



**APPOINTMENT OF A SERVICE PROVIDER FOR DIGITIZATION / SCANNING
OF RECORDS/ DOCUMENTS FOR A PERIOD OF 3 YEARS**

Bid Number	GNP-038-24
Advert Date	11 October 2024
Issuer	South African National Parks
Closing date and time	Date: 04 November 2024 Time: 11:00am

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week at the below delivery address.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS				
BID NUMBER:	GNP-038-24	CLOSING DATE:	04 November 2024	CLOSING TIME: 11:00am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR DIGITIZATION / SCANNING OF RECORDS/ DOCUMENTS FOR A PERIOD OF 3 YEARS			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT				
643 LEYDS STREET, MUCKLENEUK, PRETORIA (MAIN GATE: TENDER BOX)				
NB: No proposal shall be accepted by SANParks if submitted to any address and manner other than as prescribed above. No Bids from any bidder with offices within the RSA shall be accepted if sent via the Internet or e-mail.				
There shall be no public opening of the Bids received.				
No late submissions will be accepted.				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Mpho Masia		CONTACT PERSON	Itumeleng Khadambi
TELEPHONE NUMBER	012 426 5083		TELEPHONE NUMBER	012 426 5069
E-MAIL ADDRESS	mpho.masia@sanparks.org		E-MAIL ADDRESS	itumeleng.khadambi@sanparks.org
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> 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]				

2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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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, 2022, 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) AND/OR AN SLA.**

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 AND/OR SHAREHOLDERS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS 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:

Bidders are not allowed to contact any other SANParks staff in the context of this tender other than the indicated officials under SBD 1 above or as mentioned under "correspondences".

Bid Validity	Validity Period from Date of Closure:	150 Days
	The tender proposal must remain valid for at least 150 days after the tender due date. All contributions / prices indicated in the proposal and other recurrent costs must remain valid for the period of one hundred and fifty (150) days after closing date.	

CORRESPONDENCES - Queries

Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFB document, please refer queries, in writing, to the contact person(s) listed above in SBD 1 or below. Under no circumstances may any other employee within SANParks be approached for any information. SANParks reserves the right to place responses to such queries on the website.

Any queries regarding the bidding procedure may be directed to:

Department: Supply Chain Management

Contact Person: Mr Mpho Masia

Tel: 012 426 5083

E-mail address: mpho.masia@sanparks.org

CONDITIONS AND INSTRUCTION TO THE BIDDER

- a) The Bid forms should not be retyped or redrafted, but photocopies may be prepared and used.
- b) Only documents completed in black ink will be accepted. (Black ink should be used when completing Bid documents).
- c) Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. SANParks will accept NO liability with regard to anything arising from the fact that pages are missing or duplicated.
- d) Counter Conditions: SANParks draws bidders' attention that amendments to any of the Bid Conditions or setting of counter conditions by bidders will result in the invalidation of such bids.
- e) Response preparation costs: SANParks is NOT liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.
- f) Cancellation prior to awarding: SANParks reserves the right to withdraw and cancel the Bid Invitation prior to making an award. The cancellation grounds

include insufficient funds, where the award price is outside of the objective determined fair market-related price range or any process impropriety.

- g) Collusion, Fraud and corruption: Any effort by Bidder/s to influence evaluation, comparisons, or award decisions in any manner will result in the rejection and disqualification of the bidder concerned.
- h) Fronting: SANParks, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation process where applicable, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. Should SANParks establish any of the fronting indicators as contained in the Department of Trade and Industry's "Guidelines on Complex Structures and Transactions and Fronting" during such inquiry/investigation, the onus is on the bidder to prove that fronting does not exist? Failure to do so within a period of 7 days from date of notification will invalidate the bid/contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding 10 years, in addition to any other remedies SANParks may have against the bidder concerned.

NB: BIDDERS TERMS AND CONDITIONS ARE NOT ACCEPTABLE.

INTENTION TO SELL

Is the bidder in the process of selling the bidding company?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the bidder have any intention of selling the bidding company within the next 12 months?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the bidder have any intention of selling the bidding company within the next 12 months to 60 months?	<input type="checkbox"/> YES <input type="checkbox"/> NO

SANParks reserves the right not to award to any bidder who answers any of the questions above "yes" should the bidder be the overall highest points scorer. However, the decision not to award will be on a case-by-case basis.

DISCLAIMERS

SANParks has produced this document in good faith. SANParks, its agents, and its employees and associates do not warrant its accuracy or completeness. To the extent that SANParks is permitted by law, SANParks will not be liable for any claim whatsoever and how so ever arising (including, without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information contained in this document due to any misinterpretation of this document. SANParks makes no representation, warranty, assurance, guarantee or endorsements to any provider/bidder concerning the document, whether regarding its accuracy, completeness or otherwise and SANParks shall have no liability towards the responding service providers or any other party in connection therewith.

NB: Important Notice: *Bidders are to be aware of scammers who pose as SANParks employees selling bid documents or offering monetary gratuity in exchange for information or awarding of bids.*

SANParks is in no way selling the bid document, all documents shall be found on the SANParks website and National Treasury e-Tender Portal and awarded bids are notified through the website under "bids awarded" and SANParks shall never ask any bidder for monetary gratuity in exchange for information or manipulating outcome of bids.

BID DOCUMENTS

Number of ORIGINAL bid documents for contract signing	TWO
Electronic Copy of the original document in PDF (flash drive)	ONE
Bid documents must contain two original documents, initialled on each page thereof and signed where required . A digital version on USB/Memory stick containing the bid document and all other supporting documents (fully submitted bid proposal with its attachments) must be provided of all tender documentation within the bid envelope. These serve as the original sets of bid documents and form part of the contract.	

**RETURNABLE DOCUMENTS - COMPLIANCE AND GOVERNANCE VERIFICATION
DOCUMENTS (Standard Bidding Documents)**

The verification during this stage is to review bid responses for purposes of assessing compliance with the RFB requirements, whereby a bidder may be disqualified if they do not fully comply, with the requirements which include the following:	
Invitation to Bid (SBD 1) must be fully completed and signed.	
Submission of fully completed Pricing Schedule	
Submission of fully completed SBD 4 (Bidder's disclosure).	(Refer to Annexure A)
Submission of fully completed SBD 6.1 (Preference points Claim Certificate), accompanied by the original or certified B-BBEE Status Level Verification Certificate or certified B-BBEE Sworn Affidavit. (Downloaded from DTIC or CIPC)	(Refer to Annexure A)
General Conditions of Contract	(Refer to Annexure A)
SBD7.2(Contract Form)	(Refer to Annexure A)

CENTRAL SUPPLIER DATABASE – MANDATORY COMPLIANCE

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. (Please provide proof of registration on the Central Supplier Database). SANParks reserves the right to check the registration of the bidder on the CSD and disqualify such bidder if not registered.

