



REQUEST FOR QUOTATION (RFP):

REQUEST FOR PROPOSAL FOR PRINTING & TELECOMMUNICATIONS SERVICES FOR A PERIOD OF THREE YEARS (2026, 2027 & 2028)

Reference Number : CMA 7/2025
Closing date : Friday 31 October 2025

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1. INTRODUCTION

The Comrades Marathon Association (CMA) was founded in 1921 by Vic Clapham in remembrance of fallen Comrades in the First World War. The CMA is a Non- Profit Organization (NPO) made up of approximately 1000 members and governed by its Board. The CMA organizes and hosts the annual Comrades Marathon ultra-marathon road race event in the Province of KwaZulu-Natal in the Republic of South Africa.

1.1. PROJECT PURPOSE

The purpose of this project is to appoint a suitably qualified Printing and Telecommunications Service Provider for the supply, installation and maintenance of printing and telecommunication services for the Comrades Marathon Association.

1.2. BID SPECIFICATIONS

It is the intention of the CMA to enter into a formal agreement with the successful service provider to render the services described hereunder.

The specifications would serve to guide the process of selecting and appointing a reputable, experienced service provider by ensuring a match between the CMA's requirements and the knowledge and experience of the service provider.

These specifications (Schedule A) and the service provider's proposal will form the basis of the agreement to be entered into between the parties.

1.3 BACKGROUND

The Comrades Marathon Association requires a professional printing and telecommunications service provider to provide and manage the services contained within these specifications on an annual basis. The scope of the service as per 1.4 below will guide the service provider in providing a bid proposal that is all inclusive of the required tasks.

1.4 SCOPE OF WORK

The Scope of work will include the management, supply and support of all printing and telecommunications services associated with the Comrades Marathon in accordance with the following specifications:

1.4.1 Please refer to the detailed specifications for this project which is attached as **Schedule A**.

1.5 OUTPUTS OF THE SERVICES PROVIDED /KEY DELIVERABLES

Notwithstanding key points in paragraph 1.4, the appointed service provider's bid proposal must:

- a) Illustrate its Business model, Development Strategy, Work/Project Plan, etc. which aligns to **Schedule A** for this service.
- b) Provide the CMA with a Proposal that addresses all the elements as detailed within the **Functionality Assessment** as per page 6 of this document.
- c) Provide detailed **time frames and processes** over the entirety of this project.
- d) **Illustrate a comprehensive Budget breakdown**, also outlining a sign-off and payment schedule over the entirety of this project.
- e) In addition to **Annexure E** (Pricing) please also attach **a comprehensive Fees breakdown** as part of your submission.

The appointed service provider will also be required to communicate with the relevant stakeholders at the CMA throughout the project timeframe, provide updated status reports of the project and identify and communicate what is still to be completed.

2. INSTRUCTIONS TO SERVICE PROVIDERS

The services required by the Comrades Marathon Association (CMA) are detailed within this document and its annexures. Bidders must ensure that all **mandatory sections** and **supporting documents** are completed and submitted as part of their proposal.

2.1 WITHDRAWAL OR MODIFICATION OF PROPOSALS

Bidders may withdraw or modify their proposals by submitting written notification to the CMA prior to the official award of the contract. No modifications will be accepted after the closing date unless formally requested by the CMA.

2.2 PRESENTATION

Shortlisted bidders may be required to present their proposals to the CMA Bid Evaluation Committee. The date and time for presentations will be communicated in writing to the relevant bidders.

2.3 COSTS FOR PROPOSAL PREPARATION

All costs incurred by bidders in preparing and submitting their proposals, attending briefing sessions, site visits, or presentations shall be borne solely by the bidder. The CMA shall not be held liable for any claim for reimbursement of such costs, irrespective of the outcome of the bidding process.

2.4 OWNERSHIP OF SUBMITTED DOCUMENTS

All documents, proposals, presentations, and related materials submitted to the CMA become the property of the CMA upon receipt. The CMA is not obligated to return any materials submitted, whether or not the bidder is successful.

