



Provincial Supply Chain Management

Request for Proposal
Page 1 of 3

RFP NUMBER											
RFP DESCRIPTION											
CUSTOMER DEPARTMENT											
CUSTOMER INSTITUTION											
BRIEFING SESSION	Y		N		SESSION COMPULSORY			Y		N	
					SESSION HIGHLY RECOMMENDED			Y		N	
BRIEFING VENUE					DATE				TIME		
COMPULSORY SITE INSPECTION	Y		N		DATE				TIME		
INSPECTION ADDRESS											
TERM AGREEMENT CALLED FOR?	Y		N		TERM DURATION						
CLOSING DATE					CLOSING TIME						
TENDER BOX LOCATION											
GPT is acting as Common Service Provider or buying organisation on behalf of all Gauteng Provincial Government Customer Departments / Institutions. The goods / services are therefore required by the Customer Department / Institution, as indicated on this form RFP 01.											

Notes:

- All bids / tenders must be deposited in the Tender Box at the following address:
Gauteng Provincial Treasury, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg
- Bids / tenders must be deposited in the Tender Box on or before the closing date and time.
- Bids / tenders submitted by fax will not be accepted.
- The GPT Tender Box is generally open 24 hours a day, 7 days a week.
- This bid is subject to the preferential procurement policy framework act and the preferential procurement regulations, 2017, the general conditions of contract (gcc) 2010 and, if applicable, any other special conditions of contract.
- ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL GPG RFP FORMS – (NOT TO BE RE-TYPED)
- ALL REQUIRED INFORMATION MUST BE COMPLETED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED):

The Tendering System

The RFP Pack consists of two parts namely, Section 1 and Section 2. These two sections must be submitted separately, clearly marked with the Tender Number and the Section Number.

Training sessions

Non-compulsory "How to tender" workshops are held every Wednesday at 75 Fox Street from 10:00-13:00.



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SUPPLIER INFORMATION					
COMPANY NAME					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		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]					
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]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE IN RFP 09 (SBD 2)]	

SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

This RFP is subject to the General Conditions of Contract and where applicable any other Special Conditions of Contract.



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Tender documents can be obtained from <http://www.treasury.gpg.gov.za>

ANY ENQUIRIES REGARDING BIDDING PROCEDURE MAY BE DIRECTED TO:

DEPARTMENT	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILE	
E-MAIL ADDRESS	

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

DEPARTMENT	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILIE	
E-MAIL ADDRESS	

TYPE OF CONTRACT (COMPLETED BY PROJECT MANAGER)

SERVICE BASED	Y	N		TERM BASED TYPE	Y	N		VALUE BASED TYPE	Y	N	
VALUE BASED	Y	N									
QUANTITY BASED	Y	N									
TERM BASED	Y	N									



Provincial Supply Chain Management

RFP Point System

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RFP NUMBER		CLOSING DATE	
VALIDITY OF RFP		CLOSING TIME	

In case of queries, please contact the GPT Contact Centre at tel: 0860 011 000

*GPT is acting as Common Service Provider or buying organisation on behalf of all Gauteng Provincial Government Customer Departments / Institutions.

The goods / services are therefore required by the Customer Department / Institution, as indicated on RFP 01.

The Gauteng Provincial Government requests your bid on the goods and/or services listed on the attached forms. Please furnish all information as requested and return your bid on the date stipulated. Late and incomplete submissions may invalidate the bid submitted.

This RFP will be evaluated on the basis of Preferential Procurement Regulation, 2017 pertaining to the Preferential Procurement Policy Framework Act (Act number 5 of 2000).

Point System

Points SHALL be allocated as follows:

Points for

Points for

*** It is the responsibility of the bidder to attach A VALID SWORN AFFIDAVIT {EME/QSE} ATTESTED BY A COMMISSIONER OF OATHS OR VALID CERTIFIED COPY OF B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE WITH THIS RFP DOCUMENT TO QUALIFY FOR THE PREFERENCE POINTS**



Provincial Supply Chain Management

Instructions to Bidders

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1. The RFP (Request for Proposal) Pack is drawn up so that certain essential information should be furnished in a specific manner. Any additional particulars shall be furnished in a separate annexure.
2. The RFP forms should not be retyped or redrafted, but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question or on other forms obtainable from the relevant Department or Institution advertising this RFP. Additional offers made in any other manner may be disregarded.
3. Should the RFP forms not be filled in by means of electronic devices, bidders are encouraged to complete forms in a black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regards to claims arising from the fact that pages are missing or duplicated.
5. The forms RFP 04 to RFP 09 and PREF documents shall be completed, signed and submitted with the bid. RFP 10 (National Industrial Participation Programme Form) will only be added to the RFP pack to be completed by bidders when an imported component in excess of US \$ 10 million is expected.
6. A separate RFP 06 form (RFP Price Schedule per item) shall be completed in respect of each item. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this RFP (not applicable for Pre-qualification of Bidders).
7. Firm delivery periods and prices are preferred. Consequently bidders shall clearly state whether delivery periods and prices will remain firm or not for the duration of any contract, which may result from this RFP, by completing RFP 06 (RFP Price Schedule per item) and RFP 07 (Non-Firm Prices per item) (not applicable for Pre-qualification of Bidders).
8. If non-firm prices are offered bidders must ensure that a separate RFP 07 (Non-Firm Prices per item) is completed in respect of each item for which a non-firm price is offered. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this RFP (not applicable for Pre-qualification of Bidders).
9. Where items are specified in detail, the specifications form an integral part of the RFP document (see the attached specification) and bidders shall indicate in the space provided whether the items offered are to specification or not (not applicable for Pre-qualification of Bidders).
10. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified" (see the attached specification) (not applicable for Pre-qualification of Bidders).
11. In cases where the items are not to specification, the deviations from the specifications shall be indicated (see the attached specification).
12. In instances where the bidder is not the manufacturer of the items offered, the bidder must as per RFP 06 (RFP Price Schedule per item) submit a Letter of Supply from the relevant manufacturer or his supplier (not applicable for Pre-qualification of Bidders).
13. The offered prices shall be given in the units shown in the attached specification, as well as in RFP 06 (RFP Price Schedule per item) (not applicable for Pre-qualification of Bidders).
14. With the exception of imported goods, where required, all prices shall be quoted in South African currency. Where bids are submitted for imported goods, foreign currency information must be supplied by completing the relevant portions of RFP 06 (RFP Price Schedule per item) and RFP 07 (Non-Firm Prices per item) (not applicable for Pre-qualification of Bidders).
15. Unless otherwise indicated, the costs of packaging materials (if applicable) are for the account of the bidder and must be included in the bid price on RFP 06 (RFP Price Schedule per item) (not applicable for Pre-qualification of Bidders).
16. Delivery basis (not applicable for Pre-qualification of Bidders):
 - (a) Supplies which are held in stock or are in transit or on order from South African manufacturers at the date of offer shall be offered on a basis of delivery into consignee's store or on his site within the free delivery area of the bidder's centre, or carriage paid consignee's station, if the goods are required elsewhere.
 - (b) Notwithstanding the provisions of paragraph 16(a), offered prices for supplies in respect of which installation / erection / assembly is a requirement, shall include ALL costs on a "delivered on site" basis, as specified on RFP 06 (RFP Price Schedule per item).
17. Unless specifically provided for in the RFP document, no bids transmitted by facsimile or email shall be considered.
18. Failure on the part of the bidder to sign any of the forms RFP 04 to RFP 10 and PREF documents and thus to acknowledge and accept the conditions in writing or to complete the attached RFP forms, Preference documents, questionnaires and specifications in all respects, may invalidate the bid.
19. Bids should preferably not be qualified by the bidder's own conditions of bid. Failure to comply with these requirements (i.e. full



Provincial Supply Chain Management

Instructions to Bidders

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acceptance of the General Conditions of Contract or to renounce specifically the bidder's own conditions of bid, when called upon to do so, may invalidate the bid.