PROTECTION OF PERSONAL INFORMATION ACT, 4 of 2013 (POPIA)

SANParks adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect on 1 July 2021.

As SANParks, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully and transparently.

THE BIDDING SELECTION PROCESS

Evaluation phases

Phase 1: Mandatory evaluation criteria

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response with supporting evidence. If more space is required to justify compliance, please ensure that the substantiation is **clearly cross-referenced to the relevant requirement**.

Failure to comply with Mandatory Requirements will lead to the bidder being disqualified, and not considered for further evaluation on the functionality requirements.

Description of requirement	Indicate COMPLY/NOT COMPLY	Comment or reference to proposal
GENERAL		
1. Company Profile in relation to Digitization and Scanning of Records		
2. Master's degree in information science / Archive and Records Management for the Project Lead		
3. Archives and Records Management Certificates from the National Archives for the Supervisor		
4. Accreditation certification to confirm that the bidder is OpenText X-ECM partner capable of importing the digitized records into the OpenText X-ECM system.		

Phase 2: Technical / Functional evaluation criteria

In this phase all bids that met all the requirements in terms of the submitted proposal per the above set of mandatory requirements will be evaluated as follows:

Qualification Threshold – Bidders must achieve **70%** as per all the criteria for consideration to the next phase. Bidders who fail to achieve the set minimum threshold of 70% per the technical requirements will be eliminated.

FUNCTIONALITY CRITERIA			MAXIMUM TO BE AWARDED
FUNCTIONALITY	Weights	Points	Points
<p>1. Experience of Team Leader:</p> <p>Team leader of the successful bidder must have experience in digitization / scanning, preservation and conservation of records (Exposure/ experience of National Archives and Records Services of South Africa will be an added advantage).</p>	15	5	<p>5 = Team leader with experience 10 or more years in digitization / scanning, preservation and conservation of records with National Archives and Records Services of South Africa.</p> <p>3 = Team leader with experience 5-9 years in digitization / scanning, preservation and conservation of records</p> <p>1 = Team leader with experience 1-4 years in digitization / scanning, preservation and conservation of records</p> <p>0 = Team leader with no experience</p>
<p>2. Experience of Supervisor</p> <p>Supervisor with experience in the entire digitization process.</p>	10	5	<p>5 = 1 Supervisor with experience 7 or more years' experience in digitization process</p> <p>3 = 1 Supervisor with experience 4-6 years' experience in digitization process</p> <p>1 = 1 Supervisor with experience 1-3 years' experience in digitization process</p> <p>0 = Supervisor with no experience in digitization process</p>

FUNCTIONALITY CRITERIA			MAXIMUM TO BE AWARDED
<p>3. Experience of Project Lead in the EDRMS Environment</p> <ul style="list-style-type: none"> Detailed CV of the Project Lead 	10	5	<p>5 = Project Lead with experience 6 or more years' experience in EDRMS Environment</p> <p>3 = Project Lead with experience 5 years' experience in EDRMS Environment</p> <p>1 = Project Lead with experience 1- 4 years' experience in EDRMS Environment</p> <p>0 = Project Lead with no experience in EDRMS Environment</p>
<p>4. Experience of Supervisor in the EDRMS Environment</p> <ul style="list-style-type: none"> Detailed CV of the Supervisor 	10	5	<p>5 = 1 Supervisor with experience 4 or more years' experience in EDRMS Environment</p> <p>3 = 1 Supervisor with experience 3 years' experience in EDRMS Environment</p> <p>1 = 1 Supervisor with experience 1-2 years' experience in EDRMS Environment</p> <p>0 = Supervisor with no experience in EDRMS Environment</p>
<p>5. Capability of uploading digital records into the correct location/file plan within x-ECM</p> <p>Bidder to provide reference letters from previous or current clients confirming the capability to upload or transfer digitized records into x-ECM (EDRMS) confirming the above.</p>	15	5	<p>5 = Five (05) Reference letters confirming capability of uploading or transfer digitized records into x-ECM (EDRS)</p> <p>4 = Four (04) Reference letters confirming capability of uploading or transfer digitized records into x-ECM (EDRS)</p> <p>3= Three (03) Reference letters confirming capability of uploading or transfer digitized records into x-ECM (EDRS)</p> <p>2= Two (02) Reference letters confirming capability of uploading or transfer digitized records into x-ECM (EDRS)</p> <p>1 = One (1) Reference letters confirming capability of uploading or transfer digitized records into x-ECM (EDRS)</p>

FUNCTIONALITY CRITERIA			MAXIMUM TO BE AWARDED
			0 = No reference letters provided
<p>6. Project Plan:</p> <p>Bidder to provide a project plan of how digitization/ scanning will be done including compliance with National Archives and Records Service of South Africa (NARSSA), Minimum Information Security Standard (MISS), Protection of Personal Information Act (POPIA) and Promotion of Access to Information Act (PAIA) process / act with additional requirements</p>	20	5	<p>5 = Project Plan complies with the National Archives and Records Service of South Africa (NARSSA), Minimum Information Security Standard (MISS), Protection of Personal Information Act (POPIA) and Promotion of Access to Information Act (PAIA) process / act with additional requirements</p> <p>3 = Project Plan fully complies with the National Archives and Records Service of South Africa (NARSSA), Minimum Information Security Standard (MISS), Protection of Personal Information Act (POPIA) and Promotion of Access to Information Act (PAIA) process / act with additional requirements</p> <p>1 = Project Plan partial complies with the National Archives and Records Service of South Africa (NARSSA), Minimum Information Security Standard (MISS), Protection of Personal Information Act (POPIA) and Promotion of Access to Information Act (PAIA) process / act with additional requirements</p> <p>0 = Project plan for digitization / scanning doesn't comply with the National Archives and Records Service of South Africa (NARSSA), Minimum Information Security Standard (MISS), Protection of Personal Information Act (POPIA) and Promotion of Access to Information Act (PAIA) process / act with additional requirements</p>

