;
- 6 The use of shading and patterns must not negatively impact the readability of the report's contents or corporate image of the Gauteng Gambling Board.
7. The GGB are looking for fresh and new design ideas.

### **REQUIREMENTS FOR QUOTATION**

#### **Outline:**

- Quantity of 600 annual reports, size dependent on design.
- Estimated 200 pages each (100 pages, printed on both sides).
- Printed in full colour on high quality glossy paper (2-sided).
- Saddle stitched (section sewn), glued or otherwise required by design.

Quotation must include the **design, proof reading and printing** of the annual reports as well as **photography**.

#### **Pricing finish requirements:**

##### **Cover:**

- 4 Pages on high quality glossy paper.
- Glossy mat lamination on the outer cover.
- Spot gloss UV varnish on cover with embossed logo.
- Gold foiling on logo.
- Full colour.
- 2-sided.

##### **Contents:**

- Text to be printed on high quality paper with matt finish.
- Photographs of all board members, staff and projects will be provided in JPEG-format and must be incorporated in each section as per strict guidelines.

##### **Photography**

- Two days photography at the GGB offices by a qualified photographer.

A handwritten signature in black ink, appearing to read 'Rut', is located in the bottom right corner of the page.



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IMPORTANT: As per National Treasury Instruction No 1 of 2013/0214, Annexure A, paragraph 12 and 13 the following is communicated to the supplier:

*"12. Production costs related to publications must be minimized for example, by limiting the number of photographs, paying due attention to the quality of paper and giving consideration to the number of copies printed.*

*13. Savings on the amount of paper used must be considered by printing draft documents "back to back" and by using colour print facilities prudently."*

#### SUBMISSION REQUIREMENTS:

- 1 All service providers must be registered on the National Treasury's central supplier database and a CSD registration confirmation report must be attached to the submission document. Suppliers who are not registered on the CSD can log on to [www.treasury.gov.za](http://www.treasury.gov.za) to register.

- 2 Design ideas as per the detailed terms of reference, accompanied by complete quotation and the completed SDB documentation (included in this RFQ) are to be submitted.

Please mark the envelope: Attention: SUPPLY CHAIN DEPARTMENT  
ANNUAL REPORT 2021

Please ensure a tax clearance certificate, B-BBEE certificate and business card is included in the submission of this quotation.

- 3 Each submission must consist of:
  - 3.1 Completed examples of three annual reports prepared to prove historical competence;
  - 3.2 Three complete presentations in hardcopy of design ideas, consisting of the minimum requirements (as per terms of reference above).
  - 3.3 Three presentations to serve as ideas for design of the cover page (as per terms of reference above).

(Complete presentations and cover page presentations must be printed on the paper as per detailed requirements above).

- 4 Delivery of complete annual report by 15 August 2021



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### PRICE AND PREFERENCE POINTS

3. Applicable to all quotations above R30 000 – Preference points for this RFQ shall be awarded for:

Price	maximum points	80
B-BBEE Status Level of Contribution	maximum points	20

Description	Price excl. 15% VAT	Price incl. 15% VAT
Design, proofreading and printing of annual report 2020/21	R169 289.00	R194 682.35
<b>TOTAL</b>	R169 289.00	R194 682.35

### ALSO SUBMIT A SEPARATE DETAILED QUOTE ON OWN COMPANY LETTER-HEAD

#### Points awarded for B-BBEE Status Level of Contribution:

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the table below:

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

*Stark*





## **GAUTENG GAMBLING BOARD**

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### **2. BIDDERS ARE RESPONSIBLE FOR:**

- a. Examining this RFQ and any documents referenced or attached to this RFQ and any other information made or to be made available by the GGB to Bidders in connection with this RFQ;
- b. ensuring that their Quotations are accurate and complete;
- c. making their own enquiries and assessing all risks regarding this RFQ, and fully considering and incorporating the impact of any known and unknown risks into their Quotation;
- d. **submitting a valid Tax Clearance Certificate;**
- e. **submitting a valid B-BBBEE Certificate;**
- f. **Submitting completed SBD 4 & 9 documents.**

A handwritten signature in black ink, appearing to read 'S. M. M.', is located in the bottom right corner of the page.



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**SBD4**

### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the State<sup>1</sup>, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/ adjudicating authority where –
  - 1.1. The bidder is employed by the State; and/or
  - 1.2. The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

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<sup>1</sup> "State" means

- (a) 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);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the National Council of Provinces;
- (e) Parliament.



## GAUTENG GAMBLING BOARD

### RFQ 04/007/2021 DESIGN, PROOFREADING AND PRINTING OF GGB ANNUAL REPORT 2020/2021

- 2.1. Full Name of bidder or his or her representative: Janine Magaret Smit
- 2.2. Identity Number: 630509 0097 087
- 2.3. Position occupied in the Company (director, trustee, shareholder, etc<sup>2</sup>): Publication Manager
- 2.4. Company Registration Number: 1997/041133/23
- 2.5. Tax Reference Number: 9309029644
- 2.6. VAT Registration Number: 4050172867
- 2.6.1. The names of all directors/ trustees/ shareholders/ members, their individual identify numbers, tax reference numbers and, if applicable, employee/ persal numbers must be indicated in paragraph 3 below
- 2.7. Are you or any person connected with the bidder presently employed by the State? YES / NO
- 2.7.1. If so, furnish the following particulars

<sup>2</sup> "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



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- ☐ Name of person/ director/  
trustee/ shareholder/  
member:

Danie Smit

- ☐ Name of State institution at  
which you or the person  
connected to the bidder is  
employed:

Department of Environmental Affairs

- ☐ Position occupied in the  
State institution:

Deputy Director

Any other particulars:

Husband to owner - without shares

- 2.7.2. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

**YES/NO**

N/A

- 2.7.2.1. If yes, did you attach proof of such authority to the bid document?