20. In case of samples being called for together with the bid (refer to RFP 05 in this regard), the successful bidder may be required to submit **pre-production samples** to the South African Bureau of Standards (SABS) or such testing authority as designated at the request of the relevant Department concerned. Unless the relevant Department decides otherwise, pre-production samples must be submitted within thirty (30) days of the date on which the successful bidder was requested to do so. Mass production may commence only after both the relevant Department and the successful bidder have been advised by the SABS that the pre-production samples have been approved.
21. Should the pre-production samples pass the inspections / tests at the first attempt, the costs associated with the inspections / tests will be for the account of the relevant Department. If the SABS or such testing authority as designated do not approve the pre-production samples, but requires corrections / improvements, the costs of the inspections / tests must be paid by the successful bidder and samples which are acceptable in all respects must then reach the SABS or such testing authority as designated within twenty-one (21) days of the date on which the findings of the SABS or such testing authority as designated were received by the successful bidder. Failure to deliver samples within the specified time and to the required standards may lead to the cancellation of the intended contract.
22. In case of samples being called for together with the bid (refer to RFP 05 in this regard), the samples must be submitted together with the bid before the closing time and date of the RFP, unless specifically indicated otherwise. Failure to submit the requested sample(s) before the closing time and date of the RFP may invalidate the bid.
23. In cases where large quantities of a product are called for, it may be necessary for the relevant item to be shared among two (2) or more suppliers.
24. In cases where the relevant Department or Institution advertising this RFP may deem it necessary, a formal contract may be entered into with the successful bidder, in addition to a Letter of Acceptance and / or purchase order being issued.
25. If any of the conditions on the RFP forms are in conflict with any special conditions, stipulations or provisions incorporated in the bid invitation, such special conditions, stipulations or provisions shall apply.
26. This RFP is subject to the General Conditions of Contract and re-issues thereof. Copies of these conditions are obtainable from any office of the Gauteng Provincial Government (GPG).
27. Each bid must be submitted in a separate, sealed envelope on which the following must be clearly indicated:
 - NAME AND ADDRESS OF THE BIDDER;
 - THE BID (RFP) NUMBER; AND
 - THE CLOSING DATE.

The bid must be deposited or posted;

 - posted to Gauteng Provincial Treasury and to reach the destination not later than the closing time and date; OR
 - deposited in the tender box of the Gauteng Provincial Treasury before the closing time and date.
28. The Gauteng Provincial Government has become a member and as such a key sponsor of the Proudly South African Campaign. GPG therefore would like to procure local products of a high quality, produced through the practise of sound labour relations and in an environment where high environmental standards are maintained. In terms of the Proudly South African Campaign South African companies are encouraged to submit interesting and innovative achievements in the manufacturing field (if relevant to this RFP) – including information on new products, export achievements, new partnerships and successes and milestones.
29. **Compulsory GPG Contract:** It is a mandatory requirement that successful bidder/s (to whom a tender is awarded) sign a GPG Contract upon award of any given contract.



Provincial Supply Chain Management

Bid Commitment and Declaration of Interest

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PART B: BID COMMITMENT

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached RFP documents to the Gauteng Province of the Republic of South Africa, on the terms and conditions and in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of, and incorporated into, this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/We agree that -
 - (a) the offer herein shall remain binding upon me/us and open for acceptance by the Gauteng Provincial Government as represented by the Department requesting this proposal during the validity period indicated and calculated from the closing time of the bid;
 - (b) this bid and its acceptance shall be subject to the terms and conditions contained in the General Conditions of Contract and Preference Points Claim Form – General Conditions and Definitions of the Preferential Procurement Policy Framework Act - PPPFA (PREF 01) with which I am/we are fully acquainted;
 - (c) if I/we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my/our bid or cancel the contract that may have been entered into between me/us and the Province and I/we will then pay to the Province any additional expense incurred by the Province having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid; the Province shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the Province may sustain by reason of my/our default;
 - (d) if my/our bid is accepted the acceptance may be communicated to me/us by letter or order by ordinary post or registered post and that SA Post Office Ltd shall be regarded as my/our agent, and delivery of such acceptance to SA Post Office Ltd shall be treated as delivery to me/us;
 - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid and that I/we choose domicile citandi et executants in the Republic at (full address of this place);

FULL ADDRESS	
---------------------	--

3. I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
4. I/We hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of any contract, which might be awarded based on this offer.
5. I/We agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me/us as a result of such action.
6. I/We declare that I/we have **participation/no participation*** in the submission of any other offer for the supplies/services described in this RFP document. If there is participation, state names(s) of bidder(s) involved
* **Delete whichever is not applicable.**

OTHER BIDDERS INVOLVED	
-------------------------------	--

7.

AUTHORISATION	INDICATE
Are you duly authorised to sign the bid? (Also refer to RFP 01 – page 2)	Y <input type="checkbox"/> <input type="checkbox"/> N <input type="checkbox"/> <input type="checkbox"/>

8.

DECLARATION	INDICATE
Has the Declaration of Interest (part B of this form: RFP 04) been duly completed?	Y <input type="checkbox"/> <input type="checkbox"/> N <input type="checkbox"/> <input type="checkbox"/>



Provincial Supply Chain Management

Bid Commitment and Declaration of Interest

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PART B : DECLARATION OF INTEREST

9. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by state; and/or
- the legal person on who's behalf the bidding document is signed, has a relationship with persons/a person who are/is involved with the evaluation and / or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on who's behalf the declarant acts and persons who are involved with the evaluation and / or adjudication of the bid

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

10.1 Full Name of Bidder or his/ her representative:	
10.2 Identity Number:	
10.3 Position occupied in the company : (director, trustee, shareholder ² , member)	
10.4 Registration number of company, enterprise, close corporation, partnership agreement or trust	
10.5 Tax Reference Number:	
10.6 Vat Registration Number:	
10.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 11 below.	

¹**State" means-

- a) any national and provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999),
- b) any municipality or municipal entity
- c) provincial legislature
- d) national Assembly or the national Council of provinces, or
- e) Parliament

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise/business and exercises control over the enterprise.