FUNCTIONALITY CRITERIA			MAXIMUM TO BE AWARDED
<p>7. Reference Letter</p> <p>The bidder to provide reference letters from previous or current clients of service rendered in digitization / scanning of records, the reference letters should be as follows,</p> <ul style="list-style-type: none"> Letter should be in the company letterhead Value of Contract Duration of Contract Opinion of service rendered 	10	5	<p>5 = Five (05) or more Reference letters with digitization / scanning of records on the company letter head, opinion of service rendered, value and duration of contract</p> <p>4 = Four (04) Reference letters with digitization / scanning of records on the company letter head, opinion of service rendered, value and duration of contract</p> <p>3 = Three (03) Reference letters with digitization / scanning of records on the company letter head, opinion of service rendered, value and duration of contract</p> <p>2 = Two (02) Reference letters with digitization / scanning of records on the company letter head, opinion of service rendered, value and duration of contract.</p> <p>1 = One (1) Reference letter with digitization / scanning of records on the company letter head, opinion of service rendered, value and duration of contract.</p> <p>0 = No reference letters provided</p>
<p>8. Vehicles</p> <p>Vehicle capacity in relation to the project (General operations of vehicles for the company)</p> <p>Scoring of the Vehicle</p> <p>- Company has capacity to deliver (in terms of available vehicle, a closed van vehicle with compartments designed for purpose of transporting documents. Vehicle registered under the bidder's name or if leased, a lease agreement to be provided).</p>	5	5	<p>5 = More than 5 closed van vehicles</p> <p>4 = 4 closed van vehicles</p> <p>3 = 3 closed van vehicles</p> <p>2 = 2 closed van vehicles</p> <p>1 = 1 closed van vehicle</p> <p>0 = No Vehicle</p>

FUNCTIONALITY CRITERIA			MAXIMUM TO BE AWARDED
<p>9. Equipment</p> <p>List of Equipment relevant to the scope of work</p>	5	5	<p>5 = The equipment presented is relevant to the scope of work and exceeds expectations</p> <p>3 = The equipment presented is relevant to the scope of work and meet our requirements</p> <p>1 = The equipment presented are not relevant to the scope of work</p> <p>0 = No list of Equipment is provided</p>
Total	100		

Phase 3: Demonstration

SANParks will request shortlisted bidders who achieved the minimum threshold of the functionality to prepare a demonstration and will be evaluated on the below criteria and bidders who meet the requirements will progress to the next phase of Price and Specific Goals, Demonstration Phase will be conducted via Microsoft Teams.

Qualification Threshold – Bidders must achieve 70% per the criteria for consideration to the next phase of evaluation. Bidders who fail to comply with the set minimum threshold of 70% per the technical requirements will be eliminated and bidders who comply with the technical requirements will progress to next phase of the evaluation, Price and Specific Goals.

The following criteria and formula will be used to calculate points for the Demonstration Phase

FUNCTIONALITY CRITERIA			MAXIMUM TO BE AWARDED
FUNCTIONALITY	Weights	Points	Points
1. Demonstration of Digitization as per the scope of work (Process Flow during digitization, digitization process which includes how back scanning will be conducted and how documents are to be transported)	100	5	5 = Extensive process flow of digitization and transportation of documents 3 = Significant process flow of digitization and transportation of documents 1 = Minimal process flow of digitization and transportation of documents 0 = No process flow of digitization and transportation of document process
Total	100		

REASONS FOR DISQUALIFICATION

SANParks reserves the right to disqualify any bidder who does not comply with one or more of the following bid requirements and may take place without prior notice to the bidder:

- Bidder whose tax matters are not in order (Instruction Note 09 of 2017/2018 Tax Compliance Status will apply);
- submitted incomplete information and documentation according to the requirements of this RFB document;
- Submitted information that is fraudulent, factually untrue or inaccurate information.
- Received information not available to other potential bidders through fraudulent means.
- Failed to comply with **technical requirements** as stipulated in the RFB document.
- misrepresented or altered material information in whatever way or manner.
- promised, offered or made gifts, benefits to any SANParks employee.
- canvassed, lobbied in order to gain unfair advantage.
- committed fraudulent acts; and
- acted dishonestly and/or in bad faith etc.

**TERMS OF REFERENCE – APPOINTMENT OF A SERVICE PROVIDER FOR
DIGITIZATION / SCANNING OF RECORDS/ DOCUMENTS FOR A PERIOD OF 3
YEARS**

INTRODUCTION TO SANPARKS

SANParks was initially established in terms of the now repealed National Parks Act, 57 of 1976 and continue to exist in terms of the National Environmental Management: Protected Areas Act, 57 of 2003; with the mandate to conserve; protect; control; and manage national parks and other defined protected areas and their biological diversity (Biodiversity). As a public entity, SANParks is also governed by the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and it is listed as Schedule 3 Part A: 25 public entity.

Our vision is to have a world class system of sustainable National Parks reconnecting and inspiring society.

Our mandate is to deliver of Conservation Mandate by excelling in the management of a National Park System

Our mission is to develop, expand, manage and promote a system of sustainable national parks that represents biodiversity and heritage assets, through innovation and best practice for the just and equitable benefit of current and future generations.

The Parks under the management of SANParks are divided into 6 regions:

Region	Regional Office	Parks managed
Arid	Upington	Kgalagadi, Augrabies, Richtersveld, Namaqua, Mokala
Cape	Cape Town	Table Mountain, Agulhas, West Coast, Tankwa Karoo, Bontebok
Garden Route	Knysna	Stormsriver Mouth (Tsitsikamma), Knysna Forests, Wilderness, Knysna Estuary
Frontier	Port Elizabeth	Addo, Camdeboo, Mountain Zebra, Karoo
North	Pretoria, Head Office	Golden Gate, Marakele, Mapungubwe,
Kruger National Park	Skukuza	35 Various Camps
Administrative		Groenkloof (Head Office) Kimberley, Graspan, Vaalbos

Furthermore, SANParks oversees the management of the parks and provide strategic guidance and support from its Head Office in Pretoria.

BUSINESS UNIT RESPONSIBLE FOR THE BID

SANParks wishes to procure the services of a service provider to do Back Scanning (Digitization / Conversion) and indexing of 20 million pages in various sizes. Some of the documents/records have been scanned but require quality assurance and indexing.

CONTEXT OF THIS PROCUREMENT

The purpose of back scanning/ digitization / conversion is to enhance access to records/ documents for accessibility, efficiency, transparency and good corporate governance. Documents to be scanned are in different parks and some will need to be transported to the scanning station.

CONTRACT PERIOD

The contract will be for a period of **Three (03) years**.

SPECIFICATIONS/SCOPE OF WORK

By implementing the back scanning, SANParks seeks to establish a programme for the authentic, complete and accessible digital capture of paper records. These requirements identify the necessary resources and standards to implement a compliant records digitization programme for the purposes of good record keeping, archival preservation, and business continuity planning.