**YES/NO**

N/A

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

- 2.7.3. If no, furnish reasons for non-submission of such proof:

N/A



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- 2.8. Did you or ~~your spouse~~, or any of the company's ~~directors/shareholders/members~~ or ~~their spouses~~ conduct business with the State in the previous twelve (12) months?

YES / NO

- 2.8.1. If so, furnish the following particulars.

1) Department of Environmental affairs - Strategic Plan and Annual Performance Plan

2) IEC - Electoral Commission - Annual Report

- 2.9. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

- 2.9.1. If so, furnish the following particulars.

N/A

- 2.10. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the State who may be involved with the evaluation and or adjudication of this bid?

YES / NO

- 2.10.1. If so, furnish the following particulars.

N/A



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- 2.11. Do you or any of the directors/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES / NO

- 2.11.1. If so, furnish the following particulars.

Director of Capital City Business Chamber ( Non-profit organisation)

3. Full details of directors/ trustees/ members/ shareholders.


Full Name	Identity Number	Personal Tax Reference No	State Employee Number/ Persal Number
Janine Margaret Smit	6305090097087	1795006640	N/A
Helena Jean Haupt	9303050021087	0289392243	N/A



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### DECLARATION

4. DECLARATION	
<p>I, THE UNDERSIGNED (NAME) Janine Magaret Smit.....</p> <p><input checked="" type="checkbox"/> CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT.</p> <p><input checked="" type="checkbox"/> I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.</p>	
NAME OF BIDDER	Janine Margaret Smit
IDENTITY NUMBER	6305090097087
POSITION	Publication Manager
SIGNATURE OF AUTHORISED SIGNATORY	
DATE	22/04/2021



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**SBD 6.1**

### **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

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#### **1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:





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	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS.

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the



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Broad-Based Black Economic Empowerment Act;

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

### 3. POINTS AWARDED FOR PRICE.

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS.

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

#### 80/20

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2



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Non-compliant contributor	0
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### 5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

### 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: .4 = .12.....(maximum of 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

### 7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted? (PRINTING ONLY)

(Tick applicable box)

YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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- 7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....59.8 %  
ii) The name of the sub-contractor: Business Print Centre  
iii) The B-BBEE status level of the sub-contractor: Level 2  
iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:



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Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
	✓	✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

### 8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm: Janine Smit Editorial Services

8.2 VAT registration number: 4050172867

8.3 Company registration number: 1997/041133/23

#### 8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☒ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

#### 8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES



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Publication management, copy-writing, editing, translations, proofreading, design layout and print management

#### 8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☒ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business: 23 years

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from



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obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1. <u>Haupt</u></p> <p>2. <u>[Signature]</u></p>	<p><u>[Signature]</u></p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: <u>20/04/2021</u></p> <p>ADDRESS <u>101 Blinkbaar Avenue</u> <u>Wonderboom</u> <u>Pretoria, 0186</u></p>
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### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This declaration will be used by institutions to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 2 The bid of any bidder may be disregarded if that bidder, or any of its directors have:
  - a. abused GGB's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. Failed to perform on any previous contract.



## GAUTENG GAMBLING BOARD

### RFQ 04/007/2021 DESIGN, PROOFREADING AND PRINTING OF GGB ANNUAL REPORT 2020/2021

- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
3.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?  <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.1.1	If so, furnish particulars:  N/A		
3.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <b>To access the Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number 012-3265445.</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.2.1	If so, furnish particulars:  N/A		
3.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.3.1	If so, furnish particulars:  N/A		
3.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3.4.1	If so, furnish particulars:		



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	N/A
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### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) Janine Smit Editorial Services

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.

A handwritten signature in black ink, appearing to read 'Janine Smit', is written over a horizontal dotted line.

Signature

20/04/2021

Date





## **GAUTENG GAMBLING BOARD**

**RFQ 04/007/2021 DESIGN, PROOFREADING AND PRINTING OF GGB ANNUAL REPORT 2020/2021**

Publication Manager  
Position

Janine Smit Editorial Services  
Name of Bidder

### **SBD 9**

#### **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Standard Bidding Document must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.



## **GAUTENG GAMBLING BOARD**

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3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. Disregard the bid of any bidder if that bidder or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. Cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (Annexure G) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for



## **GAUTENG GAMBLING BOARD**

### **RFQ 04/007/2021 DESIGN, PROOFREADING AND PRINTING OF GGB ANNUAL REPORT 2020/2021**

GGB which wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

<sup>3</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.