10.7 Are you or any person connected with the bidder, presently employed by the state?		Y			N		
If so, furnish the following particulars	Name of person/Director/shareholder/member:						
	Name of Institution to which the person is connected:						
	Position occupied in the institution:						
	Any other particulars:						



GAUTENG PROVINCE
 PROVINCIAL TREASURY
 REPUBLIC OF SOUTH AFRICA

Provincial Supply Chain Management

Bid Commitment and Declaration of Interest

10.8 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?	Y				N		
10.8.1 If yes, did you attach proof of such authority to the bid document? (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid).	Y				N		
If no, furnish reasons for non-submission of such proof							

10.9 Did you or your spouse, or any of the company's directors /trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?	Y				N		
If YES, furnish particulars							

10.10 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?	Y				N		
If so, furnish particulars							

10.11 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?	Y				N		
If so, furnish particulars							

10.12 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?	Y				N		
If so, furnish particulars							



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PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

Provincial Supply Chain Management

Bid Commitment and Declaration of Interest

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

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Peral Number

DECLARATION

I, THE UNDERSIGNED (NAME) CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 10.1 to 10.12 ABOVE IS CORRECT.

I ACCEPT THAT THE PROVINCE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

NAME OF BIDDER OR ASSIGNEE(S)	SIGNATURE OF BIDDER OR ASSIGNEE(S)

DATE	POSITION



Provincial Supply Chain Management

Declaration of Bidder's Past Supply Chain Management Practices

Page 1 of 2

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the Supply Chain Management System.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

<p>4.1 Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>		Y		N	
If so, furnish particulars:					
<p>4.2 Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>		Y		N	
If so, furnish particulars:					
<p>4.3 Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>		Y		N	
If so, furnish particulars:					
<p>4.4 Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>		Y		N	
If so, furnish particulars:					



GAUTENG PROVINCE
PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

Provincial Supply Chain Management

Declaration of Bidder's Past Supply Chain Management Practices

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Name, Position & Signature of Bidder

DATE:
ADDRESS:

 <p>GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA</p>	<h1>Provincial Supply Chain Management</h1>	
	<p>Special Conditions</p>	<p>Page 1 of 3</p>

RFP NUMBER	
RFP DESCRIPTION	
CUSTOMER DEPARTMENT	
CUSTOMER INSTITUTION	

THE FOLLOWING MUST ACCOMPANY YOUR BID, IF INDICATED BY "√"

Samples		<p>SABS /Equivalent Certificate May not be older than one (1) year, the cost of which will be for the account of the bidder.</p>		<p>Bidders Briefing Session</p>	
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 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	<h1>Provincial Supply Chain Management</h1>	
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EVALUATION METHODOLOGY

Bidders must complete Compulsory documents and attach it to their tender document, failing which the tender shall not be considered for Stage 1 evaluation.

Points will be awarded in accordance with the Preferential Procurement Policy Framework Act (PPPFA)

Stage 1

Criteria for Functionality	Points
TOTAL	

NOTE: Bidders who fail to meet the above minimum requirements (Stage 1) shall be automatically eliminated

Stage 2

Criteria for Price and B-BBEE Status	Points
Bid Price	80
Preference Points	20
TOTAL	100

Bidders are required to use the two envelope bidding system, whereby the Technical Proposal (Stage 1) and Pricing and B-BBEE (Stage 2) be placed in two separate sealed envelopes marked:

- Stage One-

- Stage Two-

 <p style="margin: 0;">GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA</p>	<h1 style="margin: 0;">Provincial Supply Chain Management</h1>
<p style="margin: 0;">Special Conditions</p>	<p style="margin: 0;">Page 3 of 3</p>

SUPPLIER JOB CREATION ANALYSIS

Company Name	Date Est.
--------------	-----------

	Permanent	Temp	SA Citizens	Other	Comments
Staff compliment at Establishment of Enterprise					
Current staff compliment					
Number of jobs to be created if Bid is successful					

- The successful bidder may be audited during the course of the contract to verify the above information.

Comments to include:

- If Job Creation is direct (by your own company) or indirect (by your supplier)
- Where the jobs created for employees that were in existing positions or unemployed? (Net Job Creation)

NOTE: Job Creation should adhere to all applicable RSA Legislation and Regulations.

=====

THIS SECTION IS FOR OFFICE USE ONLY!						
Observations	Initial Job Count	Job Creation Potential	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Year 1						
Year 2						
Year 3						
Year 4						
Year 5						



GAUTENG PROVINCE
AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

FOR

**SUPPLY AND DELIVERY OF AGRICULTURAL PRODUCTION INPUTS FOR
SUBSISTENCE PRODUCERS WITHIN GAUTENG PROVINCE FOR A PERIOD OF
THIRTY-SIX (36) MONTHS**

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16. ANNEXURE A: PRICE SCHEDULE YEAR 1	ERROR! BOOKMARK NOT DEFINED.
17. ANNEXURE B: PRICE SCHEDULE YEAR 2	ERROR! BOOKMARK NOT DEFINED.
18. ANNEXURE C: PRICE SCHEDULE YEAR 3	ERROR! BOOKMARK NOT DEFINED.

ACRONYMS

GDARD	Gauteng Department of Agriculture and Rural Development
FSD	Farmer Support and Development
B-BBEE	Broad Based Black Economic Empowerment
PFMA	Public Finance Management Act
QSE	Qualifying Small Enterprise
EME	Exempted Micro Enterprise
TOR	Terms of Reference
SANAS	South African National Accreditation System
SCM	Supply Chain Management

1. PURPOSE

The purpose of this tender is to appoint a suitable service provider for supply and delivery of agricultural production inputs for subsistence producers within Gauteng Province for a period of thirty-six (36) months. The Department has been mandated to provide subsistence producers with agricultural production inputs to establish food gardens within their homes, schools, and communities to ensure that there is continuous production of food to alleviate poverty and food insecurity. GDARD calls service providers to submit proposals to supply and deliver these agricultural production inputs to subsistence producers within the province as per the project scope mentioned below in these terms of reference.

2. BACKGROUND

The mandate of the Gauteng Department of Agriculture and Rural Development (GDARD), through its Chief Directorate Agriculture, is to ensure that there is agricultural growth and development in the Gauteng Province. The focus is on empowerment, alleviation of hunger at household level, poverty alleviation, income generation and job creation through the agricultural sector. GDARD currently implements the Food Security Programmes on an annual basis. As part of the implementation process, the projects require the supply of garden tools, variety of vegetable seeds and seedlings, organic fertiliser, inorganic fertilisers, and agricultural remedies. An integrated development approach and cooperation with all relevant stakeholders, is essential to the success of the agricultural development process in the Gauteng Province therefore, increased participation of eligible service providers cannot be separated from this broad-based agricultural development.

It is against this background that GDARD under the Farmer Support and Development (FSD) Directorate, wishes to appoint an eligible service provider to supply and deliver garden tools, variety of vegetable seeds and seedlings, organic fertiliser, inorganic fertilisers, and agricultural remedies in identified areas of the Gauteng Province, over a period of thirty-six (36) months.

3. OBJECTIVE

The objective of the project is the annual supply and delivery of agricultural production inputs to subsistence producers in the identified areas of the Gauteng Province for a total period of thirty-six months, of:

- Garden tools
- Vegetable seeds and seedlings
- Organic fertilisers

- Inorganic fertilisers
- Agricultural remedies

4. SCOPE OF WORK

The goods and services to be provided are as follows: -

Delivery will be throughout the Gauteng Province in the three (3) Metropolitan municipalities and two (2) District municipality areas and at the GDARD Departmental Warehouse in Temba, Hammanskraal. The three (3) Metropolitan municipalities and two (2) District municipalities referred to are as follows:

- **City of Tshwane:** all areas falling under City of Tshwane Metropolitan Municipality.
- **City of Johannesburg:** all areas falling under City of Johannesburg Metropolitan Municipality.
- **City of Ekurhuleni:** all areas falling under City of Ekurhuleni Metropolitan Municipality.
- **Sedibeng District Municipality:** all areas falling under Sedibeng District Municipality.
- **West Rand District Municipality.** all areas falling under West Rand District Municipality.

The appointed service provider will be appointed to supply and deliver the goods as and when required. The service provider will be provided with identified areas in which to deliver the items and the quantities. It must however be mentioned that for the year two and year three financial years deliveries will be subject to the availability of funds. Upon confirmation of availability of budget - this is when the areas targeted, and quantities will be provided.

The appointed service provider should have the capacity to deal with all logistics pertaining to the supply and delivery of garden tools, variety of vegetable seeds and seedlings, organic fertiliser, inorganic fertilisers, and agricultural remedies in each of the areas specified of the three (3) Metropolitan and two (2) District municipalities and in the Departmental Warehouse in Temba, Hammanskraal. Where there is no delivery due to unforeseen circumstances the appointed service provider should be willing to reschedule delivery at an arranged and agreed upon date and time with GDARD.

The appointed service provider must have capacity/manpower to offload and arrange the garden tools, organic fertilisers, inorganic fertilisers, and seeds in packs in order to make issuing to subsistence producers efficient.

Acknowledgement of receipt for all agreed upon goods and services will need to be made by a designated GDARD official at each site in the form of a signed delivery note. Failure to submit signed and acknowledged delivery notes with invoices will result in non-payment.

It is advisable that the service provider must have access to a warehouse in which to store the items required (once obtained) and from which loading will be done for each delivery as set out in the schedule that will be provided and agreed upon, as well as a transport to do the necessary deliveries.

The minimum transport required is a 4-ton truck. The transport can be owned or leased by the appointed service provider and proof of ownership, lease agreement or letter of intent to lease the transport, covering 36 months must be provided with the bidding documents.

The minimum warehouse required to store production inputs is 36m². The warehouse can be owned or leased by the appointed service provider and proof of ownership, lease agreement or letter of intent to lease the warehouse covering 36 months must be provided in the bidding documents.

The project manager should have a minimum of 1 year experience in the delivery of agricultural production inputs.

5. PROJECT DELIVERABLES AND ITEM SPECIFICATIONS

The service provider will be required to supply and deliver the following items in thirty-six (36) months. Preference will be given to products bearing the SABS mark, on grounds that conformity with the technical requirement is assured. The table below indicate the type or nature of works and the quantities to be delivered:

5.1. GARDEN TOOLS

NO.	ITEMS	DESCRIPTION	UNIT OF MEASURE	QUANTITY			TOTAL
				YEAR 1	YEAR 2	YEAR 3	
1	Spades	Digging spade size No.2, Manufactured from carbon steel, hardened, and tempered in a salt bath for maximum strength and durability. Steel shaft, metal hilt. SABS approved	2.4kg	2500	3000	3500	9000

NO.	ITEMS	DESCRIPTION	UNIT OF MEASURE	QUANTITY			TOTAL
				YEAR 1	YEAR 2	YEAR 3	
2	Forks	4 Prong anti-corrosive black head, clear varnished steel shaft, Metal hilt – SABS approved	2.5kg	2500	3000	3500	9000
3	Rakes	Steel 14 Tooth rake – SABS approved	1.6kg	2500	3000	3500	9000
4	Watering cans	Plastic watering can – SABS approved	10 Litres	2500	3000	3500	9000
5	Hoe blades and wooden handles	Hoe Head with raised neck – SABS approved	700 g Blade	2500	3000	3500	9000
6	Wheelbarrows	Heavy duty 44 L Flat pan with heavy duty frame (SABS approved)	44 Litre	100	150	200	450
7	wheelbarrows	Heavy duty 65 L Concrete Pan with heavy duty frame (SABS approved)	65 litres	100	150	200	450
8	Pick head and handle	Anti-corrosive black 35mm chisel and diamond head with poly handle	3kg pick head and 1.4kg handle	100	150	200	450
9	Grass slasher with handle	Knife grass slasher with poly handle	0.5kg	100	150	200	450
10	knapsack sprayers	High quality plastic agricultural knapsack sprayer	16 Litres	100	150	200	450
11	Shade net cloth	40% UV grey agricultural shade net cloth	50m length x3m width roll	200 rolls	300 rolls	400 rolls	900
12	Garden hosepipe	20mm x 30m crystal green garden hosepipe - SABS approved	9kg	200	300	400	900
13	Tap connectors	25mm female plastic tap connector	0.02kg	200	300	400	900
14	Sprinkler	Pyramid plastic sprinkler	0.05kg	200	300	400	900

5.2. VEGETABLE SEED ITEMS

NO.	ITEM	VARIETY	UNIT MEASURE	QUANTITY			TOTAL
				YEAR 1	YEAR 2	YEAR 3	
1	Packet of Bean seeds	Dwarf variety	15grams	2500	3000	3500	9000
2	Packet of Beetroot seeds	Detroit dark red	10grams	2500	3000	3500	9000
3	Packet of Carrot seeds	Chantenay Karoo	8grams	2500	3000	3500	9000
4	Packet of Swiss chard seeds	Ford hook giant	10grams	2500	3000	3500	9000
5	Packet of Tomato seeds	Rodade	2.5grams	2500	3000	3500	9000
6	Packet of Onion seeds	Texas Grano	7grams	2500	3000	3500	9000

NO.	ITEM	VARIETY	UNIT MEASURE	QUANTITY			TOTAL
				YEAR 1	YEAR 2	YEAR 3	
7	100gram Bean seeds - Dwarf variety	Dwarf variety	100grams	2500	3000	3500	9000
8	Packet of Beetroot seeds	Detroit dark red	100grams	2500	3000	3500	9000
9	Packet of Carrots seeds	Chantenay Karoo	100grams	2500	3000	3500	9000
10	Packet of Swiss chard seeds	Ford hook giant	100grams	2500	3000	3500	9000
11	Packet of Tomato seeds	Rodade	100grams	2500	3000	3500	9000
12	Packet of Onion seeds	Texas Grano	100grams	2500	3000	3500	9000
13	Packet of Chinese mustard green seeds	Green wave	100grams	2500	3000	3500	9000
14	Packet of Kale seeds	Siberian kale	100grams	2500	3000	3500	9000
15	Packet of Okra seeds	Clemson spineless or Emerald	100grams	2500	3000	3500	9000
16	Packet of Pumpkin seeds	Flat white Boer or Queensland blue	100grams	2500	3000	3500	9000
17	Packet of Butternut seeds	Waltham/Apollo	100grams	2500	3000	3500	9000
18	Packet of Cabbage seeds	Conquistador or Hercules	100grams	2500	3000	3500	9000
19	Packet of Spring onion seeds	Tokyo long white bunching	100grams	2500	3000	3500	9000
20	Packet of Sweet pepper seeds	California wonder	100grams	2500	3000	3500	9000
21	Packet of Brinjals seeds	Black beauty	100grams	2500	3000	3500	9000
22	Packet of Choumolier seeds	Covo Rugare gold plus	100grams	2500	3000	3500	9000
23	Packet of Green peas seeds	Green feast	100grams	2500	3000	3500	9000
24	Packet of Lettuce seeds	Summer gold/winter feast	100grams	2500	3000	3500	9000
25	Packet of Amaranthus seeds	Arun Red/Mohini green	100grams	2500	3000	3500	9000
26	Potato seed tubers	SIFRA/Bp1/Up to date	25Kg bags	900	1200	1500	3600

