



forestry, fisheries
& the environment

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

INVITATION TO BID

BID NUMBER: DFFE-T029 (23-24)

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PRINTING OF OFF-ROAD VEHICLE (ORV) SIGNBOARDS AND THEIR DELIVERY TO FOUR COASTAL PROVINCES INCLUDING (WESTERN CAPE, KWAZULU-NATAL, EASTERN CAPE, AND NORTHERN CAPE PROVINCE).

Contact person:

Name: Ms. Ncumisa Mabece

Telephone No. 021 493 7239

E-Mail: nmabece@dffe.gov.za

NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION

Company name	Supplier registration number	Unique reference number	
			Main contractor
			Sub-contracted/ joint venture comp 1
			Sub-contracted/ joint venture comp 2

INITIAL CLOSING DATE OF THE BID: 11 AUGUST 2023 AT 11H00

COMPULSORY INFORMATION SESSION:

A compulsory information session will be held to provide clarity to the interested bidders to clarify the scope and extent of the work. The bidders will have the opportunity to ask questions where needed.

The compulsory information session will be held as follows:

Date: 28 July 2023

Time: 11:00

MS Teams Link:

https://teams.microsoft.com/join/19%3ameeting_MmUxNjg1NmMtYzQ3My00ODQyLWFkZTYtOTUwMjEwYzY4OTBj%40thread.v2/0?context=%7b%22Tid%22%3a%224ce253e7-3961-428c-ab62-1f96cf3a9fd9%22%2c%22Oid%22%3a%22ed55d57f-2ac0-433d-8a23-e4b69180b4ce%22%7d

Meeting ID: 338 388 287 255

Passcode: GMQ2Mk

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DFFE-T029 (23-24)	CLOSING DATE: 11 AUGUST 2023	CLOSING TIME:	11:00	
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PRINTING OF OFF-ROAD VEHICLE (ORV) SIGNBOARDS AND THEIR DELIVERY TO FOUR COASTAL PROVINCES INCLUDING (WESTERN CAPE, KWAZULU-NATAL, EASTERN CAPE, AND NORTHERN CAPE PROVINCE).				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department of Forestry, Fisheries, and the Environment					
63 Strand Street					
Cape Town					
8000					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. Ncumisa Mabece		CONTACT PERSON	Ms. M. Mnwana	
TELEPHONE NUMBER	021 493 7239		TELEPHONE NUMBER	(021) 493 7050	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	nmabece@dffe.gov.za		E-MAIL ADDRESS	mmnwana@dffe.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....

DATE:

.....

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO: DFFE-T029 (23-24)
CLOSING TIME: 11:00	CLOSING DATE: 11 AUGUST 2023

OFFER TO BE VALID FOR120.....DAYS FROM THE CLOSING DATE OF THE BID.

DESCRIPTION: THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PRINTING OF OFF-ROAD VEHICLE (ORV) SIGNBOARDS AND THEIR DELIVERY TO FOUR COASTAL PROVINCES INCLUDING (WESTERN CAPE, KWAZULU-NATAL, EASTERN CAPE, AND NORTHERN CAPE PROVINCE).

**(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

R-----

R-----

R-----

R-----

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

R-----

----- days

R-----

----- days

R-----

----- days

R-----

----- days

5.1 Travel expenses (specify, for example, rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

R-----

R-----

R-----

R-----

TOTAL: R.....

Name of Bidder:

** "all applicable taxes" includes value-added tax, pay-as-you-earn, income tax, unemployment insurance fund contributions, and development levies.

- 5.2 Other expenses, for example, accommodation (specify, eg. Three star hotel, bed, and breakfast, telephone cost, reproduction cost, etc.). On the basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....
TOTAL: R.....			

6. Period required for commencement with the project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of the contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example, consumer price index.
-
-
-

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

Department of Forestry, Fisheries, and the Environment

Contact Person: Ms. Ncumisa Mabece

Tel: (021) 493 7239

E-mail: nmabece@dffe.gov.za

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors/trustees/shareholders/members/partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/directors/trustees/shareholders/members/ partners or any person having a controlling interest in the enterprise, in the table below.

Full Name	Identity Number	Name of State institution

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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

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

YES/NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, or prices, including methods, factors, or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

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

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

.....	
Signature	Date
.....	
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$		

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
more than 50% (fifty percent) ownership by Black people	10	20		
more than 50% (fifty percent) ownership by Women	10	20		
more than 50% (fifty percent) ownership by people with disabilities	10	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from 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, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	



forestry, fisheries & the environment

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) AS AN ORGAN OF STATE
SUBSCRIBES TO AND PROPAGATES THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000
(ACT NO. 5 OF 2000) AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**

TERMS OF REFERENCE

**FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PRINTING OF OFF-ROAD VEHICLE (ORV)
SIGNBOARDS AND THEIR DELIVERY TO FOUR COASTAL PROVINCES INCLUDING (WESTERN CAPE,
KWAZULU-NATAL, EASTERN CAPE, AND NORTHERN CAPE PROVINCE).**

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1. PURPOSE

- 1.1 The appointment of a service provider for the printing, delivery and off-loading of Off-Road (ORV) Vehicle Signboards, and their delivery to four coastal provinces including (Western Cape, KwaZulu-Natal, Eastern Cape, and Northern Cape Province).