I, the undersigned, in submitting the accompanying bid:

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### **RFQ 04/007/2021 DESIGN, PROOFREADING AND PRINTING OF GGB ANNUAL REPORT 2020/2021**

In response to the invitation for the bid made by:

## **GAUTENG GAMBLING BOARD**

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

Janine Smit Editorial Services

that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to
3. be true and complete in every respect;



## **GAUTENG GAMBLING BOARD**

### **RFQ 04/007/2021 DESIGN, PROOFREADING AND PRINTING OF GGB ANNUAL REPORT 2020/2021**


4. I am authorised by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
5. Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
6. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organisation, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
7. 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>3</sup> will not be construed as collusive bidding.
8. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.



## **GAUTENG GAMBLING BOARD**

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9. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
10. 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.
11. 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.

<b>NAME OF BIDDER</b>	Janine Smit Editorial Services
<b>POSITION</b>	Publication Manager
<b>AUTHORISED SIGNATORY</b>	
<b>DATE</b>	22/04/2021



## **GAUTENG GAMBLING BOARD**

**RFQ 04/007/2021 DESIGN, PROOFREADING AND PRINTING OF GGB ANNUAL REPORT 2020/2021**

## **PROJECT PLANNING AND METHODOLOGY**

Janine Smit Editorial Services (JSES) applies a project management approach to any publication project that is undertaken. All projects are under the personal supervision of an experienced publications editor, and are undertaken by a team of experienced editorial and design staff. The advantage of all the services being performed in-house, means that an integrated approach can be followed, without unnecessary time and money being spent liaising with different service providers.

In the case of a typical publication project, the process is as follows:

### **1. Client briefing**

The project manager liaises with the client in order to make a needs assessment. The services that would typically be required would either be individual services across the entire publications value chain, or a complete, integrated publication management service. The individual services that may be required are copywriting (including research and interviews), subediting and reworking text that is provided by the client to suit the target audience, translations and/or language editing and proofreading, conceptual design (determining the look and feel of the publication), page layout (including line corrections) and production management up to print.

### **2. Copy-writing**

If the generation of original copy is required, the editorial team will do research and conduct interviews in order to write articles or other text for publications. This includes speech-writing and the writing of press releases or advertorials.

### **3. Subediting and reworking text**

In the case of text being provided by the client, the editorial team will rework the information into a reader-friendly format, keeping the requirements of the target audience in mind.

### **4. Translations**

The editorial team comprises qualified and experienced translators into English and Afrikaans. Should translations be required into European or African languages, JSES makes use of reputable service providers who have performed work for satisfied clients.

### **5. Language editing and proofreading**

In the case of language editing being required, the point of departure is to ensure consistency of style and register, particularly in the case of a longer document (for example, an annual report or strategic planning document), which is compiled by different authors, as well as ensuring the grammatical accuracy of the content.

## **6. Graphic design**

The graphic design function includes the conceptual design of a creative look and feel, according to the corporate identity guidelines of the client's organisation, followed by the page layout and line corrections. Photographic shoots can also be arranged if required. An added benefit is the fact that the design studio has an editorial team on hand to provide advice, edit text where necessary and ensure that the context of the content is reflected in the design. The advantage of this is that when the client receives a first proof, the layout is already in a much more advanced stage than is the case with a traditional graphic design studio that does not have the added value of editorial input.

## **7. Project management**

At each stage in the production process, a project manager is on hand to ensure that editorial input is provided where necessary, to assist the design staff with the appropriate selection of photographs and other illustrations, and to liaise with the client where necessary. The project manager draws up a production schedule and ensures that the project runs according to plan. The project manager also ensures that there is effective communication and information flow among project members, takes decisions where necessary, and ensures that key milestones in the project plan are reached according to the set time frames.

## **8. Client satisfaction**

By orchestrating an indispensable publication management function, JSES enables its clients to achieve the highest standards of performance. A core, full-time editorial team, which supports an in-house graphic design studio, ensures the coordinated production of publication projects. In this way, JSES directs the contributions from individual specialists to produce a harmonious interpretation of the client's brief. In much the same way as a conductor directs the individual musicians in an orchestra, to produce the perfect rendition of a masterpiece.

JSES has been in conducting publication excellence for the past 17 years. Almost all its publication projects are obtained through references and recurring business from satisfied clients. In the process, relationships are built and fostered with satisfied clients. By continuing to serve these clients over a number of years, JSES has developed institutional knowledge about client organisations, which enables it to provide added value to the publications of individual organisations.





## **TECHNICAL PROPOSAL**

### **FUNCTIONALITY**

### **TECHNICAL CAPACITY**

Janine Smit Editorial Services (JSES) has been producing corporate publications for 23 years. JSES offers a fully integrated, one-stop publication services. Services include copy-writing, editing, translating, proofreading, design and layout, production management and the delivery of the final printed product to the client. JSES employs a core full-time team with project management, editorial and graphic design skills. In addition, the project manager, Janine Smit, is an experienced publication editor and will be responsible for the quality control of the entire project.