Digitization is the process of converting any physical item, such as a paper record, photograph or graphic items, into an electronic representation or image that can be accessed and stored electronically.

In the context of these requirements, digitization of SANParks records should be done to support SANParks objectives for organisational transparency, knowledge sharing and business continuity by providing better access to, and faster retrieval of information, and more cost-effective storage of SANParks records.

1. SANParks is undertaking the digitization for the following reasons, amongst others:

1.1 Reduction of Paper Records and Business Continuity

Digital records can be stored on electronic storage devices and thus reduce the need for physical space while also promoting strategies for vital records protection. This strategy is undertaken as part of a disaster mitigation strategy.

1.2 Better Information Sharing

Records digitization and increased use of electronic records improves information sharing by allowing access to digital information on web sites, records and EDRMS by allowing efficient dissemination of information. Electronic records support more efficient ways of information access and sharing.

1.3 Archival Preservation

Digitization offers a strategy for long-term preservation of archival records by reducing handling of original hard copy archives, improving access to archives by making digital archives available through databases, websites and via email.

2. Deliverables

The following high-level deliverables form part of the scope of the project and must be considered by the service provider when pricing:

- Scanning will take place at SANParks Head office in Pretoria and in Kruger National Parks (Skukuza)
- The service provider will provide his own transport and labour for the project
- Movement of records from archives or any offices to scanning area
- The service provider will provide scanning and indexing equipment
- Managing the project staff
- Monitoring and managing the sorting of records, scanning, indexing, quality assurance process
- Re-shelving of documents
- Attending meetings
- Writing and delivering reports pertaining to the project
- Post- implementation support and skills transfer

3. BACKGROUND OF THE REQUEST FOR PROPOSAL

Record-keeping standards require that records be authentic, complete and accessible to be relied on as evidence. SANParks may be required to prove the authenticity, accuracy and completeness of digitized records. The following is a summary of requirements for ensuring reliable digital copies:

3.1. Authentic

The product of routine, documented, authorized copying and registration processes.

3.2. Complete

Accurate, legible reproduction of the original that contains all intellectual and physical components of the original without alterations to content.

3.3. Accessible

Available, searchable and readable to all those with a right to access it, for as long as it is required.

In order to achieve the qualities of authenticity, completeness and accessibility, SANParks must ensure that records digitization efforts are undertaken as part of an overall record-keeping programme. A recordkeeping programme consists of recordkeeping policies, standards, procedures and guidelines, and robust, reliable technology to support recordkeeping.

A critical part of the planning stage is incorporating good record-keeping practices into records digitization initiatives through the identification of record-keeping requirements and tools that will ensure digitized records will have the same evidentiary qualities listed above that should be inherent in hard copy original records.

Once records are digitized, consideration will need to be given on how they will be retrieved for use, on how SANParks EDRMS relates to the system used to manage hard copy records. It is important that electronic and hard copy records are organised, tracked, secure and retrievable within a record-keeping system (SANParks is currently in a process to implement Open Text ECM). The successful bidder will not be expected to implement their own system but will use the one SANParks is currently implementing as part of a separate project.

Record-keeping systems facilitate the management of records throughout their lifecycle and minimize the risks associated with poor record-keeping such as loss of or inaccessibility to records. Record-keeping systems provide the tools necessary for records retention and disposal, metadata capture, records classification, tracking and indexing.

All SANParks records are subject to the Records Management policy. At the end of a records life cycle, when a record progresses from active to semi-active to non-active, the record will either be eventually destroyed or retained as archives due to its enduring historical value. The disposal of physical and electronic (digital) records requires authorisation by SANParks Senior Manager: Information and Records Management through the issuance of an approved records retention schedule. Paper originals should

not be disposed of unless approved by the Senior Manager: Information and Records Management authorising the disposal of original hard copy records after digitization.

The following are principles to be followed when managing the imaged copies to ensure that they continue to be authentic, complete and accessible:

- Capture of the image copies as records into SANParks record-keeping system and they should be in a PDF format.
- Management of the image copies under the framework of SANParks File plan in alignment with National Archives requirements.
- Keeping adequate record-keeping metadata to facilitate the records' preservation, use and retrieval; and
- Careful planning for long term accessibility of the images.
- Digitized records containing sensitive information will require appropriate metadata; security and access markers, compliant with the file plan and information privacy and information classification policies, to be incorporated into Enterprise Content Management (ECM) system where the digitized records will be stored. This is critical to ensure that the records are only accessed by those authorized to access the records, and to reduce the risk of possible unauthorised access to sensitive information. This information will be managed in the form of a file plan that identifies records series and their corresponding information sensitivity levels.
- During the digitization process any security classified records (hard copy and digital) will be kept separate from public or unclassified records. This is done to ensure that classified records can be managed as a separate group, in addition to being protected for future records declassification initiatives.
- All records, hard copy and electronic records (digitized and born-digital records such as emails) require unique identifiers or metadata elements to facilitate their management. Metadata is information about records, such as their date, title, description, security classification, retention, etc. The more metadata captured, the more complete the record, and the easier it will be to facilitate the management of and access to records.

The following is a list of recordkeeping metadata elements required by SANParks (where applicable):

METADATA ELEMENTS

- Identifier
- Title
- Subject
- Description
- Creator
- Date
- Addressee
- Record type
- Relation
- Function
- Aggregation
- Language
- Location
- Security & Access
- Disposal
- Format
- Preservation
- Pages

4. DOCUMENTATION REQUIREMENTS

SANParks must be able to certify that their electronic records are accurate, unalterable and complete. Altered digital copies are not considered authentic and cannot be used as evidence of SANParks business. Therefore, it is essential that all aspects of the digitization process be well documented including image enhancement techniques, use of security controls and preservation techniques.

It is possible that SANParks may be called upon to justify its claims that digital records may be relied upon as evidence, either for legal purposes, or by an external investigative body or by a member of the public. The measures recommended to certify that authentic, complete and accessible digital capture are as follows:

- Adherence to standards set by Records Management Policy, File Plan, and procedures.
- Application of relevant, complete and accurate metadata.
- Implementation of procedures for accommodating documents with incomplete metadata.
- Use of 'read-only' controls in network servers used for electronic storage.
- Use of security controls such as access passwords, encryption and audit trails to prevent any alteration of the images.
- Use of retention scheduling for destruction, retention or transfer of records.
- Application of security classification for records that contain sensitive information.