5.3. VEGETABLE SEEDLING ITEMS

NO.	ITEM	VARIETY	UNIT OF MEASURE	QUANTITY			TOTAL
				YEAR 1	YEAR 2	YEAR 3	
1	Spinach seedlings	Ford hook giant	One Seedling plant	300 000	600 000	900 000	1800 000
2	Spinach seedlings	Silverado	One Seedling plant	50 000	100 000	150 000	300 000
3	Lettuce seedlings	Iceberg	One Seedling plant	100 000	150 000	200 000	450 000
4	Red oak lettuce seedlings	Red sails	One Seedling plant	100 000	150 000	200 000	450 000
5	Cabbage seedlings	Drumhead	One Seedling plant	300 000	600 000	900 000	1800 000
6	Cabbage seedlings	Conquistador	One Seedling plant	300 000	600 000	900 000	1800 000
7	Sweet pepper seedlings	Diva	One Seedling plant	150 000	300 000	450 000	900 000
8	Onion seedlings	Texas Grano	One Seedling plant	300 000	600 000	900 000	1800 000
9	Chilies' seedlings	Tracer	One Seedling plant	50 000	100 000	150 000	300 000
10	Green pepper seedlings	Cherokee F1 Hybrid	One Seedling plant	150 000	300 000	450 000	900 000
11	Beetroot seedlings	Detroit Dark Red	One Seedling plant	300 000	600 000	900 000	1800 000
12	Tomato seedlings	Classic round	One Seedling plant	300 000	600 000	900 000	1800 000
13	Red pepper seedlings	California wonders	One Seedling plant	150 000	300 000	450 000	900 000

5.4. VEGETABLE FERTILISER ITEMS

NO.	ITEM	VARIETY	UNIT OF MEASURE	QUANTITY			TOTAL
				YEAR 1	YEAR 2	YEAR 3	
1	Bags of inorganic fertiliser	Nitrogen Phosphorus Potassium (NPK) 2:3:2 (22)	5kg	2500	3000	3500	9000
2	Bags of inorganic fertilisers	Limestone ammonium nitrate (LAN: 28)	5kg	2500	3000	3500	9000
3	Bags of inorganic fertilisers	Nitrogen Phosphorus Potassium (NPK) 2:3:2 (22)	50kg	300	600	900	1800
4	Bags of inorganic fertilisers	Nitrogen Phosphorus Potassium (NPK) 2:3:4 (30)	50kg	200	400	600	1200
5	Bags of inorganic fertilisers	Limestone ammonium nitrate (LAN: 28)	50kg	600	1200	1800	3600

NO.	ITEM	VARIETY	UNIT OF MEASURE	QUANTITY			TOTAL
				YEAR 1	YEAR 2	YEAR 3	
7	Bags of inorganic fertilisers	Calcium Nitrate	25kg	100	150	200	450
8	Bags of inorganic fertilisers	Potassium nitrate	25kg	100	150	200	450
9	Bags of inorganic fertilisers	Magnesium nitrate	25kg	100	150	200	450
10	Bags of Organic fertilisers	Compost	30dm3	5000	6000	7000	18000
11	Bags of Organic fertilisers	Kraal Manure	30dm3	2500	3000	3500	9000

5.5. VEGETABLE CHEMICAL ITEMS

NO.	ITEM	VARIETY	UNIT OF MEASURE	QUANTITY			TOTAL
				YEAR 1	YEAR 2	YEAR 3	
1	Fungicide	Benomyl	1kg	100	100	100	300
2	Fungicide	Metalaxyl	1kg	100	100	100	300
3	Insecticides	Oxamyl	1 litre	100	100	100	300
4	Insecticides	Malathion	1 litre	100	100	100	300
5	Herbicides	Paraquat	5 litres	50	50	50	150
6	Herbicides	Glyphosate (Round up)	5 litres	50	50	50	150
7	Pesticides	Chlorpyrifos	1 Litre	100	100	100	300
8	Pesticides	Cypermethrin	1 Litre	100	100	100	300

6. EVALUATION METHODOLOGY

The tender will be evaluated and adjudicated in terms of the Public Finance Management Act (Act No. 1 of 1999), Preferential Procurement Policy Framework, Act no 5 of 2000, Preferential Procurement Regulations 2017, Supply Chain Management Policy of the Department of Agriculture and Rural Development and applicable Supply Chain Management Treasury Regulations.

The first stage will be the evaluation of bids which consist of Prequalification Criteria, Administrative Compliance and Functionality Evaluation. During this stage, bids that do not meet the minimum requirements and threshold for functionality, will be disqualified and will not be considered for the second stage of evaluation, i.e., Price and Preference Points (It must be noted that the functionality points allocated, will not form part of the total preference points.

The 80/20-point system will apply to this tender of which 80 points will apply to Price (Ps) and 20 points will apply to B-BBEE status. **The bid will be evaluated in the two stages stated below:**

Stage 1A: Prequalification criteria

Stage 1B: Administrative compliance

Stage 1C: Functionality

Stage 2: Price and Preference Points evaluation.

- Price = 80 Points
- Preference = 20 Points

6.1. STAGE 1A: PRE-QUALIFICATION CRITERIA

6.1.1. As per PPR 2017, the Department decided to apply pre-qualification criteria, Regulation 4. (1)(c)(ii), (iii), (v) and (vii) to advance designated groups. The following criteria will be applied, that only tenderers who meet the following conditions may respond:

- a) A tenderer subcontracting a minimum of 30% to one or more of the categories referred to in paragraphs (i) to (iii).
 - (i) an EME or QSE which is at least 51% owned by black people who are Military Veterans living in rural areas or underdeveloped area or townships; **OR**
 - (ii) an EME or QSE which is at least 51% owned by black people who are Women living in rural areas or underdeveloped area or townships; **OR**
 - (iii) an EME or QSE which is at least 51% owned by black people who are Youth living in rural areas or underdeveloped area or townships.
- b) A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender" as per Regulation 4(2)

Compulsory requirements to be provided as proof of the above:

- 1) Bidder must submit evidence (i.e., teaming agreement between main contractor and subcontractor) of commitment to sub-contract a minimum of 30% of the value of the contract to certain designated groups as prescribed in the PPPFA guidelines 2017 (as amended).