### **PROOF OF EXPERIENCE**

Some recent projects include the following:

- **Innovate:** Responsible for the management of the entire publication since 2009, including the sourcing of articles, writing of feature articles (including interviews), language editing (including reworking scientific text to suit the needs of the target audience), design and layout, photography, printing and delivery. SA Publication Awards finalist and Excellence Award for communication and writing 2014 and 2015.
- **JCSE Annual Report:** Responsible for the management of the entire publication since 2013, including writing of all articles (including interviews), design and layout, photography, printing and delivery. SA Publication Awards Excellence Award for communication and writing 2016.
- **EBIT Generation:** Responsible for the reworking of academic text to suit the needs of the target audience), design and layout, printing and delivery. SA Publication Awards finalist and Excellence Award for communication and writing 2016.
- **Government annual reports:** Responsible for the editing, design and layout, printing and delivery of the following annual reports (past two years): Department of Mineral Resources, Electoral Commission, South African Local Government Association, Skills Development Fund (Department of Higher Education and Training), Commission on Restitution of Land Rights.

We have proven experience of designing and editing annual reports (please view our website for a selection of projects at [www.jses.co.za](http://www.jses.co.za)). These projects display creativity and innovation. Copies are also available on request.

We are able to work under pressure, on tight timelines and deadlines, and can commence work immediately.

**REFERENCES (subediting, design and layout, and proofreading)**

PROJECT	CLIENT	CONTACT PERSON	CONTACT DETAILS	DATE OF COMPLETION
Annual Report	Gauteng Gambling Board	Cindy Simons	082 906 cindys@ggb.org.za	August 2020
Annual Report	Commission on Restitution of Land Rights	Trevor Hattingh	012 407 4421 Trevor.hattingh@drdlr.gov.za	June 2020
Annual Performance Plan/Strategic Plan	Department of Higher Education and Training	Reineth Mgiba	067 294 1054 Mgiba.r@dhet.gov.za	September 2019 March 2020
Annual Report	Department of Mineral Resources	Mildred Mnguni	012 444 3714 Mildred.Mnguni@dmr.gov.za	August 2019
Annual Report	Electoral Commission (IEC)	Laura Kamissoko	012 622 5272 Franzl@elections.org.za	August 2020
Innovate	University of Pretoria Engineering, Built Environment and IT	Prof Tinus Pretorius	012 420 4606 tinus.pretorius@up.ac.za	November 2020

**GENERAL**

In-house staff members are responsible for the project management, editing, proofreading, design and layout.

**KEY PERSONNEL** (abridged CVs)**Janine Smit** (Project Manager and Editor)

- BA (English, Afrikaans), University of Pretoria (1983)
- Higher Education Diploma, University of Pretoria (1985)
- Postgraduate Diploma in Translation, Unisa (1990)
- Certificate in Industrial Communication, SAIE (1991)
- **Computer skills:** MS Word suite (MS Word, MS Excel, MS Outlook) – Excellent  
Adobe suite (Adobe InDesign Creative Cloud, Adobe Acrobat) – Above average  
Intuit QuickBooks – Average

Experience (30 years):

- English language teacher (1986 to 1989)
- Editorial Assistant, South African National Parks (1989 to 1995)
- Publication Editor, South African National Parks (1995 to 1997)
- Established JSES (1997), responsible for the production management of a variety of publications
- Senior partner in company

(Adjudicator on Publication Competition of the South African Publication Forum in Writing category)

**Helena Haupt** (Creative Director)

- Bachelor in Information Science with specialisation in Publishing cum laude, University of Pretoria (2014)  
– received Academic Colours for undergraduate studies
- Second best first-year Publishing student for 2012
- Best second-year Publishing student for 2013
- Honours in Information Science with specialisation in Publishing cum laude, University of Pretoria (2016)
- Enrolled for Master's in Information Science (Publishing), University of Pretoria (2018)
- Recipient of NRF block grant scholarship for honours study
- **Computer skills:** MS Word suite (MS Word, MS Excel, MS Outlook) – Excellent  
Adobe suite (Adobe InDesign Creative Cloud, Adobe Illustrator) – Above average  
Intuit QuickBooks – Average

#### Experience (8 years)

- Publishing Intern, Janine Smit Editorial Services (January 2012 to December 2014)
- Publishing Assistant and Graphic Designer, Janine Smit Editorial Services (January 2015 to present)
- Junior partner In company

#### **Annalize de Klerk (Graphic Designer)**

- Diploma in Photography: Karl Steyn Photo Academy (2010)
- Typography and Basic Principles of Design, Layout and Illustrations, InDesign (2014)
- **Computer skills:** MS Word suite (MS Word, MS Excel, MS Outlook) – Above average  
Adobe suite (Adobe InDesign Creative Cloud, Adobe Illustrator) – Above average

#### Experience (16 years):

- Property Trader (2004 to 2008)
- City Newsroom (2008 to 2009)
- Caxton (Get It magazine) (2009 to 2010)
- EIA Publishing (2011 to 2012)
- Outmedia (2012 to 2015)
- Janine Smit Editorial Services (2016 to present)

#### **ADDITIONAL RESOURCES**

In addition to the abovementioned full-time capacity, JSES has established networks of independent language and design professionals in order to expand capacity at short notice. The graphic design studio functions with a full-time designer, who is able to work overtime together with the project manager, supported by a part-time staff of two experienced designers.