2.5 CONFIDENTIALITY

This procurement process shall be conducted in accordance with the CMA's internal Procurement policy. All evaluation deliberations shall remain confidential. Members of the Bid Specification, Evaluation, and Adjudication Committees are bound by confidentiality undertakings, and no information relating to bid outcomes will be shared with third parties prior to the official communication of award.

2.6 ETHICAL CONDUCT AND DISCLOSURE

Any attempt by a bidder to:

- Influence or interfere with the Bid Evaluation or Adjudication process.
- Obtain confidential information from any CMA official or Committee member.
- Collude with competitors.

Will result in the immediate disqualification of the bid.

Bidders must declare any relationship (business or personal) with any CMA staff or Board member. Failure to disclose such information will result in automatic disqualification.

2.7 RIGHT TO CANCEL OR REJECT PROPOSALS

The CMA reserves the right, in its sole discretion, to:

Cancel this Request for Proposal (RFP) at any stage without prior notice.

Reject any or all proposals submitted.

No bidder shall have any claim against the CMA, its officials, or representatives arising from such cancellation or rejection. Submission of a proposal does not create any contractual obligation on the part of the CMA to award a contract.

3. REQUIRED EXPERTISE AND COMPETENCIES

The Service provider's proposal must outline the expertise and competencies on offer and should expressly detail their previous experience in dealing with projects of this nature. This may be supported by a detailed company profile, as well as a comprehensive list of references for completed previous projects of a similar nature. To achieve the scope of work, the service provider/s appointed to undertake this project, should demonstrate the following key competencies:

- a) Comprehensive knowledge and a proven track record in the management, development, support, and implementation of printing and telecommunication solutions of a similar magnitude as per the requirements of this project.
- b) Submission of a list of all similar projects successfully completed over the last five years, and letters of completion and recommendation from current/previous clients must be included with the proposal.

KINDLY NOTE THAT A FAILURE TO FULLY COVER THIS IN YOUR PROPOSAL MAY RESULT IN YOUR PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION.

4. MANDATORY SUPPORTING DOCUMENTATION

All bidders must submit the following supporting documents with their proposals:

- a. **A valid original Tax Clearance Certificate (TCC)** issued by the South African Revenue Service (SARS).

Note: Certified copies will not be accepted.

In the case of joint ventures, consortia, or sub-contracting arrangements, each entity must submit its own original and valid TCC.

- b. **Verifiable references**, including contactable details for past clients on similar projects.

- c. **Annexure A** – Standard Bidding Document: SBD1 (Invitation to Bid)

- d. **Annexure B** – SBD4 (Declaration of Interest)

- e. **Annexure G** – SBD9 (Certificate of Independent Bid Determination)

- f. **Annexure H** – Authority to Sign a Bid (Company resolution or other proof of authority)

Important Notice:

Failure to submit Annexures A, B, G, and H at the time of bid submission will render the bid non-compliant and will be rejected without further consideration.

5. SERVICE LEVEL AGREEMENT (SLA)

- a. Appointment of a successful bidder will only be confirmed upon signature of a formal Service Level Agreement (SLA) with the Comrades Marathon Association.
- b. The SLA will define and govern all legal, financial, operational, and performance-related obligations between the CMA and the appointed Service Provider.
- c. No bidder shall derive any rights, expectations, or authorization to commence work until a written SLA has been duly executed by both parties.

6. FEE STRUCTURE

- a) The Comrades Marathon Association reserves the right to negotiate any aspect of the proposed fees, equipment rental, travel and accommodation costs and disbursements with the preferred Service provider and shall not be bound to the fees and disbursements submitted by any Service provider. All travel and accommodation costs will be determined between the parties during the SLA finalization process.
- b) All the invoices should be directed to the CMA.
- c) No successful bidder will be refunded any cost or disbursements incurred in respect of the project, save where the prior written approval of the CMA has been obtained in respect of such expenditure.
- d) Where the CMA views a price of any item to be out of line with market standards, the CMA reserves full rights to request additional quotations to test the market for prices.
- e) Pricing structure breakdown (bidders to complete **Schedule B**)

7. CONTRACTUAL OBLIGATIONS

- a. No contractual relationship shall exist between the CMA and any bidder unless and until a **written Service Level Agreement** is signed.
- b. Until such time that an appropriate service level agreement has been **concluded** between The Comrades Marathon Association and successful Service Provider, no rights shall be conferred, nor shall any legitimate expectations be conferred to the successful Service Provider to carry out the works or services provided for in this call for proposals.