The Bidder must submit the following documents of the company being sub-contracted:

- 2) Submit a valid original Sworn Affidavit, or certified copy thereof (refer to 6.2.3 B-BBEE validation requirements for guidance on sworn affidavits) as proof that the subcontractor/s qualifies as:
 - (i) an EME or QSE which is at least 51% owned by black people who are Military Veterans living in rural areas or underdeveloped area or townships; **OR**

- (ii) an EME or QSE which is at least 51% owned by black people who are Women living in rural areas or underdeveloped area or townships; **OR**
 - (iii) an EME or QSE which is at least 51% owned by black people who are Youth living in rural areas or underdeveloped area or townships.
- 3) Proof of residence or statement of rates and taxes of the owner(s)/director(s) of the company.
 - 4) Copy of letter of Military Veterans confirmation of registration on the National Military Veterans database issued by the Department of Military Veterans (DMV) or CSD report indicating MV status.
 - 5) The bidder must declare as required in terms of SBD 6.1 its intention to subcontract and the percentage of subcontracting thereof and must provide full description of subcontractor.

6.2. STAGE 1B: ADMINISTRATIVE COMPLIANCE

6.2.1. Mandatory Documents

- a) A completed and signed Invitation to Bid form SBD 1
- b) A completed and signed Declaration of Interest form SBD 4 (Form RFP 04)
- c) A completed and signed Preference Points Claim form SBD 6.1
- d) A completed and signed Declaration of Bidder's Past Supply Chain Management Practices SBD 8 (Form RFP 04a)
- e) A completed and signed Certificate of Independent Bid Determination (SBD 9)
- f) Fully completed Pricing Schedule including applicable taxes. Total Bid Price for the duration of the contract for 36 months. (The pricing schedule is provided as annexures in the tender document and must be fully completed, and the total must agree to the total bid price, as per the RFP06.1/SBD 3.3).
- g) Proof of transportation services:
 - **Self-owned** - A signed letter by the bidder stating their intension to utilise its own transportation services. The letter must indicate the type (truck) and size (minimum of 4 ton) of transport and must be accompanied by proof of ownership of the vehicle/s in the form of i.e., a certified copy of a valid licence disc or a certified copy of the valid vehicle registration letter/certificate. Such documents should clearly indicate ownership and display the name of the bidder
 - **Not self-owned** - A signed Letter of Intent or certified copy of lease agreement for the duration of the contract (36 months) must be submitted if the bidder is outsourcing the transportation services and must indicate the type (truck) and size (minimum of 4 ton) of transport to be outsourced.
- h) Proof of storage facility/ies:

- **Self-owned** – A signed letter by the bidder stating their intension to utilise its own storage facility/ies. The letter must indicate the type and size of the storage facility/ies and must be accompanied by proof of ownership of the proposed storage facility in the form of a certified copy of a title deed or valid certified copy of storage registration documents. The documents should clearly indicate ownership and display the name of the bidder.
- **Not self-owned** - A Signed Letter of Intent or certified copy of lease agreement for the duration of the contract (36 months) if the bidder is outsourcing storage facilities. It must indicate the type and size of storage facilities to be outsourced.

N.B. Bids that do not comply with the above mandatory returnable document requirements will be disqualified and not be considered for further evaluation.

6.2.2. Other Returnable Documents

Bidders are required to submit the following documents:

- a) A SARS Tax Compliance Status Pin. For consortiums or Joint-Ventures, submit a SARS Tax Compliance Status Pin for each party.
- b) In the case of the Bidder being a Consortium/Joint Venture, the proposal must include the relevant Consortium/Joint Venture Agreement signed by both parties. Such agreement must clearly show the proposed revenue split and the lead partners.
- c) Proof of National Treasury Central Supplier Database (CSD) registration. For Consortiums or Joint-Ventures, submit proof of National Treasury Central Supplier Database (CSD) registration for each party
- d) Company Profile
- e) Company registration (CIPC) document.

6.2.3. B-BBEE validation requirements:

- a) Proof of a valid original B-BBEE Status Level Verification Certificate (or certified copy thereof), issued by a SANAS accredited verification agency OR qualifying EME/QSE may provide proof of a valid original Sworn Affidavit. Templates of the EME/QSE sworn affidavits may be downloaded from the Department of Trade and Industry and Competition (DTIC) or obtained through the Companies and Intellectual Property Commission (CIPC) websites.
- b) In case of a JV, the tenderer must provide a joint venture agreement signed by all parties and proof of a consolidated valid original B-BBEE Status Level Verification Certificate (or certified copy thereof) and scorecard of a joint venture is required).
- c) A Bidder who qualifies as an Exempted Micro Enterprises (EME's) must submit a valid original Sworn Affidavit (or certified copy thereof).

- d) A Bidder who qualifies as a Qualifying Small Enterprises (QSE's) and is more than 51% black owned must submit a valid original Sworn Affidavit (or certified copy thereof).
- e) A Bidder who qualifies as a Qualifying Small Enterprises (QSE's) and is less than 51% black owned must submit a valid original B-BBEE Status Level Verification Certificate (or certified copy thereof), issued by a SANAS accredited verification agency. In addition, the Bidder must submit proof of a valid original Sworn Affidavit (or certified copy thereof) stipulating that their annual Total Revenue was between R10,000,000.00 (Ten Million Rand) and R50,000,000.00 (Fifty Million Rand) based on their latest Financial Statements/Management Accounts and other information available thereon.
- f) Bidders who do NOT qualify as EME/QSE as outlined in (c) (d) and (e) above, must submit proof of a valid original B-BBEE Status Level Verification Certificate (or certified copy thereof), issued by a SANAS accredited verification agency
- g) Public entities and tertiary institutions must also submit proof of a valid original B-BBEE Status Level Verification Certificate (or certified copy thereof), issued by a SANAS accredited verification agency.
- h) Valid and original Sworn Affidavits and B-BBEE Certificate (or certified copies thereof) must comply with the requirements outlined in the Justices of the Peace and Commissioners of Oaths Act, no 16 of 1963 and its Regulations promulgated in Government Notice GNR 1258 of 21 July 1972 Justices of the Peace and Commissioners of Oaths Act, No. 16 of 1963.

i.e.

- The deponent shall sign the declaration in the presence of the commissioner of oaths (COA).
- Below the deponent's signature the COA shall certify that the deponent has acknowledged that he knows and understands the contents of the declaration and the COA shall state the manner, place, and date of taking the declaration.
- The COA shall sign the declaration and print his full name and business address below his signature and state his designation and the area for which he holds his appointment, or the office held by him if he holds his appointment ex officio.

N.B. Copy of certified copies will not be accepted.

6.3. STAGE 1C: FUNCTIONALITY EVALUATION

Stage 1C will entail the evaluation of bids on functionality – the total functionality points are 100 and the minimum functionality threshold is 70 points. During this stage bids that do not meet the minimum threshold for functionality will be disqualified and will not be considered further evaluation i.e., price and preference points. It must be noted that the functionality points allocated, will not form part of the total preference points.