There are sufficient work stations (with the necessary software and equipment) to accommodate an additional two graphic designers, who are contracted on a project-by-project basis, as the need arises. We welcome prospective clients to inspect our premises, as well as to view samples of previous work.

#### **EQUIPMENT**

- Seven computer workstations with the latest version of MS Office and InDesign Creative Cloud, colour printer and scanner
- A server with two backup drives, which are alternated weekly (one is always stored off-site)

#### **PRINTING**

Printing is subcontracted to Business Print, a state-of-the-art printing service located in Silverton, Pretoria, with whom the service provider has a relationship spanning more than 15 years. Its equipment and software systems are top of the range and well balanced to deliver a reliable service on time every time. The availability of virtually all production facilities in its factory ensures precise quality control over operations and deadlines are easily met.

#### **LOCATION**

JSES is located in Wonderboom, just 20 minutes north of the Pretoria CBD and within easy access of the N1 highway to Johannesburg.

## TIME FRAMES

The service provider is committed to ensuring quick turnaround times as per the client's expectations.

We are willing to work overtime and have the necessary resources to amend information if and when required. The service provider is flexible to client's needs and through the project management approach that is followed, clear communication ensures cost effectiveness.

In addition, the following can be expected from the service provider:

- Performance of work with precision and attention to detail
- Delivery of a quality product that adheres to the specifications that have been agreed to
- Receipt of deliverables according to agreed milestones and time frames
- Completion of work within the agreed budget
- Confidentiality and the development of a relationship of mutual trust
- Effective communication and information flow

## QUALITY AND ADDED VALUE

The production of a masterpiece depends on the perfect orchestration of all the elements that make up a *pièce de résistance*. Artfully conducting the production of an excellent work is what distinguishes an ordinary performance from a truly magnificent accomplishment.

**Optimised business process:** A project management approach enables the integrated production of an orchestrated publication. Each individual step in the production process is seamlessly integrated by optimising the value chain. No longer having to liaise with various service providers, companies can now focus on their core business, rest assured in the knowledge that a quality product will be delivered according to the agreed upon time frames.

**Quality assurance:** Clients are provided with a tailor-made service for a contextualised solution. A single point of entry and liaison with an experienced publication manager ensures that production goes according to plan. Teamwork between editorial and graphic design staff ensures that the design reflects the content of the publication. Synchronisation of skills assures quality across the value chain or designed-in quality.

**Dependable networks:** The production of a publication of a superior quality depends on the use of reputable service providers for printing, production and distribution. The client's risk is minimised through the use of established networks of service providers with a proven track record who share the same values of quality and reliability in the publication environment and with whom a relationship of trust has developed over many years.

**Knowledge of the industry:** Clients benefit from a family history in the printing industry. Knowledge acquired over four decades, coupled with experience of traditional production methods, enables the selection of the most appropriate production process and service provider for different publishing needs. This passion for the printing and publishing trade is reflected in the quality of the products delivered.

**Solid reputation and proven track record:** Launched in 1997 to provide a fully-integrated publication management service, clients benefit from the entity's 20 years' experience. Almost all work is obtained through references and recurring business from satisfied clients returning for an encore. Recommendations are based on the quality service that is delivered, key milestones being reached according to set time frames and constructive client relationships. This has led to it becoming a service provider of choice within the public and private sector.

**Long-term relationships:** In its continued service to established clients, the editorial and design staff gains a growing understanding of clients' business by developing institutional knowledge that is successfully applied to the benefit of clients. In the process it gains insight into formal structures and informal networks, which positions it to provide a value-added service. This leads to a relationship of trust, whereby the service provider is accepted as a partner with prior knowledge that does not need to be expressly communicated, as would be the case when making use of different service providers for subsequent projects. This contributes to the establishment of long-term relationships with satisfied clients.



## CSD REGISTRATION SUMMARY REPORT

### SUPPLIER IDENTIFICATION

Supplier number	MAAA0015667	Business status	In Business
Is supplier active?	Yes	Country of origin	South Africa
Supplier type	CIPC Company	South African company/CC registration number	1997/041133/23
Supplier sub-type	Close Corporation	Have Bank Account	Yes
Legal name	JANINE SMIT EDITORIAL SERVICES	Registration date	30 Jul 1997 00:00:00:000
Identification type	South African Company/Close Corporation Registration Number	Restricted Supplier	No
Government breakdown	Close Corporations (CC)	Restriction Last Verification Date	16 Apr 2021 11:17:01:887

### PREFERRED CONTACT

Contact type	Bid Office, Finance	Email address	janine@j ses.co.za
Name(s)	Janine Margaret Smit	Telephone number	012 329 0371
Identification type	South African Identification Number	Cellphone number	083 656 9324
Prefer communication via email	Yes	Fax number	086 688 2200

### PREFERRED ADDRESS

Address type	Physical	Municipality	City of Tshwane
Address line 1	126 Annie Botha Avenue	City	Pretoria
Address line 2	Riviera	Postal code	0084
Suburb	Riviera	Ward Number	92
Province	Gauteng	Country	South Africa

### PREFERRED ACCOUNT

Account type	Current Accounts	Account holder	JANINE SMIT EDITORIAL SERVICES CC
Bank	ABSA BANK LIMITED	Bank Verification Status	Verification Succeeded
Branch number	632005	Is this a preferred account?	Yes
Branch name	ABSA ELECTRONIC SETTLEMENT CNT	Edit date	07 Sep 2016 16:13:45:430
Account number	4050023925	Is the identifier linked at the bank	Yes

### TAX

Overall Tax Status	Tax Compliant	Is this supplier a VAT vendor?	Yes
Income Tax Status	Compliant tax status Verified	PAYE Status	Compliant tax status Verified
VAT number	4050172867	Last validation date	16 Apr 2021 11:17:00:000
VAT Status	Compliant tax status Verified		





## CSD REGISTRATION SUMMARY REPORT

### SUPPLIER DIRECTOR/MEMBERS

Is there any director whom is restricted?