8. INTELLECTUAL PROPERTY RIGHTS

Unless otherwise agreed to in writing by both parties, all **copyright, patent rights, design rights, trade secrets, and other intellectual property rights** in any deliverables, materials, or works created during the execution of this contract shall be deemed to have been developed under the control and direction of the Comrades Marathon Association (CMA), and shall **vest in and be irrevocably assigned to the CMA**.

- All work produced under this tender shall be considered **commissioned work** for the CMA.
- The successful bidder shall have **no rights of ownership, use, or distribution** in respect of the work, unless expressly granted in a **separate, signed agreement** by both parties.
- All documents, specifications, data, and records provided by the CMA shall remain the **confidential property** of the CMA and may not be disclosed to any third party without the **prior written consent** of the CMA.
- The CMA reserves the right to disclose bidder information submitted during the tender process internally, including to its Board, evaluation committees, and authorised advisors.

9. TERMINATION OF CONTRACT

The CMA reserves the right, in its sole discretion, to:

- Terminate the appointment of any Service Provider for **non-performance**, material breach of contract, or any conduct deemed to undermine the objectives or reputation of the CMA.
- **Curtail the scope** of work or amend project deliverables due to strategic, operational, or budgetary considerations.

In the event of such termination or curtailment:

- The Service Provider shall have **no claim** against the CMA for loss of profit, opportunity, or goodwill.
- The Service Provider may only claim for **actual, reasonable, and proven costs** incurred up to the termination date, subject to approval by the CMA.

10. FUNCTIONALITY

The below mentioned criteria will guide the evaluation of functionality / technical phase and proposals who score less than 60% in this phase will be disqualified for the next phase of evaluation.

FUNCTIONALITY ASSESSMENT SCORING CRITERIA		Weight	Score	Total
The quality and accuracy of the technical approach & project work plan will be assessed / evaluated and therefore a detailed technical approach & project work plan, outlining the various workflow items/tasks with timeframes and project milestones/deliverables required for this project must be submitted with the bid proposal.				
1. Technical Approach (50/100):				
1.1 Printer Solutions: Supply, installation, management & maintenance (Office & Race Week). (10)		10		
1.2 Telecommunication Solutions: Proposed systems, network uptime guarantees and innovations. (30)		30		
1.3 Innovations and value added services (10)		10		
2. Project Work Plan (30/100): Please detail the following in the proposal:		30		
<ul style="list-style-type: none"> Budget Timeframes & Milestones (including turn around times for support) Risk Management Resources 				
(Rating score values for technical approach are allocated as follows: Unsatisfactory = 1; Satisfactory = 2; Good = 3; Very Good = 4 and Excellent = 5				
3. Human Capital Support and Key Personnel (10/100):		10		
<ul style="list-style-type: none"> Proven capacity of the professional team to deliver the required services, highlighting the qualifications and experience of key personnel. (10). 				
(Rating score values for key personnel is allocated as follows: Over 1 year to 2 years = 1; 2 to 3 years = 2; 3 to 4 years = 3; 4 to 5 years = 4 and 5 years and above = 5. The score value will be allocated per number of years' experience of the company. The Bid Evaluation Committee may, at its own discretion, consider the total years of experience of the combined team who will be working on the project.				
4. Successful completion of similar projects in the last five years (10/100):		10		
This must be supported by the submission of a list of all similar projects successfully completed, and letters of completion and/or references from current/previous clients must be included with the proposal (10).				
(Rating score values for similar projects is allocated as follows: No similar projects = 0; One similar project completed = 1; Two similar projects = 2; Three similar projects = 3; Four similar projects = 4 and Five and more similar projects completed = 5.				
TOTAL		100		

11. SUBMISSION OF PROPOSALS

Deadline: 31 October 2025

All proposals can be submitted in a sealed envelope, clearly marked, and hand-delivered to:

Attention:

General Manager

Comrades House

18 Comrades Marathon Road

Scottsville

Pietermaritzburg

3201

Or

Emailed to: procure@comrades.com

Important Conditions:

- All proposals will be registered in the official **Tender Register** upon delivery.
- **Late submissions** will not be accepted or considered.
- Proposals submitted via **email, or any other electronic medium** will be **accepted**.
- All soft copies to be submitted to procure@comrades.com.