Summary of the functionality evaluation criteria table

NO	DESCRIPTION	POINTS ALLOCATION
1	Project Implementation Plan	20
2	Experience and Expertise	35
3	Access to Transport	20
4	Access to Warehouse	15
5	Project Manager	10
Total points		100

EVALUATION CRITERIA	SUB-EVALUATION CRITERIA	POINTS ALLOCATION
1. Project implementation plan	<p>Submit a technical proposal which includes a project implementation plan consisting of:</p> <ol style="list-style-type: none"> 1. Clear and detailed activity plan 2. Project resources 3. Time frames 4. Management plan 5. Detailed itemised budget breakdown. <p>Points will be allocated based on the extent to which the plan is logical, realistic, and sound, this is a qualitative aspect of the bid.</p> <ul style="list-style-type: none"> • Project implementation plan including all 5 aspects mentioned above = 20 points • Project implementation plan including any 4 aspects mentioned above = 15 points • Project implementation plan including any 3 aspects mentioned above = 10 points • Project implementation plan including any 2 aspects mentioned above = 5 points • Project implementation plan including only 1 aspect mentioned above = 1 points • No project implementation plan = 0 points 	20

EVALUATION CRITERIA	SUB-EVALUATION CRITERIA	POINTS ALLOCATION
2. Experience and Expertise	<p>Proof of experience and expertise in the delivery of agricultural production inputs:</p> <ul style="list-style-type: none"> • 5 successfully completed deliveries of agricultural production input projects with evidence of 5 appointment letters/purchase orders and their 5 completion certificates/reference letters = 35 points • 4 successfully completed deliveries of agricultural production input projects with evidence of 4 appointment letters/purchase orders and their 4 completion certificates/reference letters = 25 points • 3 successfully completed deliveries of agricultural production input projects with evidence of 3 appointment letters/purchase order and their 3 completion certificates/reference letter = 15 points • 2 successfully completed deliveries of agricultural production input projects with evidence of 2 appointment letters/purchase order and their 2 completion certificates/reference letter = 10 points • 1 successfully completed delivery of agricultural production input project with evidence of 1 appointment letter/purchase order and its completion certificate/reference letter = 5 points • No appointment letter/purchase order and no completion certificate/reference letter of agriculture related projects = 0 points <p>Appointment letters/copy of purchase order and completion certificates/reference letters of the listed projects must be on a company letterhead with contract value, contactable references and must be signed.</p>	35
3. Access to transport	<p>Proof of access to transport (letter of intent or ownership documents) for delivery of the agricultural production inputs:</p> <p>Self-owned: Bidder must indicate the type of transport owned. The proof of ownership must be the submission of a certified copy of the license disc of the vehicle or a certified copy of the registration letter/certificate, showing the bidder's name</p> <ul style="list-style-type: none"> • Larger than 8-ton truck = 20 points • Larger than 4-ton up to 8ton truck = 15 points • A 4-ton truck = 10 points • No Truck owned = 0 points <p style="text-align: center;">OR</p>	20

EVALUATION CRITERIA	SUB-EVALUATION CRITERIA	POINTS ALLOCATION
	<p>Not self-owned: Bidder must obtain and submit a Letter of Intent for 36 months from the transport owner, including transport type and size that will be availed to the bidder.</p> <ul style="list-style-type: none"> • Larger than 8-ton truck = 20 points • Larger than 4 ton up to 8-ton truck = 15 points • A 4-ton truck = 10 points • Less than 4-ton truck = 5 points • No Truck = 0 points 	
<p>4. Access to warehouse</p>	<p>Indication of ownership of a warehouse:</p> <p>Self-owned: The bidder must submit proof of ownership in form of a certified copy of title deed or valid certified copy of storage registration documents indicating the address, location. Bidder must provide proof of the size of the warehouse:</p> <ul style="list-style-type: none"> • Larger than 36m² = 15 points • 36 m² = 10 points • No access to warehouse = 0 points <p style="text-align: center;">OR</p> <p>Not self-owned: Bidder must submit a signed Letter of Intent for 36 months from the owner or certified copy of the lease agreement for 36 months of the warehouse, its address and location and the size of the warehouse should be indicated:</p> <ul style="list-style-type: none"> • Larger than 36m² = 15 points • 36 m² = 10 points • No access as lessee = 0 points 	<p>15</p>
<p>5. Project manager</p>	<p>A Curriculum Vitae (CV) of the Project Manager indicating their experience in similar work (delivery of agricultural production inputs):</p> <p>Prospective bidders should indicate the type of agricultural production inputs delivered previously and the number of years.</p> <ul style="list-style-type: none"> • More than 5 years' experience in delivery of agricultural production inputs = 10 points • More than 1 year and up to 5 years' experience in delivery of agricultural production inputs = 5 points • 1 Year experience in delivery of agricultural production inputs = 1 point 	<p>10</p>

EVALUATION CRITERIA	SUB-EVALUATION CRITERIA	POINTS ALLOCATION
	<ul style="list-style-type: none"> Less than 1 year experience in delivery of agricultural production inputs = 0 points 	
TOTAL POINTS		100
MINIMUM THRESHOLD		70

6.4 STAGE 2: PRICE AND PREFERENCE POINTS EVALUATION.

Calculated in terms of Regulations 6(1) and 6(2) of the Preferential Procurement Regulations, 2017 as follows:

AREAS	POINTS
Price	80
B-BBEE Status Level of Contributor	20

a) Price Evaluation:

The formula to be used to calculate the points for price, is as follows:

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

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

b) Points Awarded for B-BBEE Status Level of Contributor

In terms of Regulation 6. (2) of the Preferential Procurement Regulations, 2017 preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

Note: All points will be allocated in accordance with Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017 as amended at the date of tender closure, and available on www.treasury.gov.za

7. PROJECT MANAGEMENT ARRANGEMENTS

The service provider will be expected to confirm with GDARD officials three working days in advance before the supply and delivery of goods and services, to allow the officials to make necessary arrangements. This will be based on the drawn and agreed schedule with the appointed bidder after the contract is awarded. The GDARD official will complete a delivery note once work is satisfactorily completed. The completion certificate will also be signed, and the signature should be accompanied by the full names of the GDARD official and the service provider who offered/performed the deliverable.

8. SPECIFIC REQUIREMENTS

The appointed bidder should have at least one sample of all items, i.e., garden tools, variety of vegetable seeds and seedlings, organic fertiliser, inorganic fertilisers, and agricultural remedies in line with the mentioned specifications available to be shown to GDARD Food Security Management, before any delivery can take place to the specified sites. This will be to verify and confirm quality of mentioned specifications before the supply and delivery may commence. A completion report must be submitted annually to GDARD using a format and date that will be agreed with the service provider.

9. SUBMISSION OF BID PROPOSALS

9.1. General

- Bidders must deliver their proposals in one package.
- Ensure that all pages are completed in full and signed by authorised representative(s) of the bidder. The address for delivery of the package is as follows:

Gauteng Provincial Treasury, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg.

- The outside of the package is to show:
 - ✓ Name of Bidder
 - ✓ Description of proposal
 - ✓ RFP (Tender) Number
 - ✓ Closing date and time
 - ✓ Closing date and time

10. PROPOSAL PREPARATION INSTRUCTIONS

In responding to the RFP, the Bidder accepts full responsibility to understand the RFP in its entirety, and in detail, including making any enquiries to the GDARD as necessary to gain such understanding. The GDARD reserves the right to disqualify any bidder who demonstrates less than such understanding. Further, the GDARD reserves the right to determine, at its sole discretion, whether the bidder has demonstrated such understanding. That right extends to cancellation of award if award has been made. Such disqualification and /or cancellation shall be at no fault, or liability whatsoever to the GDARD.

11. CONTRACTUAL ARRANGEMENTS

The TOR as well as the project proposal will act as an agreement between the Department and the service provider. However, a legal contractual agreement will be drawn up detailing all contractual obligations and it will be expected of the service provider to sign a contract

document with the Department. The service provider will report directly and hand over all deliverables to be reviewed and sanctioned to the Directorate's project leader.

12. FINANCIAL MANAGEMENT

The value of the work per project shall be approved by the GDARD, in line with internal Departmental policies and procedures, as well as current legislation in respect of the classification and determination of work categories for issued instructions. The GDARD will determine as per criteria provided, the classification of work as being outside the scope of services that are deemed to be part of this contract.

Financial management

- Once appointed, Purchase Order number will be issued to the service provider / company, which must be used in all future financial related correspondence.
- Payment will be made after completion, review and approval of each deliverable received from the service provider / company; the invoice must detail specific activities performed. However, part payment may be considered on condition that fifty (50%) of the work would have been done.
- No up-front payments will be made. GDARD will pay for satisfactory completion of work within 30 days of submission of invoice.

GPT Electronic Invoice Submission and Tracking

- Section 38(1) (f) of the PFMA and Treasury Regulation 8.2.3 requires payment to suppliers/service providers within 30 days of invoice receipt. In support of this, it is compulsory for the successful bidder/s, on award, to register for GPT Electronic Invoice Submission and Tracking. The GPT shall assist the successful bidder/s in this regard, if required.

13. NO LIABILITY

The GDARD reserves the right to accept or reject any proposal or stop the procurement process at any time in line with PPPR 2017. The GDARD shall not be liable to any respondent, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, responding to this TOR; or
- As a result of the use of any information, error, or omission contained in this TOR document.

14. DURATION

The contract will be for a period of thirty-six (36) months from date of appointment.

15. ENQUIRIES

Supply Chain Management related questions may be directed to:

Ms. Lindi Ngati

Supply Chain Management Directorate

Email: ursula.ngati@gauteng.gov.za

Mr. Muthundinne Nethomboni

Supply Chain Management Directorate

Email: Muthundinne.Nethomboni@gauteng.gov.za

Functionality related questions may be directed to:

Mr. Justice Lekgoro

Farmer Support and Development Directorate

Email: justice.lekgoro@gauteng.gov.za

 <p>GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA</p>	<h1>Provincial Supply Chain Management</h1>	
	Registered Supplier Confirmation	Page 1 of 1

THIS FORM IS TO BE COMPLETED BY REGISTERED SUPPLIERS ONLY

PLEASE NOTE:

SUPPLIERS ARE REQUIRED TO PROVIDE THEIR REGISTERED CENTRAL SUPPLIER DATABASE (CSD) NUMBER _____

For confirmation of your supplier number and/or any assistance please call the GPT Call Centre on **0860 011 000**.

Registered Suppliers to ensure that all details completed below are CURRENT.

MANDATORY SUPPLIER DETAILS			
GPT Supplier number			
Company name (Legal & Trade as)			
Company registration No.			
Tax Number			
VAT number (If applicable)			
COIDA certificate No.			
UIF reference No.			
Street Address		Postal Address	
CONTACT DETAILS			
Contact Person		Telephone Number	
Fax Number		Cell Number	
e-mail address		Principal's Id number	
BANKING DETAILS (in the name of the Company)			
Bank Name		Branch Code	
Account Number		Type of Account	

I HEREBY CERTIFY THAT THIS INFORMATION IS CORRECT.

Name(s) & Signature(s) of Bidder(s)

DATE:	
-------	--



GAUTENG PROVINCE
PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

Provincial Supply Chain Management

Tax Clearance Requirements

Page 1 of 1

IT IS A CONDITION OF BIDDING THAT -

- 1.1 The taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with the South African Revenue Service to meet his / her tax obligations.
- 1.2 The South African Revenue Service (SARS) from the 18 April 2016 has introduced an enhanced Tax Compliance Status System, whereby taxpayers will obtain their Tax Compliance Status (TCS) PIN instead of original Tax Clearance Certificate hard copies.
- 1.3 Bidders are required to submit their unique Personal Identification Number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and Tax Status.
- 1.4 Application for Tax Compliance Status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 1.5 In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Compliance Status (TCS) / PIN / CSD Number.
- 1.6 Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD Number must be provided.

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- | | | | | | |
|-----|---|-----|--------------------------|----|--------------------------|
| 2.1 | Is the bidder a resident of the Republic of South Africa (RSA)? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2.2 | Does the bidder have a branch in RSA? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2.3 | Does the bidder have a permanent establishment in the RSA? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2.4 | Does the bidder have any source of income in the RSA? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS/TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER ABOVE 1.4 ABOVE.



Provincial Supply Chain Management

Financial Statements

Page 1 of 1

Submission of Financial Statements

The latest financial statements for the last two years are required (except if it is a new or a dormant entity)

- a) Financial statements must be signed by the auditor (in the case of companies) or the accounting officer (in the case of close corporations) the owner (in case of sole proprietors). Signatures must be on the accounting officer's / auditors report on the auditor's /accounting officer's letterhead.
- b) Financial statements must be signed by the member/s (in the case of close corporations) or by the director/s (in the case of companies.)
- c) In bids where consortia/joint ventures/sub-contractors and partnerships are involved, all bidders must submit their financial statements.
- d) If it is a new or dormant entity an opening set of financial statements must be submitted with the tender document. A letter from the auditor (in the case of companies) or the accounting officer (in the case of close corporations) stating that the entity has not yet traded must be attached.
- e) In cases where an entity has operated for a period less than a year the Management Accounts Report for the period in operation must be submitted signed accordingly as stated in paragraph (a) and (b) of this document.
- f) In cases where the entity has operated for a period more than a year but less than two years, then the financial statement for the first year of operation signed accordingly as per paragraph (a) and (b) of this document must be submitted.

SBD 9**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

SBD 9**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

SBD 9

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2

Annexure A

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

1. Definitions
2. Application
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5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
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General Conditions of Contract

1. Definitions

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

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

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance**
- 7.1 Within thirty (30) days of receipt of the notification of contract award,

security

the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

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

8. Inspections, tests and analyses

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

cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

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

12. Transportation

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

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties,

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser

may have against the supplier under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 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.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 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.

18. Contract amendments

- 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.

19. Assignment

- 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.

20. Subcontracts

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

- 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.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 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.
- 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.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the

envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

**24. Anti-dumping
and countervailing
duties and rights**

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

- 25. Force Majeure**
- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency**
- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of Disputes**
- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.
- 28. Limitation of liability**
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

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

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

Js General Conditions of Contract (revised July 2010)