No

Is there any director who is a government employee?

No

### SUPPLIER COMMODITIES

Commodity family

Graphic design; Reproduction services; Writing and translations;

### BBBEE INFORMATION

Certificate Type

Sworn Affidavit

Certificate Issue Date

22 Jul 2018 00:00:00:000

BBBEE Status Level Of Contributor

Level 4 Contributor

Certificate Expiry Date

21 Jul 2019 00:00:00:000

Status

Expired

Verification Status

Manual verification required

### DEMOGRAPHIC INFORMATION

Gender demographics available?

Yes

Youth demographics available?

Yes

Military veteran demographics available?

No

Disabilities demographics available?

No

*The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.*





## CSD REGISTRATION SUMMARY REPORT

### Tips and Frequently Asked Questions (FAQ)

#### Identifier

CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases.

#### Bank

For help on how to resolve bank failures click here: [I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.](#)

The various possible error messages received from the bank are highlighted in red. Search for the applicable message and follow the detailed steps associated with that error message.

#### Tax

##### Tax Compliance Status

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [What should a supplier do if the tax status on CSD difference from the tax clearance certificate?](#)

##### Tax Compliance Expiry Date

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [How does CSD determine the tax compliance expiry date?](#)

#### CIPC

Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: [The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC, how can I rectify this?](#)

#### State Employee

For more information pertaining to government employment status click here: [Will there be verification done to identify if a supplier is a government employee?](#)







## TAX COMPLIANCE STATUS

### PIN Issued

JANINE SMIT EDITORIAL SERVICES CC  
PO BOX 72778  
LYNNWOOD RIDGE  
0040

Enquiries should be addressed to SARS:

#### Contact Detail

SARS  
Alberton  
1528

Contact Centre Tel: 0800 00 SARS (7277)  
SARS online: [www.sars.gov.za](http://www.sars.gov.za)

#### Details

Taxpayer Reference Number: 9309029644

Always quote this reference  
number when contacting SARS

Issue Date: 2021/01/20

Dear Taxpayer

### TAX COMPLIANCE STATUS PIN ISSUED

The South African Revenue Service (SARS) has issued your tax compliance status (TCS) PIN as indicated below:

TCS Details:	
Taxpayer Name	Janine Smit Editorial Services Cc
Trading Name	JANINE SMIT EDITORIAL SERVICES CC
Tax Reference Number(s)	IT - 9309029644 Vat - 4050172867 PAYE - 7320735469
Purpose of Request	Good Standing
Request Reference Number	0006353081GS2001211341380
PIN	C38G11D72I
PIN Expiry Date	20/01/2022

You may authorise a third party to view your TCS by providing them the PIN. The PIN only allows the third party access to your TCS. All other tax information remains secure.

Your TCS displayed is based on your compliance as at the date and time the PIN is used.

You may cancel this PIN at any time before the expiry date reflected above. Once cancelled, a third party will not be able to verify your TCS.

SARS reserves the right to cancel this PIN in the event that it was fraudulently issued or obtained.

Should you have any other queries please call the SARS Contact Centre on 0800 00 SARS (7277). Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely

ISSUED ON BEHALF OF THE SOUTH AFRICAN REVENUE SERVICE

Name	JANINE SMIT EDITORIAL SERVICES CC	Timestamp:	1692325
Tax reference No:	9309029644	Year:	2021
Form ID:	RFDTC	Page of Page:	01/01
Content Version:	v2013.01.01	Template version:	v2013.01.01

**SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE - GENERAL**

I, the undersigned,

Full name & Surname	Janine Margaret Smit
Identity number	630509 0091081

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	Janine Smit Editorial Services
Trading Name (If Applicable):	Janine Smit Editorial Services
Registration Number:	1997/041133/23
Enterprise Physical Address:	101 Blinkblaar Avenue Wonderboom Pretoria; 0186
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	Close Corporation
Nature of Business:	Publishing Company
Definition of "Black People"	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or</p> <p>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</p>
Definition of "Black Designated Groups"	<p>"Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"</p>

3. I hereby declare under Oath that:

- The Enterprise is 0 % Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is 0 % Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is 0 % Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
  - Black Youth % = 0 %
  - Black Disabled % = 0 %
  - Black Unemployed % = 0 %
  - Black People living in Rural areas % = 0 %
  - Black Military Veterans % = 0 %
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of 28/02/2020 the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, by ticking the applicable box.