LIST OF OPTIONAL OR MANDATORY ANNEXURES

ANNEXURES	ANNEXURE DESCRIPTION	OPTIONAL OR MANDATORY
ANNEXURE A	STANDARD BID DOCUMENTATION FORM (SBD1)	MANDATORY
ANNEXURE B	DECLARATION OF INTEREST FORM (SBD 4)	MANDATORY
ANNEXURE G	CERTIFICATE OF INDEPENDANT BID DETERMINATION FORM (SBD 9)	MANDATORY
ANNEXURE H	AUTHORITY TO SIGN A BID FORM	MANDATORY

ANNEXURE A: STANDARD BID DOCUMENTATION FORM (SBD 1)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 (ACT NO.5 OF 2000) AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT (SCC).

SECTION A: CMA BID INFORMATION

BID NUMBER:**CMA 7/2025**..... CLOSING DATE: **31 October 2025** CLOSING TIME: **11:00**

DESCRIPTION: **REQUEST FOR PROPOSALS FOR PRINTING & TELECOMMUNICATIONS SERVICES FOR A PERIOD OF THREE YEARS (2026, 2027 & 2028)**

CONTRACT PERIOD:THREE YEARS.....

TENDER PRICE VALIDITY PERIOD:

CMA SERVICE PROVIDER DATABASE REGISTRATION NO:
.....

SECTION B: BIDDER INFORMATION

NAME OF BIDDER:
.....

POSTAL ADDRESS:

STREET ADDRESS:

TELEPHONE NUMBER: CODE..... NUMBER..... CELLPHONE NUMBER:

EMAIL ADDRESS:
.....

SECTION C: BIDDER SUPPORTING INFORMATION (PLEASE CIRCLE THE SELECTED ANSWER)

- | | |
|---|------------------|
| 1. HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? | YES or NO |
| 2. HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? | YES or NO |
| 3. IF YES FOR QUESTION 2, WAS THE B-BBEE CERTIFICATE ISSUED BY AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA), A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR A REGISTERED AUDITOR? | YES or NO |
| 4. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS OR SERVICES OFFERED? | YES or NO |

SECTION C: SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO THE COMRADES MARATHON ASSOCIATION PROCUREMENT POLICY AND THE GENERAL CONDITIONS OF CONTRACT, AND ANY OTHER APPLICABLE SPECIAL CONDITIONS. BIDDERS ARE ADVISED TO CAREFULLY READ AND COMPLY WITH THE FOLLOWING INSTRUCTIONS:

1. Bid Submission and Sealing

- All bids may be submitted in sealed envelopes bearing the bid number, closing date, and bidder's details.
- A designated bid box will be used for receiving submissions. Bids not placed in this designated box by the closing date and time will not be considered.
- Bids may also be submitted via email to: procure@comrades.com
- Bids emailed after the official closing period will not be considered.

2. Handling of Submissions

- All bids received in sealed envelopes with the correct bid number will be stored securely and remain unopened until the closing date and time.
- If a bid is received unsealed, it will be sealed immediately upon receipt.
- If a bid is received without a bid number on the envelope, it will be opened only to ascertain the bid number, resealed, and marked appropriately.
- All bids submitted electronically will only be accessed after the official closing period.

3. Alterations and Corrections

- Any alterations, corrections, or amendments made on bid documents must be initialled in ink by the authorised signatory.
- The use of correction fluid (e.g. Tippex) is strictly prohibited. Documents containing correction fluid will be deemed non-compliant and will be disqualified.

4. Submission Format and Completeness

- Bid documents must not be included in packages containing physical samples.
- Bids must be submitted in full, with all required sections completed.
- Incomplete bids may be disqualified.