5. TECHNICAL REQUIREMENTS

SANParks requires that digitized records meet the minimum technical specifications for image quality based on approved policies and international standards. Applying technical standards ensures the accurate reproduction of SANParks records while also considering the levels of access requirements and the cost of electronic storage. The service provider needs to provide details regarding the back scanning infrastructure that they will deploy at SANParks during the lifespan of the project (e.g. scanners).

6. PROCESSES OCCURRING PRIOR TO DIGITIZATION

The following processes should have been completed prior to commencing digitization of records.

6.1 Preparing Physical Files for Scanning

The following is a list of preparatory tasks that must be undertaken on records prior to digitization commencing. Any additional preservation measures, such as photocopying fragile items, needs to be undertaken at this time.

- Remove the following materials: file clips, staples, plastic sleeves, clips, metal clips and rubber bands.
- Records Retention & Disposition

SANParks has an approved Records management policy that has to be applied to all records to assess their eligibility for digitization.

- Organising Records

Records have been classified and organised according to a file classification scheme.

- Information Security

Records containing sensitive information have been identified and appropriate protection and security measures have been put in place for hard copy and digitized records.

- Metadata

All record-keeping and other technical metadata elements have been identified and documented.

- Remove file dividers such as plastic or cardboard section dividers. If the section divider contains relevant information, make a photocopy and place on file.
- Remove coloured tags and post-it notes from files. If the post-it note contains relevant information, make a photocopy and place on file to be scanned.
- Remove envelopes from file and place the content/s of the envelope on file.

6.2 Capturing Digitised Records into a Record-Keeping System

Capturing digitized records in a record keeping system is one of the most important elements of the process for future access, ease of retrieval and disposal. Electronic records must correlate with their physical counterparts in structure, description (file classifications and series, and indexing). This is where metadata capture becomes increasingly important, because it allows digital records to be tracked.

7. POST DIGITIZATION

7.1 Quality Checking and Control

Quality control measures for checking digital images should be applied throughout the process, preferably by an assigned staff member or a consultant who can chart any errors. This will include checking individual files for any errors in arrangement, imaging or classification. For large volumes, that random sampling (5% to 10%) needs to be applied.

Quality control of images includes checking for:

- smallest detail legibly captured (digitize smallest type size for text; clarity of punctuation marks, including decimal points).
- completeness of detail (digitize acceptability of broken characters, missing segments of lines).
- dimensional accuracy compared with the original.
- completeness of overall image area (e.g. missing information at the edges of the image area); and
- density of solid black areas.

7.2 Review, Evaluation and Revision of Digitization Processes,

It is necessary to review the digitization process and evaluate how effective it has been. This is an opportunity to identify any redundancies, inefficiencies or problems in the process and revise and enhance the process accordingly. Any changes to the process must be reflected in an updated training programme.

7.3 Testing Access to Digital Images

It is important to test retrievability of and access to digital images that have been captured into electronic storage system. A retrieval exercise involving a sample of digitized records will suffice.

7.4 Applying Retention Policy to Digital and Hard Copy Records

Ensure that retention and disposition of image copy and hard copy records in accordance with the file plan. Please note that hard copies of records that are to be kept as archives because of their historic value must not be destroyed.

It should also be noted that records retention schedules apply to all records regardless of the format. In terms of digitization this means that a retention action applied to hard copy records also applies to its corresponding digital copy.

8. SCOPE OF WORK

Bidders are requested to ensure that they take into account what has been highlighted on the sections above. To this end, the back scanning and digitization and the off-site storage of SANParks Records will entail the following:

(a) Back scanning and digitization of all SANParks records, from paper to electronic. The records are located at SANParks Head Office (Pretoria), Kruger National Park (Skukuza) and those kept off-site will be transferred for digitization and returned once completed.

(b) The following high-level deliverables form part of the scope of the project and must be provided by the service provider:

Planning of the project with SANParks team.

- Picking up the records from various offices within and at off-site facilities and returning these to a confirmed location.
- Managing the project staff.
- Monitoring the sorting process.
- Monitoring the scanning process.
- Managing the indexing process.
- Provide transport for collection and return of records from off-site storage facility for digitization
- Handle documents with care during transportation
- Scanning of nominated/selected documents, as directed by SANParks, to PDF image format, one PDF file containing images of all the documents within the file/folder.
- Provide weekly activity reports.
- The indexing is limited to the naming of the PDF image files. The naming convention of the electronic images will be supplied by SANParks

- The service provider will be responsible for image optimisation and quality assurance. The quality control of the scanned images must be both reactive and proactive by SANParks as required.
- The scanned PDF images will be submitted to SANParks EDRMS on a daily basis.
- Maintain backups of all scanned electronic images for the full duration of the contract (this will be agreed upon in conjunction with Information and Records Management and ICT divisions).
- Images of scanned documents will not be retained by the service provider after the expiry of the contract.
- SANParks specifically requires the scanning of file covers as the first page of the PDF document when a file is scanned with its contents. The scanned file cover will be collated with the scanned contents of the file.
- Attending meetings;
- Give presentations to relevant audiences when requested; and
- Writing and delivering any further reports pertaining to the project.
- Provide the weekly activity reports for the document destruction activities.

Success criteria of the project:

- Back scanning of SANParks physical files
- Indexing of scanned files and documents.
- Destruction of scanned documents and files (based on advice from the Senior Manager: Information and Records Management)

9. Quantity of records to be digitized

SANParks seeks to digitize 20 million pages in various sizes which are in different parks which include A4 (19 million) and A3. A2, A5 (1 million). Some of the records are bounded books (agenda and minutes of board/EXCO meetings and etc).

The successful bidder will be advised of the documents that need to be transported to Skukuza and Pretoria where the scanning process will be taking place. The bulk of the documents are in SANParks Head office in Pretoria, Skukuza Main Archive in Kruger National Park and Metro file offsite storage facility in Pretoria. Few documents (HR personal files, technical drawings, maps and so on are in various parks and the service provider will need to transport them.

Some departments have digitized records that need to be quality assured, indexed and transferred to the EDRMS environment.

10. The appointed service provider will be required to ensure that they:

- Provide the ability to support mixed-volume scanning, including low, medium, and high volumes in a distributed environment with a proven 3-year track record
- Provide the ability to handle documents of mixed types, sizes, and conditions (including fragile records)
- Provide the ability to manually group or route unacceptable images for rescanning.
- Provide image enhancement features.
- Provide bulk-import capabilities.
- Provide the ability to integrate with leading capture systems.
- Provide the ability to support full-text indexing for digital documents.
- The Successful service provider must have capacity for production scanners that can handle about 120 pages per minute.