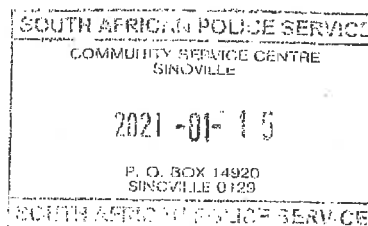
100% Black Owned	Level One (135% B-BBEE procurement recognition level)	NO
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	NO
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	YES

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: *[Signature]*

Date: 15/01/2021

7180986  
Commissioner of Oaths  
Signature & stamp



## Your publication is our masterpiece

**Janine Smit Editorial Services provides an orchestrated publication management service. This entails providing clients with a corporate communication solution for the production of printed material, from the generation of content (copywriting) and text design (graphic design and page layout) to the delivery of the final product (printed or electronic).**

It develops an innovative and creative communication solution that reaches the desired audience with the desired message by employing a unique approach to publication management. This is based on an integrated, streamlined production process by a team of editorial and publication design professionals.

The value of this process lies in the project management approach that is applied, without the client needing to spend unnecessary time and money liaising with different service providers.

### **The ensemble of services provided includes:**

- The generation of original material (copy writing) through interviews and research
- Reworking, editing and translating existing material
- Graphic design and page layout (contextual design)
- Production management
- Delivery of final product



In the same way as a conductor directs the individual musicians in an orchestra to produce the perfect rendition of a masterpiece, so Janine Smit Editorial Services strives to orchestrate an indispensable publication management function to enable its clients to achieve the highest standards of performance.

### **Conducting publication excellence**

Publication excellence is achieved by providing the following added value:

- Synchronising specialist editorial experience and graphic design capability with knowledge of the industry to deliver work of a high standard
- Directing the entire publication sequence, from content composition to the presentation of the final product through contextualised design
- Building lasting relationships with satisfied clients with a view to the development of institutional knowledge that ensures optimal service delivery

### **Repertoire**

Janine Smit Editorial Services has established a diverse client base within the public and private sector. Its focus has been largely in the government, higher education and research sectors. It serves as a contract publishing service provider and has launched several corporate titles.

Its products range from marketing and communication material (pamphlets, brochures, banners and advertisements) to newsletters, annual reports, magazines and books.

The quality of its products has been recognised in the industry.

### **Business entity**

Janine Smit Editorial Services has been in business for the past 22 years. It is a close corporation with 100% female ownership. It has been independently assessed in terms of the Broad-based Black Economic Empowerment (B-BBEE) Codes of Good Practice as an exempted micro-enterprise and as such is a Level 4 contributor with a 100% procurement recognition level. It is registered with SARS and is located in Wonderboom, just 20 minutes from the Pretoria city centre.

## **Operational principle**

Janine Smit Editorial Services has an in-house graphic design studio, supported by a core, full-time editorial team, to ensure the coordinated production of publication projects. If client needs require, capacity is expanded through the services of a network of independent editorial and graphic design specialists. In such cases, these service providers work on site in a temporary capacity.

In this way, Janine Smit Editorial Services directs the contributions from individual specialists to produce a harmonious interpretation of the client's brief. The vast majority of projects have resulted in satisfied clients returning for an encore.

## **Company directors**

- Janine Margaret Smit (630509 0097 087) – 51%
- Helena Jean Haupt (930305 0021 087) – 49%

## **The orchestra**

The core production team comprises the following:

- Conductor – Janine Smit (Publication Manager: 32 years' experience)
- Orchestra Manager – Helena Smit (Graphic Studio Manager: 6 years' experience)
- Orchestra Assistants  
Annalize de Klerk (Graphic Designer: 14 years' experience)  
Gomolemo Mokgawa (Office Administrator: 2 years' experience)

## **Performance**

The production of a masterpiece depends on the perfect orchestration of all the elements that make up a *pièce de résistance*. Artfully conducting the production of an excellent work is what distinguishes an ordinary performance from a truly magnificent accomplishment. Services are characterised by the following:

- Optimised business process
- Quality assurance
- Dependable networks
- Knowledge of the industry
- Solid reputation and proven track record
- Long-term relationships

## Past projects

Projects conducted over the past five years include the following:

- Agricultural Economics Association of South Africa: AEASA newsletter (2016–2018)
- Agricultural Marketing Council: Food Cost Review (2015–2016)
- Ampath Laboratories: Ampath Chat (2012–2019)
- Council for Scientific and Industrial Research: Reflections on the state of research and technology in South Africa's marine and maritime sectors (2014)
- Council for Scientific and Industrial Research: Science Scope (2019)
- Department of Environment Affairs: National Environmental Compliance and Enforcement Report (2014)
- Department of Environment Affairs: South African Framework for the Regulation of Bioprospecting, Access and Beneficiation (translated editions) (2015)
- Department of Environment Affairs: Climate Change series (2016) – a series of five reports
- Department of Higher Education and Training: National Skills Fund Annual Report (2018)
- Department of Higher Education and Training: Annual Performance Plan (2019, 2020)
- Department of Higher Education and Training: Strategic Plan (2020)
- Department of Mineral Resources: Annual Report (2015, 2017, 2018, 2019)
- Department of Mineral Resources: Mine Health and Safety Inspectorate Annual Report (2013, 2014, 2017)
- Department of Public Works: Annual Report (2017)
- Department of Rural Development and Land Reform: Annual Report (2014–2016)
- Department of Rural Development and Land Reform: Spatial Planning and Land Use Management Act (SPLUMA) training material (2014–2017)
- Department of Rural Development and Land Reform: National Rural Youth Service Corps (NARYSEC) training material (2015–2016)
- Department of Rural Development and Land Reform: Commission on the Restitution of Land Rights Newsletter (2016–2018)
- Department of Rural Development and Land Reform: Commission on the Restitution of Land Rights Annual Report (2019/20)
- Department of Science and Technology: Staff Newsletter (2016–2018) – layout only
- Department of Science and Technology: Science, Technology and Innovation Indicators Report of the National Council on Innovation (NACI) (2018, 2019, 2020)
- Department of Science and Technology: Biocultural Document (2018)

- Department of Science and Technology: Framework document (2018)
- Distance Education and Teachers' Training in Africa (DETA): Conference Proceedings (2011–2017)
- Ecotribes: Prospectus (2018)
- Gauteng Gambling Board: Annual Report (2020)
- Hatfield CID: Marketing brochure (2018)
- Independent Electoral Commission: Annual Report (2014–2019)
- Independent Electoral Commission: Training material (2015, 2019)
- Independent Electoral Commission: Election Report (2015, 2019)
- Independent Electoral Commission: Strategic Plan (2020)
- Independent Electoral Commission: Annual Performance Plan (2020)
- Lepelle Northern Water: 57-year Review (2017) – commemorative coffee-table book
- Mine Health and Safety Council: NHSC News (2019)
- Public Service Commission: Policy Report (2014)
- South African Local Government Association Limpopo: Annual Report (2017–2018)
- South African National Accreditation System: Annual Report (2017)
- State Diamond Trader: Annual Report (2017)
- State Diamond Trader: Strategic Plan and Annual Performance Plan (2018)
- University of Pretoria: Client Service Centre: Career Guide (2010–2018)
- University of Pretoria: Department of Finance: Financial Review (2005–2018)
- University of Pretoria: Department of Library Services Annual Report (2016–2020)
- University of Pretoria: Department of Research and Innovation: Research Review (2013)
- University of Pretoria: Department of Research and Innovation: TTO News (2014–2018)
- University of Pretoria: Department of Research and Innovation: Pocket book series (2015–2016)
- University of Pretoria: Department of Residence Affairs: TuksRes Guide (2008–2018)
- University of Pretoria: Department of Residence Affairs: Guest Accommodation brochure (2018)
- University of Pretoria: Department of Student Support: Orientation Programme (2016–2018)
- University of Pretoria: Faculty of Economic and Management Sciences: Communiqué (2014–2017)
- University of Pretoria: Faculty of Engineering, Built Environment and IT: Innovate (2009–2019)
- University of Pretoria: Faculty of Engineering, Built Environment and IT: EBIT in a nutshell (2015)
- University of Pretoria: Faculty of Engineering, Built Environment and IT: EBIT Generation (2016)
- University of Pretoria: Faculty of Engineering, Built Environment and IT: EBIT Times (2017–2019)
- University of Pretoria: Faculty of Engineering, Built Environment and IT: EBIT Trends (2018–2020)
- University of Pretoria: Faculty of Engineering, Built Environment and IT: EBIT Accentuate (2018)
- University of Pretoria: Faculty of Engineering, Built Environment and IT: EBIT Alumni newsletter (2018)



- University of Pretoria: Faculty of Engineering, Built Environment and IT: EBIT Prospective Students newsletter (2018)
- University of Pretoria: Faculty of Engineering, Built Environment and IT: EBIT marketing material (2018-2020)
- University of Pretoria: Faculty of Engineering, Built Environment and IT: Construction Engineering marketing material (2018)
- University of Pretoria: Faculty of Engineering, Built Environment and IT: Mining Engineering Annual Review (2018-2020)
- University of Pretoria: Faculty of Faculty of Natural and Agricultural Sciences: Research Focus Areas (2013-2016)
- University of Pretoria: Faculty of Faculty of Natural and Agricultural Sciences: SciEnza Science Chat (2017-2018)
- University of Pretoria: Faculty of Faculty of Natural and Agricultural Sciences: Natural Hazard Centre marketing material (2018)
- University of Pretoria: Faculty of Veterinary Science: OP News (2000-2019)
- University of Pretoria: Faculty of Veterinary Science Faculty Day Book (2013-2019)
- University of Pretoria: Faculty of Veterinary Science: Community Engagement newsletter (2015-2019)
- University of Pretoria: Faculty of Veterinary Science: RhODIS marketing material (2016)
- University of Pretoria: Faculty of Veterinary Science: OPVSC Newsletter (2017-2018)
- University of Pretoria: Forestry and Agricultural Biotechnology Institute Biennial Report (2017)
- University of Pretoria: Mamelodi Dipolelo (2017-2018)
- University of Pretoria: Office for Government Relations and Special Projects: GRASP newsletter (2017-2018)
- University of Pretoria: Registrar's Office: Ad Destinatum (2019)
- Wits Reproductive Health Institute: She Conquers reports (2017)
- Wits University: Joburg Centre for Software Engineering Review (2013-2017)