5. Bid Closing and Opening

- Bids must be lodged at the designated physical address or official email address on or **before the closing date and time** as stipulated in the bid advertisement.
- Bids received after the **closing time** will not be accepted under any circumstances, regardless of the method of delivery.
- Bids will **be opened in public** as soon as reasonably practicable after the official closing time.

6. Envelope Marking and Identification

- Each physical bid must be submitted in a separate sealed envelope, with the bidder's name, physical address, bid number, and closing date clearly marked.
- Envelopes must contain documents relevant to only one bid. Multiple bids in a single envelope may be invalidated.

7. Multiple Offers per Item

- If a bidder wishes to submit more than one offer on a specific item, this must be done using a photocopy of the relevant page, clearly marked.
- All alternative offers must be clearly referenced and included in the supporting schedules.

8. Method of Delivery

- Bids delivered by hand or courier must be received before the closing date and time.
- Bids sent by mail will not be considered if they arrive late, and proof of posting is not considered proof of delivery.

9. Verification of Documentation

- Bidders are encouraged to check the number of pages received and ensure that no pages are missing or duplicated.
- Any concerns should be raised prior to submission.

10. Format and Validity of Forms

- Bid forms may not be retyped, altered, or redrafted in any way.
- Photocopies of original bid documents are acceptable only if they contain original handwritten signatures in ink.

11. Interpretation

- Unless the context dictates otherwise, the singular includes the plural, the plural includes the singular, and references to one gender include all genders.

12. Price Disclosure at Opening

- Where applicable and practical, pricing information may be disclosed to the public during the opening of bids.

ANNEXURE B: DECLARATION OF INTEREST FORM (SBD 4)

Any legal person, or persons having a kinship with persons serving on the Board or a Standing Committee of the Comrades Marathon Association (CMA), or persons employed by the Comrades Marathon Association, including a blood relationship, may NOT make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). It is therefore required that the bidder or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority where-

- 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.

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

1. Full Name of bidder or his or her representative:
2. Identity Number:
3. Position occupied in the Company (*director, trustee, shareholder member*):
4. Registration number (Company, CC, Partnership Agreement or Trust:
5. Tax Reference Number:
6. Vat Registration Number:
7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee numbers must be indicated in the paragraph below.
"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.

8. Are you or any person connected with the bidder related to any staff member of the Comrades Marathon Association?
YES/NO

If so, furnish the following particulars:

- (a) Name of person / director / trustee/shareholder/ member:
- (b) Name of CMA staff member to which the person is connected:
- (c) Position of the CMA staff member:
- (d) Any other particulars:

9. Did you or your spouse, or any of the company's directors/ trustees/shareholders / members or their spouses conduct business with the Comrades Marathon Association in the previous twelve months?
YES/NO

If so, furnish particulars:

10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the Comrades Marathon Association and who may be involved with the evaluation and or adjudication of this bid?
YES/NO

If so, furnish particulars:

11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the Comrades Marathon Association who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

If so, furnish particulars:

12. Do you or any of the directors /trustees /shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

If so, furnish details of directors /trustees /members /shareholders:

Full Names	Identity Number	Personal Income Tax Reference Number

DECLARATION

I, THE UNDERSIGNED CERTIFY THAT THE INFORMATION FURNISHED IN THE PARAGRAPHS ABOVE IS CORRECT. I ACCEPT THAT THE COMRADES MARATHON ASSOCIATION MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Name of Company

.....
Signature of Bidder

.....
Position in the Company

.....
Date

ANNEXURE G: CERTIFICATE OF INDEPENDENT BID DETERMINATION FORM (SBD 9)

1. This Standard Bidding Document (SBD) must form part of all bids 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). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
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 organisation'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 Service Provider of goods and services if the Service Provider 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 organisations to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
 - a) In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:
 - Includes price quotations, advertised competitive bids, limited bids and proposals.
 - 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 purchasers who wish to acquire goods and/or services through a bidding process.
 - Bid rigging is, therefore, an agreement between competitors not to compete.

I, the undersigned, in submitting the accompany bid (Bid number and Description):

.....
In response to the invitation for the bid made by the Comrades Marathon Association, do hereby make the following statements that certify to be true and complete in every respect. I certify, on behalf (Name of Bidder):

.....
that:

- a) I have read, and I understand the contents of this Certificate.
- b) I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
- c) I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
- d) Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
- e) For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - has been requested to submit a bid in response to this bid invitation;
 - could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
- f) 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 will not be construed as collusive bidding.
- g) In particular, without limiting the generality of paragraph "f" 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.
- h) 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.
- i) 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. *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.*
- j) 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

ANNEXURE H: AUTHORITY TO SIGN A BID FORM

1. If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid in the following format:

AUTHORITY BY BOARD OF DIRECTORS by resolution passed by the Board of Directors on
.....20.....

Mr./Ms. (whose signature appears below) has been duly authorized to sign all documents in connection with this bid on behalf of (Name of Company):

.....

IN HIS/HER CAPACITY AS:

.....

SIGNED ON BEHALF OF COMPANY (PRINT NAME):

.....

SIGNATURE OF SIGNATORY:

DATE:

WITNESSES:

1.

2.

2. If a Bidder is a sole proprietor (One-Person Business) the person who signs the bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the sole proprietor must be submitted with this bid, that is before the closing time and date of the bid in the following format:

I, the undersigned

.....hereby confirm that
I am the sole owner of the business trading as

.....

SIGNATURE OF SIGNATORY:

DATE:

WITNESSES:

1.

2.

3. If a Bidder is a partnership, the following particulars in respect of every partner must be furnished and signed by every partner:

Name of Partner	Residential Address	Signature

We, the undersigned partners in the business trading as.....hereby
 authorizeto sign this bid as well as any contract resulting from
 the bid and any other documents and correspondence in connection with this bid and / or contract on behalf of

SIGNATURE..... **DATE**

4. In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on20.....at.....,

Mr./Ms., whose signature appears below has
 been authorized to sign all documents in connection with this bid on behalf of (Name of Close Corporation)

SIGNED ON BEHALF OF CLOSE CORPORATION:

(PRINT NAME) IN HIS/HER CAPACITY AS

DATE:

SIGNATURE OF SIGNATORY:

WITNESSES:

1.

2.

5. If the Bidder is a Co-operative, A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on20.....at.....,

Mr./Ms., whose signature appears below, has been authorized to sign all documents in connection with this bid on behalf of (Name of cooperative):
.....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

IN HIS/HER CAPACITY AS:

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:

.....

NAME IN BLOCK LETTERS:

WITNESSES:

1.

2.

6. If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution / agreement passed / reached by the joint venture partners on:20

Mr/Mrs.,

Mr/Mrs.....

Mr/Mr.....and

Mr/Mrs.....

(whose signatures appear below) have been duly authorized to sign all documents in connection with this bid on behalf of: (Name of Joint Venture):

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

SIGNATURE:

DATE:

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

SIGNATURE:

DATE:

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):

SIGNATURE:

DATE:

7. If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the consortium: on: 20.....

Mr/Mrs..... (whose signatures appear below) have been duly authorized to sign all documents in connection with this bid on behalf of:

.....(Name of Consortium)

IN HIS/HER CAPACITY AS:

SIGNATURE:

DATE:

CMA 7/2025: REQUEST FOR PROPOSALS FOR PRINTING & TELECOMMUNICATIONS SERVICES FOR A PERIOD OF THREE YEARS (2026, 2027 & 2028)

INTRODUCTION

The Comrades Marathon Association (CMA) seeks to appoint a suitably qualified **Printing and Telecommunications Service Provider** to manage and support the printing and telecommunications solution for the Comrades Marathon over a period of three (3) years.