2. INTRODUCTION AND BACKGROUND

- 2.1 South Africa is amongst the countries with the longest coastline stretching more than 2,850 kilometres from the Namibian border on the west to the Mozambique border on the east. South Africa is a biodiversity hotspot, with a diversity of unique biomes and plant and animal life. For many years, people and communities have become heavily reliant on the coast for their livelihoods and socio-economic benefits. About 70%- 80% of the coast is sandy beaches that include coastal dune systems. Sandy beaches are unstable seaborne sediments and debris at the sea being exposed and overworked by waves and wind. Consequently, approximately 1 to 2 million tonnes of sediments are transported past the South African coastline at any given time either east or west coast each year due to a south-westerly swell those results in a net-littoral drift along both coasts.
- 2.2 Since the advent of the four-wheel-drive jeep during World War 2, the use of sandy beaches and dunes has become pervasive. The rapid increase of vehicle uses in the coastal areas or beaches for a wide variety of reasons such as vessel launching, access for fishing grounds, recreational activities, construction, tourism, filming, emergency purposes, etc have had undesired impacts on biodiversity and the coastal environment. A range of studies have demonstrated the need for the control of use of vehicles in the coastal areas by highlighting the impacts associated with uncontrolled use and its impacts on the coastal environment. These studies have underscored the adverse impacts on coastal vegetation where vegetation cover is lost, and sand or soil remains barren making these areas more susceptible to the impacts of coastal erosion and dynamic coastal processes.
- 2.3 Specialist studies have highlighted the physical impact of vehicles on beaches because it relates to compaction and displacement of sand and beach soil, stripping down vegetation, creating access tracks over the dunes, across the foreshore, and creating blow-outs or dune erosion. With the rapid rise in sea level and increase in frequency and intensity of sea storms, accompanied by an increase in wave heights, the coastline is expected to experience a greater risk of damage by storm surge; increased exposure to more intense and more frequent extreme events; increased flooding, with greater extent and frequency, and ultimately more frequent destruction of foredunes, coastal property and infrastructure signals for the need to ensure that activities like ORV driving is properly regulated and controlled to mitigate the adverse impact on the coastal area.
- 2.4 The Branch: Oceans & Coast (OC) of the Department of Forestry, Fisheries, and the Environment (DFFE), whose administrative centre is situated in Cape Town is tasked with the implementation of Control of Use of Vehicles in the Coastal Area Regulations, 2014 (hereinafter referred to as the Regulations). The Regulations primarily prohibit vehicle use in the coastal area unless such use is permissible under Regulation 3 or permitted under Regulation 4 or exempted under Regulation 16. The Minister has delegated her powers and functions to Deputy-Director General at OC for granting of Exemptions (regulation 16). The powers to issue permits were delegated to Director:

Coastal Development and Coordination (regulation 4). It follows that the implementation of the Control of Use of Vehicles in the Coastal Areas needs to be known at large by the members of the public to achieve the purpose of the regulations. One way to achieve that purpose is to publicise the information and the Department chose to use signage as one form to achieve such a purpose.

3. OBJECTIVES

3.1 The objective of this project is to provide signboards that provide information to the public on the National regulations for the Control of Use of Vehicles in the coastal area. The appointed service provider will be required to produce the following key deliverables:

- 3.1.1 The printing of specified numbers of ORV signboards per coastal province as per the layout and design provided by DFFE.
- 3.1.2 Purchase 4.2 metres of tarred wooden poles treated in green with 120mm diameter.
- 3.1.3 Purchase of brackets.
- 3.1.4 Delivery of ORV signboards to identified sites within the Western Cape, KwaZulu-Natal, Eastern Cape, and Northern Cape provinces.

4. SCOPE AND EXTENT OF WORK

4.1 Bidders are free to apply for any province where they have the capacity and capability to deliver. Bidders must tick the provinces they are intending to bid, e.g., in case a bidder intends to bid for two or more provinces the bidder must tick the relevant box under (✓) YES or No:

4.1.1 Table of delivery points (detailed addresses provided below)

#	Provinces	Delivery Address	Bidder Participating	
			YES	NO
1	Western Cape	1. Moorreesburg 2. George 3. Bredasdorp 4. Waterfront (CPT)		
2	KwaZulu-Natal	1. North Coast, Mthunzini 2. Durban Central (Westbrook Beach) 3. South Coast, Port Edward		
3	Eastern Cape	1. Gqeberha 2. East London 3. Mthatha		
4	Northern Cape	1. Springbok		

4.1.2 Western Cape Province

4.1.2.1 The appointed bidder shall undertake the following functions:

- i. Print Signboard and submit sample to the Department for approval.
- ii. The size of the sample must be in 2x2 metres.
- iii. Should the sample not meet the specification, the service provider will be required to print and re-submit the revised sample for final approval in the same size as described above.
- iv. The text on the signboard must be big enough and visible from a vehicle in motion of at least 5m.
- v. Procurement of 186 tarred wooden poles treated in green with a length of 4.2 metres and a diameter of 120mm.
- vi. Procurement of three hundred and seventy-two (372) sets of brackets galvanised with P4000 i.e., 6 sets of brackets per signboard.
- vii. Delivery of 62 Chromadek ORV signboards, 186 tarred wooden poles treated in green, 372 sets of brackets to the following coastal province.

4.1.2.2 **Western Cape Province:** Table 1 details the allocation of signboards, poles, brackets, and delivery address for Western Cape province:

Province	Number of signage boards	Languages	Number of poles	Number of brackets	Temporary delivery address provided by DFFE and contact person
Western Cape	19	English & Afrikaans	57	114	19 signboards to be delivered in West Coast (All signs be printed in Afrikaans and English - 2 languages per signboard) Att : Mr Charles Malherbe Email : cjmalherbe@wcdm.co.za Cell : 082 773 5991 Langstraat 65 Moorreesburg 7310
	16	English & Afrikaans	48	96	16 signboards to be delivered in Garden Route (16 signs be printed in Afrikaans and English - 2 languages per board) Att: Mr. Keith Spencer Cel: 072 446 9977 Email: kspencer@capenature.co.za Address: 1 Montague Pass, Witfontein State Forest, George 6529

Province	Number of signage boards	Languages	Number of poles	Number of brackets	Temporary delivery address provided by DFFE and contact person
	21	English & Afrikaans	63	126	21 signboards to be delivered Overberg District Municipality Att: Mr Theodore Martin Email: tmartin@odm.org.za Tel: 028 050 0972 ODM Roads Department 11 Recreation Street Bredasdorp 7280
	6	1 sign to be printed in isiXhosa and English 5 signs to be printed in English and Afrikaans	18	36	6 signboards within City of Cape Town Municipality (1 Signs to be printed in IsiXhosa and English). 5 signs to be printed in English and Afrikaans - 2 language per signboard. Signs to be delivered in 2 East Pier Building East Pier Road, V&A Waterfront 8000. Att: Sibusiso Mbethe Email: smbethe@dffe.gov.za Cell: 073 804 5281

4.1.3 KwaZulu-Natal Province

4.1.3.1 The appointed bidder shall undertake the following functions:

- i. Print signboard and submit sample to the Department for approval.
- ii. The sample must be in 2x2 metres.
- iii. Should the sample not meet the specification, the service provider will be required to print and re-submit revised sample for final approval in the same size as described above.
- iv. The text on the signboard must be big enough and visible from a vehicle in motion of at least 5m.
- v. Procurement of one-hundred and seventeen (117) tarred wooden poles treated in green with a length of 4.2 metres and a diameter of 120mm.
- vi. Procurement of two hundred and thirty-four (234) sets of brackets galvanised with P4000 i.e., 6 sets of brackets per signboard.
- vii. Delivery of thirty-nine (39) Chromadek ORV signboards, one-hundred and seventeen (117) tarred wooden poles treated in green, two hundred and thirty-four (234) sets of brackets to the following coastal province.

4.1.3.2 **KwaZulu-Natal Province:** Table 1 details the allocation of signboards, poles, brackets, and delivery address for KZN coastal province.

Province	Number of signage boards	Languages	Number of poles	Number of brackets	Temporary delivery address provided by DFFE and contact person
KwaZulu-Natal	16	IsiZulu & English	48	96	16 Signboards to Mtunzini Ezemvelo KZN Wildlife offices (All signs be printed in IsiZulu an English - 2 languages per signboard) Att: Mr Trueman Buthelezi Email: Trueman.Buthelezi@kznwildlife.com Cell: 083 340 4872 Umlalazi Ezemvelo KZN Wildlife Park, Mthunzini, 3867
	11	IsiZulu & English	33	66	11 signboards to Durban Central (All signs be printed in IsiZulu an English - 2 languages per signboard) Att: Mr. Anthony Molgora Email: anthony.malgora@durban.gov.za Cell: 072 434 0360 1 North Beach, Lifeguard Tower, Westbrook Beach, 4001
	12	IsiZulu & English	36	72	Mpenjathi Nature Reserve (Palm Beach area (All signs be printed in IsiZulu an English - 2 languages per signboard) Att: Mr. Njabulo Mavundla Email: Njabulo.Mathonsi@mandeni.gov.za Cell: 078 475 6792

4.1.4 **Eastern Cape**

4.1.4.1 The appointed bidder shall undertake the following functions:

- i. Print and submit two (02) samples of signboards of two different sizes to the Department for approval.
- ii. Sample one (01) must be in 2x2 metres.
- iii. Samples two (02) must be in 3x3 metres.

- iv. Should the sample not meet the specification, the service provider will be required to print and re-submit revised samples for final approval in the same sizes as described above.
- v. The text on the signboard must be big enough and visible from a vehicle in motion of at least 5m.
- vi. Procurement of ninety-five (95) tarred wooden poles treated in green with a length of 4.2 metres and a diameter of 120mm.
- vii. Procurement of one-hundred and ninety (190) sets of brackets galvanised with P4000 i.e., six (06) sets of brackets per signboard.
- viii. Procurement of seven (07) Chromadek ORV signboards in sizes of 3x3m.
- ix. Procurement of twenty-seven (27) Chromadek ORV signboards in sizes of 2x2 meters.
- x. Delivery of thirty-four (34) Chromadek ORV signboards, ninety-five (95) tarred wooden poles treated in green, one-hundred and ninety (190) sets of brackets to the following areas of the Eastern Cape province.
- xi. Seven (07) 3x3m ORV Chromadek signboards to Gqeberha, address provided below.
- xii. Twenty-seven (27) 2x2m ORV Chromadek signboards to Gqeberha, East London and Mthatha.

4.1.4.2 **Eastern Cape Province:** Table 1 details the allocation of signboards, poles brackets, and delivery address for EC coastal province.

Province	Number of signage boards	Languages	Number of poles	Number of brackets	Temporary delivery address provided by DFFE and contact person
Eastern Cape	Seven (07) signboards to be 3x3m	All 7 signboards to be delivered in Gqeberha and be printed in English, IsiXhosa and Afrikaans. Meaning each signboard must have all these three languages, please see the design in Annexure B.	21	42	Sarah Baartman Region (Gqeberha Office) Cnr of Athol Fugard Terrace and Castle Hill, Centralhill, Gqeberha, 6001 Att: Ms. Sibulele Nondoda-Gaulana Cell: 066 430 3888 Email: sibulele.nondoda@dedea.gov.za
	Ten (10) signboards to be 2x2m	9 signboards written and be printed in English and IsiXhosa 1 signboard written and	30	60	

Province	Number of signage boards	Languages	Number of poles	Number of brackets	Temporary delivery address provided by DFFE and contact person
		be printed in English and Afrikaans			
	Nine (9) signboards to be 2x2m	5 signboards written and be printed in English and Afrikaans 4 signboards written and be printed in English and IsiXhosa	27	54	<u>Amathole Region (East London)</u> Alderwood House, Palm Square Business Park, Bonza Bay Road, Beacon Bay, East London, 5241 Att: Mr. Ricky Hannan Cell: 083 382 9673 Email: ricky.hannan@dedea.gov.za
	Eight (8) 2x2m signboards	8 signboards written and be printed in English and IsiXhosa	17	34	<u>OR Tambo Region (Mthatha)</u> Corner Owen & Leeds Street, 5 th Floor, Botha Sigcau Building, Mthatha, 5099 Att: Ms. Nosinodi Ntola Cell: 078 206 7502 Email: nosinodi.ntola@dedea.gov.za

4.1.5 Northern Cape

4.1.5.1 The appointed bidder shall undertake the following functions:

- i. Print and submit signboard sample to the Department for approval.
- ii. The sample must be in 2x2 metres.
- iii. Should the sample not meet the specification; the service provider will be required to print and re-submit revised sample for final approval in the same size as described above.
- iv. The text on the signboard must be big enough and visible from a vehicle in motion of at least 5m.
- v. Procurement of sixty-nine (69) tarred wooden poles treated in green with a length of 4.2 metres and a diameter of 120mm.
- vi. Procurement of one hundred and thirty-eight (138) sets of brackets galvanised with P4000 i.e., sets of brackets per signboard.
- vii. Delivery of twenty-three (23) Chromadek ORV signboards, sixty-nine (69) tarred wooden poles treated in green, one hundred and thirty-eight (138) sets of brackets to the following coastal province.

4.1.5.2 **Northern Cape Province:** Table 1 details the allocation of signboards, poles, brackets, and delivery address for Northern Cape Province.

Province	Number of signage boards	Languages	Number of poles	Number of brackets	Temporary delivery address provided by DFFE and contact person
Northern Cape	23	English & Afrikaans	69	138	23 signboards to DFFE offices (All signs be printed in Afrikaans and English - 2 languages per signboard) Att: Mr Bronwen Cornelissen Email: bronwen.dtec@gmail.com Cell: 082 525 3288 Voortrekker and Magasyn Street Springbok 8240

4.2 Work Plan

- 4.2.1 The bidder is expected to submit a work plan detailing how it will execute the work. Such a work plan will contain the bidder's articulation of the brief to ensure understanding and alignment.
- 4.2.2 It should contain a project plan, task analysis, an assignment organizational chart, operational schedule etc.,
- 4.2.3 The work plan should also set out the bidder's approach to key project activities.

4.3 Expertise required

- 4.3.1 The service provider must have experience in printing, and delivery of sign. The service provider must produce a comprehensive portfolio detailing their experience in printing and delivery of signage, or similar / related work.

4.4 Reporting

- 4.4.1 The bidder must facilitate regular and consistence interactions with the Departmental project manager.
- 4.4.2 The bidder should present an inception report (±8-15 pages) two (02) weeks after the inception meeting. This report will set out the bidder's detailed work plan for the project.
- 4.4.3 The bidder must prepare an interim report within two (02) months of the inception report being submitted and approved by the Department. This report should provide a detailed account of; the proposed project delivery alternatives considered, and the preferred alternative recommended for implementation to inform decision-making.

5. EXPECTED DELIVERABLES / OUTPUTS

- 5.1 Table 2: Below is a table contrasting the scope and extent of work of the service provider vs the expected deliverables or outcomes of the project: -

Timeframe	Scope and Extent of Work	Expected Deliverables/Outcomes
One (01) week after signature of the contract	Project Inception meeting: - Meeting between project management team and bidder. - Clarification of the project vision, the role of the bidder, timelines, and the expected outputs. - Inception report.	- Inception report within one (01) week of the project inception meeting. - This report will include the bidder's detailed work plan for the project based on their initial conditions scan and period in the field. - 1 x Project Inception Report submitted to DFFE.
Six (06) weeks after the signature of contract	- Print and submit signboard sample to the Department for approval. - o The size of the sample must be 2x2 meters. - Should the sample not meet the specification, the service provider will be required to print and re-submit a revised sample for final approval in the same size as described above.	- Printed sample in 2x2 approved for printing
Four (04) months after signature of the contract	- Printing one hundred and fifty-one (151), (2x2m) ORV signboards in Chromadek board. - Printing seven (07) signboards in 3x3m in Chromadek board. - The design-text on the signboard must be big enough must be big enough and be visible from a vehicle in motion of at least 5m. - The sign must be designed to accommodate three (03) poles for increased stability.	- One hundred and fifty-one (151), (2x2m) and seven (07) ORV 3x3m signboards printed in Chromadek, delivered, in coastal areas mentioned in Table 1 Above. Readable signage is at least 5m from a motion vehicle.
Five (05) months after signature of a contract	- Procurement of four hundred and sixty-seven (467) tarred wooden poles treated in green with a length of 4.2m and a diameter of 120mm. - Procurement of nine hundred and thirty-four (934) sets of brackets galvanized with P4000 i.e., six (06)	- Four hundred and sixty-seven (467) tarred wooded poles treated in green with a length of 4.2m and a diameter of 120mm purchased/ manufactured. - Nine hundred and thirty-four (934) sets of brackets galvanized with P4000 i.e., six (06) sets of brackets per signboard

Timeframe	Scope and Extent of Work	Expected Deliverables/Outcomes
	sets of brackets per signboard.	purchased/ manufactured.
Eight (08) months after signature of the contract	- Delivery of one hundred and fifty-eight (158) Chromadek ORV signboards, four hundred and sixty-seven (467) treated wooden poles, and nine hundred and thirty-four (934) sets of brackets coastal areas mentioned in Table 1 above.	- One hundred and fifty-eight (158) signs, four hundred and sixty-seven (467) treated wooden poles, and nine hundred and thirty-four (934) sets of brackets delivered in identified areas.