(a) Image output

- Scanned documents may be processed with optical character recognition (OCR) software so they can be manipulated as electronic text with full text search capabilities.
- Scanned documents must be converted to Portable Document Format (PDF)

(b) The successful bidder will be required to have capacity for applying scanned document enhancement techniques such as:

- Adaptive thresholding – measures according to contrast
- Cropping – Removes any borders
- Deskewing – Straightens the image
- Despeckling – Removes spots
- Dithering – Used for grayscale photos scanned with a bitonal Scanner
- Edge Detection – Removes scanned information past the edge of the page
- Inverting – Switches to black on white
- Rotating – Turns landscape (or portrait) upside down

(c) Technical Specifications and requirements

- File format Searchable multipage. PDF
- Scanning requirements
 Feed Simplex, Duplex, and flatbed
 Paper size Minimum: A6
 Maximum: A3
 Resolutions Optical: 200 dpi or greater Black-and-white or Grayscale Output:
 200 dpi or greater

d) Resources

The service provider must supply the necessary equipment and personnel to pack, page number, index, scan, reassemble and store the records.

e) Proposal requirements and submission

The service provider must demonstrate their experience of being a reliable service provider who has provided Back Scanning (Digitization) before. (include 5-year track record and possible client references for scan and store services)

f) NARSA standards

The prescripts of the National Archives and Record Service of South Africa Act, 1996 (Act 43 of 1996) need to be complied with in respect of all aspects.

g) General Safety and Security

The successful Service Provider must comply with Minimum Information Security Standards. The service provider must provide a detailed description of how this will be managed. The Service provider must comply with POPI Act in terms of the information they will be processing. (NDA's and non-disclosure).

h) Disaster Prevention/Planning

SANParks will provide facility that complies with adequate fire detection systems, detailed description of how this is managed will be provided.

i) Auditing and Reporting

The service provider must describe how the auditing of activities performed within and how reporting process will be conducted.

j) Disposal and Retention of Records

The service provider must describe how the disposal and retention of records process will be conducted and provide full detail on macro appraisal and lists of records destructed or disposed. The service provider must be expected to produce proper destruction certificate per NARS Act.

k) Quality Assurance Programs

Tenderers will include, in their tenders, details of their company's quality assurance procedures and appropriate accreditations. The contracted service provider must be responsible for ensuring that the quality of the complete solution adheres to the prescribed requirements (technical, logistical and project) set out in this Bid.

RESPONSIBILITIES OF SANPARKS

SANParks shall:

- Give indication of unsatisfactory performance to the attention of the company's management for improvement and expect feedback on how such unsatisfactory performance or bad behaviour will be prevented for future occurrences.
- Review the monthly report and provide feedback.
- Effecting payment within 30 days from date of receipt of original tax invoices.

12. RESPONSIBILITIES OF THE BIDDER

- Submit invoice together with the checklist on the last day of the month to the Project Manager.

ASSIGNMENT AND SUB-CONTRACTING

- The service provider will not assign or subcontract any part of the contract

INDEMNITY

- The successful tenderer shall be deemed to have indemnified SANParks and shall keep SANParks indemnified against all actions, proceedings, claims, demands, damages and expenses which may be levied or made against SANParks, or which SANParks may sustain or incur by reason of any injury to persons or property, arising directly or indirectly out of any action by the successful tenderer or his agents in the execution of the tender.

SOCIAL INVESTMENT

- It is brought to the tenderer's attention that SANParks is committed to the empowering of individuals and communities who have been previously disadvantaged. Gender equity, skills transfer and economic empowerment are principles that should govern the tenderer's approach to this tender.

SUBLETTING OF TENDERS

- No portion of a tender is to be sublet or assigned without the consent of SANParks.

BREACH OF A TENDER

- No alteration, amendment or variation to the conditions of this tender will be permitted. In the event of breach of any of the conditions of the tender SANParks has the right to terminate the tender without prejudice to any claim for damage.

TERMINATION CONDITIONS

- SANParks reserves the right to cancel the tender if any of the conditions are breached by the tenderer and not rectified within seven days of written notification.

TERMS AND CONDITIONS OF SPECIFICATION

- Due diligence review may be conducted before the awarding of the contract.

GENERAL SERVICE REQUIREMENTS

- Service providers will act in good faith in conducting and providing services at SANParks premises.
- The Service Provider will provide full services as required for the duration of contract period.

TERMINATION OF SERVICE

- Aside from the expiry of the agreement, the contract between SANParks and the service provider may be terminated for any one of the following reasons:
- Failure to meet the minimum operational requirements of SANParks.
- Gross negligence by the service provider or its employees
- Failure to respond to any operational enquiries or complaints by SANParks within a reasonable time period.
- In addition to the above, this agreement may go out of force entirely, at any time, at the discretion of either party on condition that a period of 30 days' notice is given to the other party.

DETAILED PRICING

Pricing Schedule for the Duration of the Contract

APPOINTMENT OF A SERVICE PROVIDER FOR DIGITIZATION / SCANNING OF RECORDS FOR A PERIOD OF 3 YEARS				
Item	Description	Estimated Number of Pages	Unit Price	Price Excluding VAT
1.	Digitization / Scanning of A4 Documents	+ - 19,990,000		
2.	Digitization / Scanning of A3 Documents	+ - 5000		
3.	Digitization / Scanning of A1 Documents	+ - 2500		
4.	Digitization / Scanning of A0 Documents	+ - 2500		
			Sub Total	
			VAT @ 15%	
			Grand Total	

Bidders are required to provide a detailed and comprehensive price proposal i.e. all costs associated the bidder's proposal must be clearly specified and included in the Total Bid Price.

TOTAL BID PRICE FOR THREE (03) YEARS (VAT Inclusive and all applicable disbursements):

R.....

(Please note that all prices quoted should be **inclusive** of Value Added Tax (VAT) for the duration of the contract. Furthermore, such prices should be presented in South African Rand (ZAR). The Bidders pricing is to remain firm for 150 days from the closing date of this tender; SANParks reserves the right to negotiate with the recommended bidder prior to signing of the contract.

SPECIAL CONDITIONS OF CONTRACT PERFORMANCE

AGREEMENT

- Successful tenderers will be expected to enter into a Service Level Agreement with SANParks. Where a tender is submitted which incorporates the tenderer's standard conditions of tender/sale, such conditions shall be deemed to have been renounced by the tenderer.

ANNEXURE A – STANDARD BIDDING DOCUMENTS

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state? **YES/NO**

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

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.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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, 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.
- 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.

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.