SPECIFICATIONS BREAKDOWN

1. Supply, Implementation and Support of CMA Office Printers for everyday use

Overview: The service provider is expected to propose the most effective and efficient printing solution, accompanied by a detailed cost breakdown, in accordance with the specifications outlined below

1.1 Supply a front office Multifunction Printer (MFP):

- 1.1.1 Single and multi-page scanning functionality
- 1.1.2 Printing, copying and scanning must be in both colour and monochrome.
- 1.1.3 Printing and scanning must be high quality resolution (minimum 1200 DPI)
- 1.1.4 Minimum printing speed must be 30 pages per minute (ppm)
- 1.1.5 Must have multiple scan to functionality (e.g. scan to email, scan to folder etc.)
- 1.1.6 Must demonstrate reliability, high-speed performance, and capacity to manage heavy traffic, particularly during race periods.
- 1.1.7 Main printing size will be A4 & A3
- 1.1.8 Must have user authentication (e.g. pin code for secure printing)
- 1.1.9 Must include bypass tray functionality.

1.2 Supply 5 x Monochrome printers for staff offices:

- 1.2.1 Compact design is beneficial but not necessary
- 1.2.2 Minimum printing speed must be 21 pages per minute (ppm)
- 1.2.3 Printing and scanning must be high quality resolution (minimum 600 DPI)
- 1.2.4 Must demonstrate reliability, high-speed performance, and capacity to manage heavy traffic, particularly during race periods.

Note:

- Service Provider must restock ink cartridges as and when required by the CMA
- All printers must be network compatible (Print over IP or preferably Wi-Fi)

2. Supply, Implementation and Support of CMA Office Telecommunications Solution

Overview: The service provider is expected to recommend the most suitable modern telecommunications solution in alignment with the specifications outlined below, and to provide a comprehensive breakdown of associated costs.

2.1 Supply and manage CMA Office Telecommunications Solution

2.1.1 Provide specifications and pricing breakdown on suggested telecommunication systems: PABX, PBX, VoIP

2.1.2 Supply main switchboard in CMA front office

- Main receiver of all calls
- Forward/redirect calls to relevant departments
- Hunting to designated extensions if not answered at main switchboard
- Out of office messages
- Easily redirect all calls to specific extension when required
- Ability to redirect calls to mobile numbers

2.1.3 Supply 17 extensions and devices throughout the CMA Office

2.1.3.1 Devices must preferably be cordless (portable)

2.1.3.2 Must be able to transfer calls to various extensions

2.1.3.3 Must be able to answer switchboard calls from any device if required

2.1.3.4 Breakdown of various extensions as follows:

- Main Office x 12 (including switchboard)
- Museum x 2
- Green Number Room x 1
- Hall x 1
- Kitchen x 1

2.1.3.5 All devices must have caller ID functionality

2.1.4 Suggestion and supply of adequate voice line connection e.g. Fibre, LTE

2.1.5 Provide an automatic failover solution to prevent any downtime

2.1.6 Unlimited calls to all local and international numbers

3. Supply, Implementation and Support of CMA Office Internet Connectivity

Overview: The service provider will be required to provide an internet connectivity solution for the CMA Office as well as year-round support.

3.1 Provide CMA Office Internet Connectivity

3.1.1 Preferably a minimum 250/250mbps FTTB connection (alternatives can be suggested)

3.1.2 Data must be uncapped and unshaped

- 3.1.3 Provide year-round support with minimal response time
- 3.1.4 Provide an automatic failover solution to prevent any downtime
- 3.1.5 Service provider will be required to supply business grade router as well as the configuration and maintenance of office network equipment.

4. Supply, Implementation and Support of Race Week Printing & Telecommunications Solution

Overview: The service provider may be required to provide printers and phones at the Comrades Registration venues in Pietermaritzburg and Durban during Race Week.

4.1 Pietermaritzburg Registration (Traditionally held at the Comrades Office)

- 3.1.1 Supply 1 x Monochrome printer: General printing in the Pietermaritzburg Main Registration Area.