6. PERIOD / DURATION OF PROJECT / ASSIGNMENT

- 6.1 The successful service provider will be appointed for a period of eight (08) months after the signing of the SLA by both parties and issuing of an official purchase order by DFFE.

7. COSTING / COMPREHENSIVE BUDGET

- 7.1 A comprehensive fixed costing must be provided on the **SBD 3.3 Pricing Schedule** inclusive of all disbursement costs, such as delivery costs, travelling and accommodation costs, and other expenses inclusive of VAT.
- 7.2 DFFE reserves the right to negotiate price with a recommended service provider identified in the evaluation process without offering the same opportunity to any other bidder(s) who have not been recommended.
- 7.3 The service provider must use the **Pricing Schedule - Annexure A** to indicate their rates in line with the provisions of deliverables in section 5 above.
- 7.4 Price will be valid for 120 days.
- 7.5 The Department will provide a designed layout (refer to Annexure B).
- 7.6 Costing of proposals should be based on the deliverables in Paragraph 5.
- 7.7 Delivery to the identified areas in the Western Cape, Eastern Cape, Northern Cape, and Kwa Zulu Natal provinces shall be at the expense of a service provider.

8. INFORMATION SESSION

- 8.1 Is the briefing session applicable?

YES

- 8.2 Is it a compulsory briefing session?

YES

- 8.3 Request for clarification of the tender document, questions, or queries, if necessary, must be submitted to DFFE representative as listed under technical enquiries at least seven (07) calendar days before the stipulated closing date and time of the tender in writing. However, DFFE shall not be liable nor assume liability for failure to respond to any questions and/or queries raised by the bidder.

9. EVALUATION CRITERIA

9.1 The evaluation for this bid will be carried out in following phases:

- Phase 1: Pre-compliance
- Phase 2: Mandatory Requirements
- Phase 3: Price and Specific Goals

9.2 PHASE 1: PRE-COMPLIANCE

9.2.1 During this phase bid documents will be reviewed to determine the compliance with SCM returnable documents, tax matters and whether proof of registration on Central Data Base (CSD) has been submitted with the bid documents at the closing date and time of the bid. Bids which do not satisfy the compliance criteria may not be evaluated further.

9.2.2 The bid proposal will be screened for compliance with administrative requirements as indicated below:

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
1	Master Bid Document	Provided and bound
2	Electronic Copy (USB)	Same as the master bid document
3	SCM - SBD 1 - Invitation to Bid	Completed and signed
4	Tax Compliance and CSD Registration	Attached CSD registration number/ Proof of CSD registration and/or SARS Tax Pin
5	SBD 3.3 - Pricing Schedule	Completed
6	SCM - SBD 4 – Bidders Disclosure	Completed and signed
7	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Completed and signed
9	In case of bids where Consortia/ Joint Ventures, Consortia/ Joint Venture agreement signed by both parties must be submitted with a bid proposal	JV agreement completed and signed, if applicable
10	Consent and Indemnity	Completed and signed

9.3 PHASE 2: MANDATORY REQUIREMENTS

- 9.3.1 The following mandatory requirements will apply, and tenderers must submit all requirements indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase, bidder's responses will be evaluated based on the documents submitted under mandatory requirements.
- 9.3.2 Tenderers who fail to comply with the mandatory requirements will be disqualified and will not be evaluated further for price and preferential points evaluation.

ITEM NO.	MANDATORY REQUIREMENTS
1.	Bidders must attach a minimum of three (03) positive reference letters of successfully completed projects in the supply and delivery of vehicle signage. For reference letters to be considered must have the following: - i. The reference letter must be on the client's letterhead. ii. The reference letter must have contactable details. iii. The reference letter must be signed by the client. Reference letters of successfully completed projects from one client will be considered, provided the scope and extent of work are from separate projects

Note: Reference letters of successfully completed projects from one client will be considered, provided the scope and extent of work are from separate projects or orders.

9.4 PHASE 3: PREFERENCE POINT SYSTEM 80/20

- 9.4.1 Preference point system applicable for this bid is: 80/20
- 9.4.2 The following preference point system will be followed to advance the categories of persons:
- a. For contracts with a Rand value up to R50 000 000, a maximum of 20 points may be allocated for specific goals as contemplated above, provided that the lowest acceptable tender scores 80 points for price.
 - i. The applicable formula to be used is $Ps=80[1-(Pt-Pmin)/Pmin]$. Provided:
Ps = Points scored for price of tender under consideration.
Pt = Price of tender under consideration; and
Pmin = Price of the lowest applicable tender.
 - ii. A total of 20 points may be awarded to a tenderer as follows:
 - 20 points: if the Bidder has more than 50% (fifty percent) by Black people, Women, or people with disabilities
 - 0 Points: for 50% and below ownership by stipulated categories of persons
- 9.4.3 A contract may be awarded to a tenderer that did not score the highest points in accordance with section 2(1) of the PPPFA.

9.4.4 Bid will be awarded to a bidder with the highest points on price and Preference Points on condition that they have met all phases of the evaluation criteria and complied with the tender requirements set out in the tender document.

9.4.5 A maximum of 20 Points will be allocated for either of the specific goals.

SPECIFIC GOALS	80/20
>50% ownership by Black people, or	20
>50% ownership by Women, or	20
>50% ownership by people with Disability	20

9.4.6 For service providers to claim preference points the following must be adhered to:

- a) Submit a complete and signed SBD 6.1,
- b) Bidders are requested to submit a valid B-BBEE Status Level Verification Certificate issued by SANAS, or Accredited Verification Agency, or B-BBEE Certificate issued by CIPC, or a Sworn Affidavit commissioned by Commissioner of Oaths together with their bids.
- c) If the application is made by a Joint Venture or Partnership, the accreditation credentials in the name of joined entities should be submitted. Members of the joint venture must meet the requirement of the proposal.
- d) Submit a CSD report.

10. BID SUBMISSION REQUIREMENTS

10.1 Bidders should ensure that the following submission requirements, which will be needed for evaluation purposes are included in their bid proposal and are as follows:

- 10.1.1 The service provider must draft a table of content that will indicate where each document is located in the proposal.
- 10.1.2 The proposal shall consist of one (01) master original document and must clearly indicate the prices on SBD 3.1 and Annexure A for a detailed price schedule.
- 10.1.3 Project reference specifying the role played by the service provider in the listed projects or assignments, project value, and the duration of the project (start and end date).
- 10.1.4 Standard bidding documents (SBD1, 3.1, 4, and 6.1).
- 10.1.5 Tax compliance status requirements and/ or Central Supplier Database (CSD) number or report.
- 10.1.6 Copies of identity documents of directors and shareholders of the company.
- 10.1.7 Entity registration Certificate (CK1).
- 10.1.8 Letter of Authority to sign documents on behalf of the company.

11. LEGISLATIVE FRAMEWORK OF THE BID

11.1 Tax Legislation

- 11.1.1 Bidder must at all times attempt to be compliant when submitting proposal to DFFE and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).
- 11.1.2 Bidders who make taxable supplies more than R1 million in any 12-month consecutive period are liable for compulsory VAT registration, but a person may also choose to register voluntarily provided that the minimum threshold of R500 000 has been exceeded in the past 12-month period.
- 11.1.3 Bidders who meet the above requirement must register as VAT vendors, if successful, within one month of the award of the bid.
- 11.1.4 SARS Tax Status Pin requirements/ or Central Supplier Database (CSD) number or report must be provided.
- 11.2 Procurement Legislation
 - 11.2.1 Bidders should be cognisant of the legislation and/or standards specifically applicable to the services.
 - 11.2.2 Bidders are requested to submit a valid B-BBEE Status Level Verification Certificate issued by SANAS, or Accredited Verification Agency, or B-BBEE Certificate issued by CIPC, or Sworn Affidavit commissioned by Commissioner of Oaths together with their bids.
 - 11.2.3 If the application is made by a Joint Venture or Partnership, the accreditation credentials in the name of joined entity should be submitted. Both members in the joint venture must meet the requirement of the proposal.
- 11.3 Privacy and Protection of Personal Information Act 4 of 2013
 - 11.3.1 Protecting personal information is important to the Department of Forestry, Fisheries, and the Environment. To do so, DFFE follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).
 - 11.3.2 DFFE's role as the responsible party, is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/prospective services providers and third parties.
 - 11.3.3 DFFE will process personal information only with the knowledge and authorisation of the bidder/respondent and will treat the personal information which comes to its knowledge as confidential and will not disclose it unless so required by law or subject to the exception contained in the POPIA.
 - 11.3.4 DFFE reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this bid and the bidder/ respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning DFFE.
 - 11.3.5 In responding to this bid, DFFE acknowledges that it will obtain and have access to the personal information of the bidder/ respondent. DFFE agrees that it shall only process the information disclosed by the bidder/ respondent in their response to this bid for the purpose of evaluation and subsequent award of the tender and in accordance with any applicable law.

12. SPECIAL CONDITIONS OF CONTRACT

- 12.1. On appointment, the performance measures for the printing and delivery of the signage, poles, and brackets as well as the development of the specified measures, as detailed in this bid, will be closely monitored by DFFE, and shall also be detailed as per schedule of delivery as agreed on the Service Level Agreement to be signed by both parties (DFFE and the successful bidder).
- 12.2. The service provider will provide a progress report for the project as agreed in the SLA or each and every after the delivery outcome and timeframe as provided in Table 2. A final report to the Programme Manager shall be expected within a month of the completion of the project, and no final payment will be made without its submission. Progress reports shall be in hard and soft copy. Failure to submit the required reports on time may result in penalties.
- 12.3. DFFE will not be held responsible for any costs incurred by the service providers in the preparation, presentation, and submission of the proposal.
- 12.4. The Project Manager shall do the ongoing management of the Service Level Agreement (SLA).
- 12.5. The service provider must guarantee the presence of the Senior consultant in charge of programme throughout the duration of the contract.
- 12.6. All the conditions specified in the General Conditions of Contract (GCC) will apply and where the conditions in the special conditions of contract contradict the conditions in the general conditions of contract the special conditions of contract will prevail.
- 12.7. Bidders who fail to achieve the minimum functionality threshold will be disqualified/ non-responsive.
- 12.8. Service providers are requested to submit any of the following documents as proof of B-BBEE Status level of contributor:
 - a) B-BBEE status level Certificate issued by a Verification Agency accredited by SANAS.
 - b) A Sworn Affidavit as prescribed by the B-BBEE Codes of Good Practice.
 - c) B-BBEE certificate issued by the Companies and Intellectual Property Commission.
 - d) A trust, consortium, or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.
 - e) A trust, consortium, or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits its consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate proposal.
 - f) Public entities and tertiary institutions will qualify for points for their B-BBEE status, provided that they submit their B-BBEE status level certificate.
 - g) In the event that the application is made by a Joint Venture or Partnership, the accreditation credentials in the name of joined entity should be submitted. Both members in the joint venture must meet the requirement of the proposal.
- 12.9. DFFE reserves the right to request additional information to validate any information submitted by bidders including preference points claimed.

- 12.10. The bidder must adhere to all requirements, regulations and standards of the Occupational Health and Safety Act (Act 85 of 1993), hereinafter referred to as "The Act", together with its amendments and with special reference to the following Sections of the Act.
- 12.11. If the DFFE is of the view that a Bidder submitted false information regarding a Specific Goal, the DFFE must inform the Bidder accordingly and give the Bidder an opportunity to make representations within 14 (fourteen) days as to why: -
- 12.11.1. The Tender may not be disqualified; and
- 12.11.2. If the Tender has already been awarded to the Bidder, the contract or order should not be terminated in whole or in part.
- 12.12. After considering the representations, the DFFE may, if it concludes that the information relating to a Specific Goal is false, disqualify the bidder or terminate the contract in whole or in part and if applicable, claim damages from the bidder.
- 12.13. Please take note that DFFE is not bound to select any of the firms submitting proposals. DFFE reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.
- 12.14. The inception meeting will be held with the Department and project team within the municipality and province, when necessary, to brief the bidder on the project, and to clarify any outstanding matters. This meeting will take place soon after the release of the order number.
- 12.15. The deliverables should be submitted to the department DFFE Project Manager in line with the project milestones and phases.
- 12.16. Poor or non-performance by the bidder will result in the cancellation of works orders.

13. PAYMENT TERMS

- 13.1 DFFE undertakes to pay out in full or as per deliverables within thirty (30) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports stipulated in special conditions. No payment will be made where there is outstanding information/ work not submitted by the Service Provider/s until that outstanding information is submitted.

14. TECHNICAL ENQUIRIES

- 14.1 Should you require any further information in this regard, please do not hesitate to contact:

Name:	Ms. M. Mnwana	Name:	Mr. Ryan. Peter
Office Telephone No:	(021) 493 7050	Office Telephone No:	(021) 493 7047
E-Mail:	mmnwana@dffe.gov.za	E-Mail:	jpeter@dffe.gov.za

15. ANNEXURE A - PRICING SCHEDULE

WESTERN CAPE

#	DESCRIPTION	SIGNAGE BOARD DIMENSIONS	LANGUAGE	QTY	UNIT PRICE	TOTAL PRICE
1	Chromadek ORV signboards 2x2m in size.	2x2m	Sixty-one (61) signboards must be written in English and Afrikaans	61		
			One (1) signboard must be written in English and IsiXhosa	1		
2	Tarred wooden poles treated in green	4.2m length 120mm diameter		186		
3	Brackets (galvanised with P4000)	Six (06) sets of brackets per signboard		372		
Total offer excluding VAT						R
VAT @15%						R
Total offer inclusive of VAT						R

KWAZULU-NATAL

#	DESCRIPTION	SIGNAGE BOARD DIMENSIONS	LANGUAGE	QTY	UNIT PRICE	TOTAL PRICE
1	Chromadek ORV signboards 2x2m in size.	2x2m	IsiZulu & English	39		
2	Tarred wooden poles treated in green	4.2m length 120mm diameter		117		
3	Brackets (galvanised with P4000)	Six (06) sets of brackets per signboard		234		
Total offer excluding VAT						R
VAT @15%						R
Total offer inclusive of VAT						R

EASTERN CAPE

#	DESCRIPTION	SIGNAGE BOARD DIMENSIONS	LANGUAGE	QTY	UNIT PRICE	TOTAL PRICE
1	Chromadek ORV signboards 800mm x 600mm)	3x3m	Each signboard must be written with three languages, English, IsiXhosa and Afrikaans	7		
2	Chromadek ORV signboards 2x2m in size.	2x2m	Five (05) signboards must be written in English & Afrikaans Twenty-two (22) signboards must be written in English and IsiXhosa	27		
3	Tarred wooden poles treated in green	4.2m length 120mm diameter		95		
4	Brackets (galvanised with P4000)	Six (06) sets of brackets per signboard		190		
Total offer excluding VAT						R
VAT @15%						R
Total offer inclusive of VAT						R

NORTHERN CAPE

#	DESCRIPTION	SIGNAGE BOARD DIMENSIONS	LANGUAGE	QTY	UNIT PRICE	TOTAL PRICE
1	Chromadek ORV signboards 2x2m in size.	2x2m	English and Afrikaans	23		
2	Tarred wooden poles treated in green	4.2m length 120mm diameter		69		
3	Brackets (galvanised with P4000)	Six (06) sets of brackets per signboard		138		
Total offer excluding VAT						R
VAT @15%						R
Total offer inclusive of VAT						R

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CONTROL OF USE OF VEHICLES
IN THE COASTAL AREA
REGULATIONS
(GNR. 496 of 27 June 2014)

NIEMAND MAG 'N VOERTUIG IN
DIE KUSGEBIED GEBRUIK NIE,
TENSY HY OF SY BESKIK OOR 'N
GELDIGE PERMIT OF
VRYSTELLING UITGEREIK
KRAGTENS DIE REGULASIES
BETREFFENDE DIE BEHEER VAN
DIE GEBRUIK VAN VOERTUIG IN
DIE KUSGEBIED
(GK R. 496 van 27 Junie 2014)

AKEKHO UMUNTU OVUMELEKILE
UKUSEBENZISA NANOMA
ULUPHI UHLOBO LWESITHUTHI
ENDAWENI ENGASOGWINI,
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ONEMVUMO NOMA OKHULULWE
NGOKWEMITHETHONQQUBO
YANGASOGWINI ENGAMELA
UKUSETSHENZISWA
KWEZITHUTHI
(I-GNR. 496 KA-27 JUNI 2014)

OFFENDERS WILL BE PROSECUTED

MAXIMUM FINE OF R500 000
AND/OR IMPRISONMENT

OORTREDERS SAL VERVOLG WORD

MAKSIMUM BOETE VAN R500 000
EN/OF GEVANGENISSTRAF

ABAPHULIMTHETHO NOMA

ABATHOLWA BESECALENI

BENGAHLAWULISWA IMALI
ENGANGO-500 000/NOMA BABOSHWE

CONTRAVENTION OF THE REGULATIONS
CONSTITUTES A CRIMINAL OFFENCE

OORTREDING VAN DIE REGULASIES IS 'n
MISDRYF

KUYICALA UKWEPHULA IZIMISO
ZOMTHETHO



REPORT OFFENDERS TO THE ANONYMOUS HOTLINE:

BIKA ABAPHULIMTHETHO KUCINGO OLUNGADALULI IGAMA LOSHAYILE,

INOMBOLO YOCINGO:

MELD OORTREDERS AAN BY DIE ANONIEME BLITSLYN:

0800 205 005



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and the environment

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA



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(i-GNR. 496 ka-27 Juni 2014)**



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BESECALENI

BENGAHLAWULISWA IMALI ENGANGO-500

000/NOMA BABOSHWE



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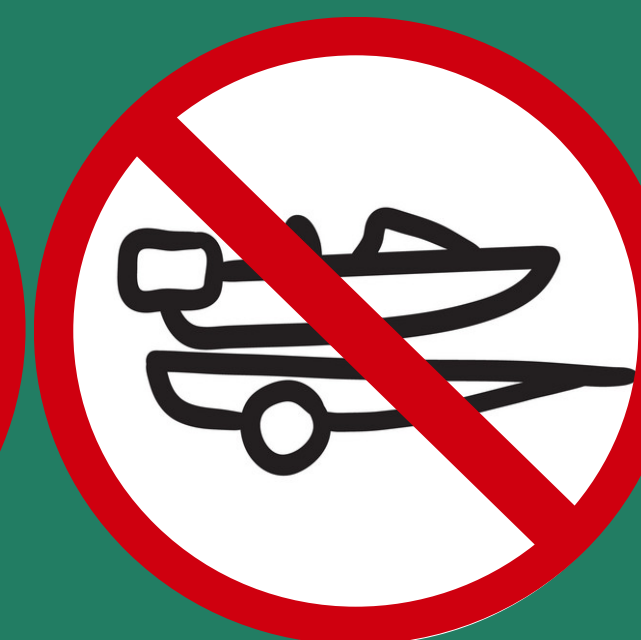
**AKUKHO MNTU UVUMELEKILEYO UKUBA ASEBENZISE
ISITHUTHI KUMMANDLA WONXWEME NGAPHANDLE KOKUBA
UNEMVUME ESEMTHETHWENI OKANYE UNYENYISO
OLUKHUTSHWE NGOKWEMIMISELO YOLAWULO
LOKUSETYENZISWA KWEZITHUTHI KUMMANDLA OLUNXWEME
(GNR 496 wama-27 Juni 2014)**



IZAPHULI MTHETHO ZIZA KUTSHUTSHISWA

UBUNINZI BESOHLWAYO BAMA-R500 000

KUNYE/OKANYE UMPHULI MTHETHO AVALELWE



XELA IZAPHULI MTHETHO KUMNKEBA WONCEDO ONGAXELI

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000/NOMA BABOSHWE**



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KUWO:

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(GNR. 496 WAMA-27 JUNI 2014).**

IZAPHULI MTHETHO ZIZA KUTSHUTSHISWA

**UBUNINZI BESOHLWAYO BAMA-R500 000
KUNYE/OKANYE UMPHULI MTHETHO**

AVALELWE



**LITYALA LOLWAPHULO MTHETHO
UKOPHULA IMIMISELO**



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THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 “Day” means calendar day.
 - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
 - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- | | |
|---|---|
| 16. Payment | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p> |
| 18. Contract amendments | <p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p> |
| 19. Assignment | <p>19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p> |
| 20. Subcontracts | <p>20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.</p> |
| 21. Delays in the supplier's performance | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the</p> |

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

	(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties	32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country. 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser. 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
33. National Industrial Participation Programme (NIP)	33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
34 Prohibition of Restrictive practices	34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging). 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



DEPARTMENT OF ENVIRONMENTAL AFFAIRS

BAS ENTITY MAINTENANCE FORM

Head Office Only

Date Received _____
Safetynet Capture _____
Safetynet Verified: _____
BAS/LOGIS Capt _____
BAS/LOGIS Auth _____
Supplier No. _____

The Director General

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

Please ensure information is validate as per required bank screens .

I/We understand that bank details provided should be exactly as per record held by the banks.

I/We understand that the Department will not held liable for any delayed payments as a result of incorrect information supplied.

Company / Personal Details

Registered Name

Trading Name

Tax Number

VAT Number

Title:

Initials:

Full Names

Surname

Persal Number

Address Detail

Address

(Compulsory if Supplier)

Physical

Postal

Postal Code

New Detail

☐ New Supplier information ☐ Update Supplier information

Supplier Type:

☐ Individual
☐ Company
☐ CC

☐ Department
☐ Trust
☐ Other (Specify)

☐ Partnership

Department Number

Supplier Account Details (To be <i>Verified by the bank, please attach bank letter or 3 months bank statement</i>)

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

[illegible][illegible]

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Bank screen info
ABSA -CIF screen
FNB -Hogans system on the CIS4/CUPR
STD Bank-Look-up-screen
Nedbank - Banking Platform under the Client Details Tab

Savings Account

Bond Account

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[illegible]

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[illegible]

***Please include CC/CK where applicable**

Bank Stamp

Supplier Contact Details					

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[illegible]

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[illegible]

Supplier Signature									
Print Name									
		/			/				

Date (dd/mm/yyyy)

NB: All relevant fields must be completed