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).
-

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 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 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest 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 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Exempted Micro Enterprise (EMEs) Qualifying Small Enterprise (QSEs) Generic Enterprise (GENs)	Total Points: 10 QSEs/EMEs: 10 GENs: 1	
Black Ownership Enterprises owned by Black People with at least 51% shareholding or more	Total Points: 5 91% to 100% = 5 81% to 90% = 4 71% to 80% = 3 61% to 70% = 2 52% to 60% = 1 0% to 51% = 0	
Female Ownership Promotion of enterprises owned by women with at least 30% or more shareholding	Total Points: 5 71% to 100% = 5 61% to 70% = 4 51% to 60% = 3 41% to 50% = 2 31% to 40% = 1 0% to 30% = 0	
Total number of Points	20	

N.B In order to claim points on above specific goals, the bidder must submit;

a) An original or **valid BBBEE certificate** issued by SANAS accredited service provider or a **valid** Sworn Affidavit signed by the Commissioner of Oath. A bidder not qualifying with any of the specific goals above will score zero points for that specific goals.

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:

.....

.....

.....

GENERAL CONDITIONS OF CONTRACT

In this document words in the singular also mean in the plural and vice versa, words in the masculine mean in the feminine and neuter, words "department" means organs of state inclusive of public entities and vice versa, and the words "will/should" mean "must".

South African National Parks (SANParks) cannot amend the National Treasury's General Conditions of Contract (GCC). SANParks appends Special Conditions of Contract (SCC) providing specific information relevant to a GCC clause that requires the addition of Special Conditions and Special Conditions specific to this bid contract is not part of the General Conditions of Contract. No clause in this document shall be in conflict with another clause. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail.

GCC1

1. Definitions - 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 anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. **"Countervailing duties"** 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 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

	<p>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.</p> <p>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.</p> <p>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.</p> <p>1.14. "GCC" mean the General Conditions of Contract.</p> <p>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.</p> <p>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.</p> <p>1.17. "Local content" means that portion of the bidding price, which is not included in the imported content if local manufacture does take place.</p> <p>1.18. "Manufacture" means the production of products in a factory using labour, materials, components, and machinery and includes other related value-adding activities.</p> <p>1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.</p> <p>1.20. "Project site", where applicable, means the place indicated in bidding documents.</p> <p>1.21. "Purchaser" means the organization purchasing the goods.</p> <p>1.22. "Republic" means the Republic of South Africa.</p> <p>1.23. "SCC" means the Special Conditions of Contract.</p> <p>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.</p> <p>1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.</p>
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GCC2	2. Application
	<p>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.</p> <p>2.2. Where applicable, special conditions of contract laid down to, cover specific supplies, services or works.</p> <p>2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
GCC3	3. General
	<p>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.</p> <p>3.2. With certain exceptions (National Treasury's eTender website), 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</p>
GCC4	4. Standards
	<p>4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
GCC5	5. Use of contract documents and information
	<p>5.1. The supplier shall not disclose, without the purchaser's prior written consent, 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 made to any such employed person is in confidence and shall extend only as far as may be necessary for purposes of such performance.</p> <p>5.2. The supplier shall not make, without the purchaser's prior written consent, use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.</p> <p>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</p>

	<p>under the contract if so required by the purchaser.</p> <p>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.</p>
GCC6	6. Patent rights
	<p>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.</p>
GCC7	7. Performance security
	<p>7.1. Within thirty days (30) 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.</p> <p>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.</p> <p>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:</p> <p>7.3.1. 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</p> <p>7.3.2 a cashier's or certified cheque</p> <p>7.4. The performance security will be discharged by the purchaser and returned to the supplier within 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.</p>
GCC8	8. Inspections, tests and analyses
	<p>8.1. All pre-bidding testing will be for the account of the bidder.</p> <p>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 purchaser or an organization acting on behalf of the purchaser.</p> <p>8.3. If there are no inspection requirements indicated in the bidding documents and contract makes no mention, but during the contract period, it is decided that inspections shall be carried out, the purchaser</p>

	<p>shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.</p> <p>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.</p> <p>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 supplier shall defray the cost in connection with these inspections, tests, or analyses.</p> <p>8.6. Supplies and services referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.</p> <p>8.7. Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies are 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.</p> <p>8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract because of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.</p>
GCC9	9. Packing
	<p>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.</p> <p>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.</p>

GCC10	10. Delivery and Documentation
	<p>10.1. The supplier in accordance with the terms specified in the contract shall make delivery of the goods/services. The SCC specifies the details of shipping and/or other documents furnished by the supplier.</p> <p>10.2. Documents submitted by the supplier are specified in SCC.</p>
GCC11	11. Insurance
	<p>11.1. The goods supplied under the contract are 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.</p>
GCC12	12. Transportation
	<p>12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.</p>
GCC13	13. Incidental services
	<p>13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <p>13.1.1. Performance or supervision of on-site assembly and/or commissioning of the supplied goods;</p> <p>13.1.2. Furnishing of tools required for assembly and/or maintenance of the supplied goods;</p> <p>13.1.3. Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;</p> <p>13.1.4. 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</p> <p>13.1.5. Training of the purchaser's personnel, at the supplier's plant and/or on-site, conducted in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.</p> <p>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.</p>
GCC14	14. Spare parts
	<p>14.1. As specified in SCC, the supplier may be required to provide any or all of</p>

	<p>the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:</p> <p>14.1.1. 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</p> <p>14.1.2. In the event of termination of production of the spare parts:</p> <p>14.1.2.1. Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and</p> <p>14.1.2.2. Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</p>
GCC15	15. Warranty
	<p>15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models and those 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.</p> <p>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.</p> <p>15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.</p> <p>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.</p> <p>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.</p>

GCC16	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 fulfilment 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>
GCC17	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>
GCC18	18. Contract amendment
	<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>
GCC19	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>
GCC20	20. Subcontract
	<p>20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract 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>
GCC21	21. Delays in 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</p>

	<p>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 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.</p> <p>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.</p> <p>21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling 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.</p>
GCC22	22. Penalties
	<p>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.</p>
GCC23	23. Termination for default
	<p>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:</p>

	<p>23.1.1. 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;</p> <p>23.1.2. If the Supplier fails to perform any other obligation(s) under the contract; or</p> <p>23.1.3. If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.</p> <p>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.</p> <p>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.</p> <p>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 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.</p> <p>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.</p> <p>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:</p> <p>23.6.1. The name and address of the supplier and / or person restricted by the purchaser;</p> <p>23.6.2. The date of commencement of the restriction</p> <p>23.6.3. The period of restriction; and</p> <p>23.6.4. The reasons for the restriction.</p> <p>These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.</p>
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	<p>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.</p>
GCC24	24. Anti-dumping and countervailing duties and rights
	<p>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</p>
GCC25	25. Force Majeure
	<p>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.</p> <p>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.</p>