4.2 Durban Registration (Traditionally held at the Durban Exhibition Centre)

- 4.2.1 Supply 2 x Monochrome printers
 - 1 x Printer in the Main Information area
 - 1 x Printer in the Media Room
- 4.2.2 Supply 8 x IP Phones
 - 4 x Phones in the Main Information area
 - 4 x Phones in the Media Room

4.3 Race Day (Venue dependent on Up or Down Run)

- 4.3.1 Supply 3 x Monochrome printers
 - 1 x Printer in Media Room
 - 1 x Printer in Medical Tent: Must be able to print over Wi-Fi by handheld devices
 - 1 x Printer in Finish Site Office
- 4.3.2 Supply 17 x IP Phones
 - 4 x Main Information
 - 4 x Medical JOC
 - 4 x Media
 - 3 x Medical Waiting
 - 1 x VOC
 - 1 x Finish Site Office

4.3.3 Provide an automatic failover solution to prevent any downtime

4.3.4 Provide a skilled support staff member to be stationed on-site at the Durban and Pietermaritzburg Registration venue for the entirety of the Registration period (3 days).

4.3.5 Provide a skilled support staff member to be stationed on-site at the Comrades Finish

Venue for the duration of Race Day.

General:

- All device quantities may be subject to change and are dependent upon the requirements of the CMA which can be billed accordingly.
- Uptime is critical, particularly during race periods. All services must remain fully operational with robust failover mechanisms in place.

CMA 7/2025: Budget breakdown - Year 1

Details	Unit Price (ex VAT)	Qty	Product Description
CMA Office Printers			
Office Colour Printer (Rental)			
Colour Ink Cartridge Restock			
Monochrome Office Printers (Rental)			
Monochrome Ink Cartridge Restock			
Sub Total (ex VAT)			
CMA Office Telecommunications Solution			
Telecommunications System (Rental)	R		
Local Call Cost	R		
International Call Cost	R		
Office Devices (phones)	R		
Voice Line/s	R		
Failover Cost	R		
Sub Total (ex VAT)			
CMA Office Internet Connectivity			
Data Line/s	R		
Failover Cost	R		
Sub Total (ex VAT)			
Race Week			
Registration Printers	R		
Registration IP Phones	R		
Race Day Printers	R		
Race Day IP Phones	R		
Support Staff	R		
Sub Total (ex VAT)			
			SUB TOTAL (ex VAT) R
			VAT @ 15% R
			TOTAL (incl VAT) R

CMA 7/2025: Budget breakdown - Year 2

Details	Unit Price (ex VAT)	Qty	Product Description
CMA Office Printers			
Office Colour Printer (Rental)			
Colour Ink Cartridge Restock			
Monochrome Office Printers (Rental)			
Monochrome Ink Cartridge Restock			
Sub Total (ex VAT)			
CMA Office Telecommunications Solution			
Telecommunications System (Rental)	R		
Local Call Cost	R		
International Call Cost	R		
Office Devices (phones)	R		
Voice Line/s	R		
Failover Cost	R		
Sub Total (ex VAT)			
CMA Office Internet Connectivity			
Data Line/s	R		
Failover Cost	R		
Sub Total (ex VAT)			
Race Week			
Registration Printers	R		
Registration IP Phones	R		
Race Day Printers	R		
Race Day IP Phones	R		
Support Staff	R		
Sub Total (ex VAT)			
			SUB TOTAL (ex R VAT)
			VAT @ 15% R
			TOTAL (incl VAT) R

CMA 7/2025: Budget breakdown - Year 3

Details	Unit Price (ex VAT)	Qty	Product Description
CMA Office Printers			
Office Colour Printer (Rental)			
Colour Ink Cartridge Restock			
Monochrome Office Printers (Rental)			
Monochrome Ink Cartridge Restock			
Sub Total (ex VAT)			
CMA Office Telecommunications Solution			
Telecommunications System (Rental)	R		
Local Call Cost	R		
International Call Cost	R		
Office Devices (phones)	R		
Voice Line/s	R		
Failover Cost	R		
Sub Total (ex VAT)			
CMA Office Internet Connectivity			
Data Line/s	R		
Failover Cost	R		
Sub Total (ex VAT)			
Race Week			
Registration Printers	R		
Registration IP Phones	R		
Race Day Printers	R		
Race Day IP Phones	R		
Support Staff	R		
Sub Total (ex VAT)			
			SUB TOTAL (ex VAT) R
			VAT @ 15% R
			TOTAL (incl VAT) R