GCC26	26. Termination for insolvency
	<p>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.</p>
GCC27	27. Settlement of disputes
	<p>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.</p> <p>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.</p> <p>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.</p> <p>27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.</p> <p>27.5. Notwithstanding any reference to mediation and/or court proceedings herein,</p> <p>27.5.1. The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</p> <p>27.5.2. The purchaser shall pay the supplier any monies due the supplier.</p>
GCC28	28. Limitation of liability
	<p>28.1. Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;</p> <p>28.1.1. 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</p> <p>28.1.2. 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.</p>

GCC29	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.
GCC30	30. Applicable law
	30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
GCC31	31. Notices
	<p>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</p> <p>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</p>
GCC32	32. Taxes and duties
	<p>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.</p> <p>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.</p> <p>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 SANParks 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</p>
GCC33	33. National Industrial Participation Programme
	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.

GCC34	34. Prohibition of restrictive practices
	<p>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).</p> <p>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.</p> <p>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.</p>
	Contracted Party Due Diligence SANParks reserves the right to conduct supply chain due diligence including site visits and inspections at any time during the contract period.
	Jigs, Tools, and Templates, where applicable Unless otherwise agreed, all jigs, tools, templates, and similar equipment necessary for the execution of this contract is property of SANParks, if SANParks has paid for these. On completion or cancellation of the contract, the contractor delivers all SANParks property to SANParks premises, properly marked with the contract and the relevant code number as supplied by SANParks.
	Copyright and Intellectual Property All background intellectual property (existing prior to this contract) invests in and remains the sole property of the contributing party to this contract and/or the contracted discloses the same to SANParks at the commencement of this contract. The contracted supplier grants SANParks a fully paid up, irrevocable, non-exclusive, and transferable licence to use its background intellectual property including the right to sub-licence to third parties in perpetuity and to the extent that SANParks requires for the exploitation of the contract intellectual property and to enable SANParks to obtain the full benefit of the contract intellectual property. The parties agree that all right, title, and interest in the contract intellectual property rightly invests in SANParks and to give effect to the foregoing: <ul style="list-style-type: none"> (a) The contracted supplier hereby assigns all rights, titles, and interests in and to the contract intellectual property that it may own to SANParks and SANParks hereby accepts such assignment, and (b) The contracted supplier undertakes to assign in writing to SANParks all contract intellectual property and which may invest in the contracted supplier.

	<p>The contracted supplier shall keep the contract intellectual property confidential and shall fulfil its confidentiality obligations as set out in this document.</p> <p>The contracted supplier shall assist SANParks in obtaining statutory protection for the contract intellectual property at the expense of SANParks wherever SANParks may choose to obtain such protection. The contracted party shall procure where necessary the signatures of its personnel for the assignment of the contract intellectual property to SANParks, or as SANParks may direct, and to support SANParks, or its nominee, in the prosecution and enforcement thereof in any country in the world.</p> <p>The contracted supplier hereby irrevocably appoints SANParks to be its true and lawful agent in its own name, to do such acts, deeds, and things and to execute deeds, documents, and forms that SANParks, in its absolute discretion, requires in order to give effect to the terms of this clause.</p> <p>The rights and obligations set out in this clause shall service termination of this contract indefinitely.</p>
	<p>Confidentiality</p> <p>The recipient of confidential information shall be careful and diligent as not to cause any unauthorised disclosure or use of the confidential information, in particular, during its involvement with SANParks and after termination of its involvement with SANParks, the recipient shall not:</p> <ul style="list-style-type: none"> (a) Disclose the confidential information, directly or indirectly, to any person or entity, without SANParks' prior written consent. (b) Use, exploit or in any other manner whatsoever apply the confidential information for any other purpose whatsoever, other than for the execution of the contract and the delivery of the deliverables or (c) Copy, reproduce, or otherwise publish confidentiality information except as strictly required for the execution of the contract. <p>The recipient shall ensure that any employees, agents, directors, contractors, service providers, and associates which may gain access to the confidential information are bound by agreement with the recipient both during the term of their associations with the recipient and after termination of their respective associations with the recipient, not to</p> <ul style="list-style-type: none"> (a) Disclose the confidential information to any third party, or (b) Use the confidential information otherwise than as may be strictly necessary for the execution of the contract, <p>The recipient shall take all such steps as may be reasonably necessary to prevent the confidential information from falling into the hands of any unauthorised third party. The undertakings set out in this clause shall not apply to confidential information, which the recipient is able to prove:</p> <ul style="list-style-type: none"> (a) Was independently developed by the recipient prior to its involvement with SANParks or in the possession of the recipient prior to its involvement with SANParks; (b) Is now or hereafter comes into the public domain other than by breach of this contract by the recipient; (c) Was lawfully received by the recipient from a third party acting in good faith having a right of further disclosure and who do not derive the same directly or indirectly from SANParks, or

	<p>(d) Is required by law to be disclosed by the recipient, but only to the extent of such order and the recipient shall inform SANParks of such requirement prior to any disclosure.</p> <p>The recipient shall within one (1) month of receipt of a written request from SANParks to do so, return to SANParks all material embodiments, whether in documentary or electronic form, of the confidential information including but not limited to:</p> <ul style="list-style-type: none"> (a) All written disclosures received from SANParks; (b) All written transcripts of confidential information disclosed verbally by the SANParks; and (c) All material embodiments of the contract intellectual property. <p>The recipient acknowledges that the confidential information made available solely for the execution of the contract and for no other purpose whatsoever and that the confidential information would not have been made available to the recipient, but for the obligations of confidentiality agreed to herein.</p> <p>Except as expressly herein provided, this contract shall not be construed as granting or confirming, either expressly or impliedly any rights, licences or relationships by furnishing of confidential information by either party pursuant to this contract.</p>
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CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 *(to be filled in by the service provider)*

1. I hereby undertake to render services described in the attached bidding documents to South African National Parks in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number: **GNP-038-24: Appointment of a service provider for Digitization / Scanning of Records/ Documents for a period of 3 years**. My offer remains binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax compliance status verification;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Bidder's Disclosure (SDB 4)
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES**PART 2** *(to be filled in by the purchaser)*

1. I in my capacity as accept your bid under reference **GNP-038-24: Appointment of a service provider for Digitization / Scanning of Records/ Documents for a period of 3 years** for the rendering of services indicated hereunder and /or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE