

INVITATION TO BID

BID NO:

RAF/2026/00010

BID DESCRIPTION:

PROCUREMENT OF A BOARDPACK SOLUTION FOR A PERIOD OF FIVE (5) YEARS

PUBLICATION DATE: 20 MARCH 2026

BRIEFING SESSION: NO BRIEFING SESSION

CLOSING DATE: 13 APRIL 2026 @ 11H00 AM

Note: Faxed and/or Emailed Proposals/ bids will not be accepted, only hand delivered and couriered Proposals/ bids must be deposited in the tender box on or before the closing date and time.

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IMPORTANT NOTES:

1. Bid documents are available on the website (www.raf.co.za) at no cost.
2. Submission of Proposals
 - Bid responses must be placed in the tender box clearly marked with a tender number and description; and
 - Bidders are required to submit an original Bid Document/Proposal and a Copy (To be enclosed in the envelope which contains the Original Bid Document/Proposal
 - The proposal must be deposited in the tender box situated at the reception of RAF at the below address:

**Road Accident Fund (RAF), Eco Glades 2 Office Park, 420 Witch-hazel Avenue,
Centurion, 0046**

3. Validity Period

The proposal submitted by the supplier must be valid for a period of 90 days, from the closing date for the submission of proposals.

4. Enquiries

All enquiries regarding this bid must be directed to the Supply Chain Management Office:

Bid Enquiries: Bathabile Mahlangu

E-mail address: bathabilem@raf.co.za.

Note: No telephonic enquiries will be entertained.

Closing date and time for Bid questions and enquiries: **31 March 2026**

Publication date for Questions & Answers: **03 April 2026**

Questions and Answers will be published on the RAF website and eTender portal.

Important Notes:

1. All questions/enquiries must be forwarded in writing to the e-mail address above; and
2. Questions/enquiries received after the above-stated date and time will not be entertained.

LEGISLATIVE REQUIREMENTS

This stage checks and validates the bidders' compliance to the legal requirements to conduct business in South Africa, as well as to the industry requirement for the supply of goods and services.

Returnable Documents / Information	Check list ✓ Tick each box
SBD 1: Completed, attached and signed	
SBD 3.1 or 3.2 or 3.3 Completed, attached and signed	
SBD 4: Completed, attached and signed	
SBD 5: Completed, attached and signed	
SBD 6.1: Completed, attached and signed	
Proof of Construction Industry Development Board (CIDB) registration, if applicable.	
Specification document	
General Condition of contract	
Provide Tax TCS Pin to verify Tax Status: Attached (In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate Tax TCS Pin.)	
If the bidder is a joint venture, consortium or other unincorporated grouping of two or more persons/ entities, a copy of the joint venture agreement between the members should be provided.	
Registered on the Central Supplier Database of National Treasury. (For registration information, go to https://secure.csd.gov.za/)	

Note: Some requirements may not be applicable to international suppliers/ bidders and only those suppliers/ bidders will be exempted from these mandatory/ legislative requirements. All SBDs must be submitted (signed) noting where it is not applicable.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ROAD ACCIDENT FUND					
BID NUMBER:	RAF/2026/00010	CLOSING DATE:	13 APRIL 2026	CLOSING TIME:	11H00
DESCRIPTION	PROCUREMENT OF A BOARDPACK SOLUTION FOR A PERIOD OF FIVE (5) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
ROAD ACCIDENT FUND (RAF) ECO GLADES 2 OFFICE PARK					
420 WITCH-HAZEL AVENUE					
CENTURION					
0046					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Bathabile Mahlangu		CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	bathabilem@raf.co.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2 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 BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

**PART B
TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....
(Proof of authority must be submitted e.g. company resolution)

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

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

ITEM NO. INCLUDED)	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES
--------------------	----------	-------------	--

- Required by:
.....
- At:
.....
- Brand and model
.....
- Country of origin
.....
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
.....
- Period required for delivery
.....
- Delivery: *Firm/not firm

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

*Delete if not applicable

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON-FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON-FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V) Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
- R1t, R2t.. = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated..... Index..... Dated..... Index..... Dated.....
 Index..... Dated..... Index..... Dated..... Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

B. PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3. DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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

3.5 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.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD:5

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on 1 September 1996

The NIP Policy and Guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases/lease contracts for (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (dti) is charged with responsibility of administering:

1. PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked against the imported content of the contract. Any Contract having an imported content equal to or exceeding US\$10 million or other currency equivalent to US\$10 million will have an NIP obligation. This threshold of US\$10 million can be reached as follows:

(a) Any single contract with imported content exceeding US\$10 million.

Or

(b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a two-year period which exceeds US\$10 million in total.

Or

(b) A contract with a renewable option clause, where should the option be exercised, the total value of the imported content will exceed US\$10 million.

Or

(d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$3 million worth of goods, works or services to the same government institution, which in total over a two-year period exceeds US\$10 million.

1.2 The NIP obligation applicable to suppliers in respect of subparagraphs 1.1 (a) to 1.1 (c) above will amount to 30% of the imported content, whilst suppliers in respect of sub-paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a pro-rata basis.

1.3 To satisfy the NIP obligation, the dti would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, license production, export promotion, sourcing arrangements and reaseracg and development (R&D) with partners, or suppliers

1.4 A period of seven years has been identified as the time frame within which to

discharge the obligation.

2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in Excess of R10 million, submit details of such a contract to the dti for reporting purposes.
- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million is to cater for multiple contracts for the same goods, works, services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in sub-paragraphs 1.1 . (b) to 1.1. (d) above.

3. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF THE BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTS)

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.
- 3.2 In order to accommodate multiple contracts for the same goods, works or services, renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the dti in determining the NIP obligation , successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million, to contact and furnish the dti with the following information:
- Bid/contract number;
 - Description of the goods, works or services;
 - Date on which the contract was accepted;
 - Name, address and contact details of the government institution;
 - Value of the contract; and
 - Imported content of the contract, if possible.
- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after the award of the contract. Mr Malapane may be contacted on the telephone number (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4 PROCESS TO SATISFY THE NIP OBLIGATION

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the dti with the information required, the following steps will be followed:
- a. The contractor and the dti will determine the NIP obligation;
 - b. The contractor and the dti will sign the NIP obligation agreement;
 - c. The contractor will submit a performance guarantee to the dti;
 - d. The contractor will submit a business concept for consideration and approval by the dti;

- e. Upon approval of the business concept by the dti, the contractor will submit detailed business plans outlining the business concepts;
- f. The contractor will implement the business plans; and
- g. The contractor will submit bi-annual progress reports on approved plans to the dti.

4.2 The NIP obligation agreement is between the dti and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number
Closing date:
Name of bidder:
Postal address
Signature.....Name (in print).....
Date.....

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

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

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

1. GENERAL CONDITIONS

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

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

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

(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the 80/20 or 90/10 preference point system.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS	POINTS
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and SPECIFIC GOALS	100	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is

adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$80/20 \qquad \text{or} \qquad 90/10$$

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the tenderer)	Number of points claimed (90/10 system) (To be completed by the tenderer)
South African citizen who had no franchise in national elections prior to the introduction of the Constitution of the	10	5		

Republic of South Africa, 1983 (Act 200 of 1983) or the Constitution of the Republic of South Africa, 1996. (minimum 51% ownership or more)				
Women (minimum 51% ownership or more)	8	4		
Persons with disabilities (minimum 51% ownership or more)	2	1		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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

BID SPECIFICATION – PROCUREMENT OF A BOARDPACK SOLUTION FOR A PERIOD OF FIVE (5) YEARS.

1. BACKGROUND OF THE ROAD ACCIDENT FUND

The Road Accident Fund (RAF) is a schedule 3A Public Entity established in terms of the Road Accident Fund Act, 1996 (Act No. 56 of 1996), as amended. Its mandate is the provision of compulsory social insurance cover to all users of South African roads, to rehabilitate and compensate persons injured as a result of the negligent driving of motor vehicles in a timely and caring manner, and to actively promote the safe use of our roads.

The customer base of the RAF comprises not only the South African public, but all foreigners who may have had accidents within the borders of the country. The RAF head office is in Centurion there will be other Customer Experience Centres in each province in the country.

2. SPECIAL INSTRUCTIONS TO BIDDERS

- 2.1 The bidder must be an eligible, registered service provider in terms of the applicable laws of the country.
- 2.2 The bidder must have a business continuity management plan, which must be available for inspection by the RAF during the subsistence of rendering services to the RAF.
- 2.3 The Evaluation Criteria that were published with a Request for Proposal/ Bids will be used to assess bidders' responses and no amendment after the closing of a bid. Bid Proposals must be clearly indexed and cross referenced to a Table of Contents.
- 2.4 Companies or Directors included on the National Treasury register of Restricted Suppliers and/ or Tender Defaulters will be automatically disqualified from the bidding process.
- 2.5 As prescribed all Standard Bidding Documents (SBD Forms – Returnable Documents) must be fully completed and duly signed. All Returnable Documents must be submitted with the proposal at the closing of a bid.
- 2.6 The RAF will confirm the following prior to any award being made:
 - That the bidder is registered on the National Treasury Central Supplier Database (CSD)
 - The bidder is tax status is compliant with the South African Revenue Service (SARS), in cases where the recommended bidder is non-compliant with SARS, the bidder will be allowed (seven) 07 working days to rectify their tax matters, if the bidder fails to rectify their tax matters, the bidder will be then disqualified once the 7 working day period lapses.

3. BACKGROUND OF THE BID

- 3.1 The Road Accident Fund (RAF) requires the appointment of a suitably qualified service provider to implement, configure, licence and support a secure, cloud-based Board Pack solution for a period of five (5) years.
- 3.2 The Board Pack Solution must enable the RAF Board and its Committees, Executives and Management Committees to securely access, review, approve, and manage meeting documentation and governance related information.
- 3.3 The solution must facilitate:
 - Secure preparation and distribution of board and board committees packs.
 - Secure remote access to governance documentation.
 - Structured meeting workflow management, including agenda configuration, resolution life cycle tracking, approval routing, and status tracking.
 - Secure electronic approval and signing of documents.
 - Confidential collaboration where appropriate.
- 3.4 The solution must enable Board members and executives to perform their governance responsibilities effectively, including while travelling domestically or internationally, without compromising security, confidentiality, or compliance with applicable legislation.
- 3.5 The RAF requires a solution for forty (40) end users and four (4) administrators.
- 3.6 The proposed solution must:
 - Be hosted in a secure cloud environment, within the borders of South Africa.
 - Be delivered on a Software-as-a-Service (SaaS) model.
 - Provide RAF with subscription-based licensing entitlements.
 - Ensure that RAF retains ownership and control of its data at all times.
- 3.7 The RAF has adopted a cloud-first digital transformation strategy in line with modern public sector ICT governance practices. In support of this strategy, RAF prioritises secure, scalable, SaaS solutions over on-premises deployments for governance and collaboration platforms. Accordingly, this requirement is limited to SaaS-based cloud deployments and does not support on-premises infrastructure implementation.

4. THE SCOPE OF REQUIREMENTS:

- 4.1. The successful bidder must provide a secure, cloud-based Board Pack Solution that enhances governance efficiency, transparency, confidentiality, auditability, and compliance.
- 4.2. The solution must meet both functional requirements (governance workflow capabilities) and security and compliance requirements (data protection and regulatory controls).
- 4.3. For ease of evaluation, bidders must clearly reference the section(s) of their detailed proposal where each requirement is addressed.

4.4. Business Requirements:

For ease of evaluation, bidders are required to provide a clear cross- reference to relevant section(s) of their proposal addressing each requirement below:

Note:

- **This section (4.1.1) serves as a cross-referencing matrix only.**
- **It does not form part of the evaluation/will not be scored independently.**

4.4.1. Solution Requirements

Category	Description	Indicate the section of the proposal that addresses this requirement
Identity and Authentication	The solution must: <ul style="list-style-type: none"> • Integrate with Microsoft Entra ID (previously known as Azure AD), for centralised authentication. Support Single SignOn (SSO) using secure industry-standard protocols (e.g., SAML 2.0, OAuth 2.0, OpenID Connect). • Support role-based access control (RBAC). 	
Archiving and Record Management	The proposed solution must have functionality to archive electronic board packs /documents. <hr/> The proposed solution must support long-term archiving of board documents and records. <hr/> The proposed solution must have search and retrieval functionality, to easily access historical documents and meeting records.	
Integration Requirements	The solution must: <ul style="list-style-type: none"> • Integrate with Microsoft Outlook Calendar. • Integrate with RAF Identity & Access Management systems. • Support integration with RAF cybersecurity monitoring systems. • Support secure integration via standard and open application programming interfaces (APIs). 	

Category	Description	Indicate the section of the proposal that addresses this requirement
<p>Document and Records Management</p>	<p>The solution must:</p> <ul style="list-style-type: none"> • Support keyword-based search across historical records. • Support search by date, meeting reference, committee reference. • Maintain document version history. • Prevent unauthorised access, modification and/or disclosure of stored records. • Have functionality to Create/ Add / Delete unlimited meeting packs, reports and documents for Board, Board Committees and Management Committees. • Have functionality to bookmark documents and be able to make annotations to their individual board packs and related documents. • enable users to view previous packs of a particular board /board committee in line with RAF records retention requirements. 	
<p>User and Role Management</p>	<p>The solution must:</p> <ul style="list-style-type: none"> • Support granular user role configuration aligned to least privilege principle. • Enforce separation of duties via defined roles. • Support onboarding and offboarding workflows. • Support scalability to accommodate future growth (licenses, additional users and improved performance) 	
<p>Reporting and Auditability</p>	<p>The solution must:</p> <ul style="list-style-type: none"> • Have functionality to generate attendance reports. • Generate voting outcome reports. • Generate user activity reports. • Support export of reports in standard formats (e.g., PDF, CSV). 	

Category	Description	Indicate the section of the proposal that addresses this requirement
	<ul style="list-style-type: none"> • Provide comprehensive audit logs of system access and activity • Have the capability to create custom reports to meet applicable data policies and compliance requirements. 	
<p style="text-align: center;">Governance Workflow and Meeting Management</p>	<p>The solution must:</p> <ul style="list-style-type: none"> • Have automated notifications and reminders for upcoming meetings and deadlines. • Allow creation, editing, publishing and archiving of meeting packs. • Support structured agenda management linked to documents. • Enable document-to-agenda linking. • Allow management of Board, Committee and Management Committee packs. • Enable controlled distribution of packs to authorised users. • Support version control with document status tracking (Draft / Final / Approved). • Maintain structured resolution lifecycle tracking, including draft, tabled, approved, rejected, deferred, and implemented statuses. • Enable management of round-robin approvals. • Maintain meeting attendance registers. 	
<p style="text-align: center;">Collaboration and Communication</p>	<p>The solution must:</p> <ul style="list-style-type: none"> • Support secure annotation functionality (private and shared where authorised). • Support minute drafting and controlled editing. • • Support secure in-platform communication functionality restricted to authorised board members and support staff • Maintain audit trails of collaborative activity. • Have functionality to make, share minutes and 	

Category	Description	Indicate the section of the proposal that addresses this requirement
	<p>save changes / notes.</p> <ul style="list-style-type: none"> • Have functionality to search for words within documents. 	
<p>Voting and Resolution Management</p>	<p>The solution must:</p> <ul style="list-style-type: none"> • Support structured electronic voting. • Automatically determine quorum in accordance with configurable rules. • Track voting results and abstentions. • Identify unresolved voting matters. • Maintain auditable voting records. 	
<p>Security & Compliance Requirements</p>	<p>The solution must comply with internationally recognised security standards and RAF's internal governance requirements.</p> <p>A. Data Protection & Encryption The solution must:</p> <hr/> <ul style="list-style-type: none"> • Provide a secure channel for user access and secure data transmission through standard industry protocols such as transport layer service (TLS). Implement technical controls to mitigate and restrict unauthorised data exfiltration (e.g., download restrictions, watermarking, access controls, link expiration). <p>B. Data Residency & Privacy Compliance The bidder must:</p> <hr/> <ul style="list-style-type: none"> • Disclose hosting region(s). • Data must be hosted in jurisdictions compliant with POPIA. Where hosted outside South Africa, the bidder must demonstrate equivalent data protection safeguards and cross-border transfer compliance. • Confirm compliance with POPIA and GDPR (where applicable). <p>C. Access & Device Control The solution must:</p>	

Category	Description	Indicate the section of the proposal that addresses this requirement
	<ul style="list-style-type: none"> • Prevent unauthorised download of board documentation. • Support device and/or session-based access controls (e.g., managed device restriction, IP restriction, session timeout policies, conditional access enforcement). • Support secure remote access. • Provide ability to revoke access remotely. • Maintain detailed access logs. <p>D. Audit Logs & Monitoring The solution must:</p> <hr/> <ul style="list-style-type: none"> • Maintain immutable audit logs. • Support log export compatible with RAF security logging and monitoring systems. • Retain logs for a minimum configurable period. <p>Clarification: Equivalent technical controls that achieve the same security outcome will be accepted, provided that the bidder clearly demonstrates how the proposed control meets the stated objective without requiring custom development not included in the proposed pricing.</p>	
<p>Electronic Signatures and Workflow Automation</p>	<p>The solution must:</p> <hr/> <ul style="list-style-type: none"> • Provide electronic signature capability compliant with the Electronic Communications and Transactions Act (ECTA), 2002, and capable of generating an auditable signature trail. • Maintain signature audit trail. • Support configurable approval routing. • Support escalation workflows. • Track document approval lifecycle. 	

Category	Description	Indicate the section of the proposal that addresses this requirement
Portability and Acceptability	<p>The solution must:</p> <ul style="list-style-type: none"> • Be accessible via a secure web interface. • Support secure access from approved mobile devices, tablets, and laptops. • Where offline access is supported, it must maintain equivalent security controls and ensure automatic synchronisation with audit logging upon reconnection. 	

4.4.2. Professional Services

The successful bidder shall provide implementation, post-implementation professional services, and ongoing support to ensure the secure, stable, and optimised operation of the Board Pack Solution throughout the contract period.

The service provider must deliver comprehensive technical support to enable RAF to ensure the solution’s smooth operation and continuous improvement. Professional services must be clearly distinguished from standard SaaS subscription support provided by the Original Equipment Manufacturer (OEM).

Here are the key aspects of the expected technical support services:

4.4.2.1. Once-off implementation Services

The bidder shall provide comprehensive once-off implementation services, which must include:

- Project initiation and planning, including a detailed implementation plan and project schedule.
- Configuration of the solution in alignment with RAF governance structures (Board, Committees, EXCO, Management Committees).
- Integration with RAF ICT systems, including but not limited to:
 - Microsoft Entra ID (Azure AD)
 - RAF Security Logging and Monitoring systems.
 - Email infrastructure (Microsoft Outlook)
 - Identity and Access Management (IAM) systems.
 - Configuration of user roles, access controls, and governance workflows.

- Security configuration in line with RAF security requirements in line with Section 4.1.1 (Security & Compliance Requirements).
- Testing, including User Acceptance Testing (UAT).
- Go-live support and hypercare support for a defined stabilisation period (minimum period to be proposed by bidder).
- The bidder must clearly define:
 - Implementation duration
 - Key deliverables
 - Resource allocation
 - Project governance structure

4.4.2.2. Post Implementation professional services

The bidder is expected to provide 20 hours per month of post implementation professional services; these professional services may include:

- Advanced configuration changes.
- Governance workflow enhancements.
- Integration enhancements.
- Performance tuning to ensure acceptable system responsiveness under normal operational load.
- Technical troubleshooting beyond standard SaaS support.
- Advisory workshops.
- Platform optimisation sessions.
- Security configuration adjustments.
- Reporting configuration.

Important Clarification:

Post-implementation professional services:

- Are not a substitute for OEM subscription maintenance and support included in the SaaS licensing model.
- Will be requested by RAF on a needs basis and are not guaranteed or pre-committed.
- Must be pre-approved in writing by RAF before the services are performed.
- Must be clearly itemised in monthly usage reports or timesheets submitted with the invoice.
- Must be billed strictly according to the agreed hourly rate and actual hours utilised.

The bidder must specify:

- Hourly rate.
- Response time for professional service requests.

- Escalation model.
- Maximum turnaround time for standard change requests.

4.4.2.3. Standard Maintenance & OEM Support

The bidder must distinguish clearly between:

- Included SaaS subscription support; and
- Chargeable professional services.

4.4.2.4. Data Portability and Exit Management

Upon termination or expiry of the contract, the bidder must:

- Provide RAF with a complete export of all RAF data in an industry-standard, machine-readable format (e.g., CSV, XML, JSON or equivalent).
- Ensure that all exported data includes associated metadata, audit logs, and governance records where applicable.
- Provide reasonable transition assistance for a minimum period of thirty (30) calendar days to facilitate migration to a replacement solution.
- Confirm in writing the secure deletion of RAF data from the bidder's systems after successful handover, subject to any legal retention obligations.

Any additional costs to be charged for data export upon contract expiry should be specified in the pricing schedule.

4.4.3. Training and Onboarding

The bidder shall provide comprehensive onboarding and training services to ensure effective adoption and secure use of the Board Pack Solution.

4.4.3.1. User Training

The bidder must provide a comprehensive training program for forty (40) RAF board and EXCO members.

Training must include:

- Live instructor-led training sessions (virtual and/or in-person).
- Practical demonstrations aligned to RAF governance workflows.
- Secure usage guidance (e.g., document handling, confidentiality controls).
- Electronic user manuals.
- Quick reference guides.
- Recorded training sessions for future onboarding.

Training must be structured to accommodate:

- Board members with varying levels of technical proficiency.

- Remote participation where necessary.

4.4.3.2. Administrator and Technical Training

The bidder must provide technical training for four (4) ICT administrators (including two (2) Company Secretariat personnel). Technical training must include:

- User role configuration.
- Governance workflow configuration.
- Security configuration.
- Reporting functionality.
- Audit log access.
- Basic troubleshooting.
- Integration management.
- Data export procedures.

The bidder must provide:

- Detailed administrator manuals.
- Configuration documentation.
- Escalation procedures.

4.4.3.3. Onboarding and Adoption Support

The bidder must provide onboarding assistance, including:

- Initial system configuration support.
- Governance structure mapping.
- Data migration assistance (if applicable).
- Adoption support during initial Board cycles.
- Stabilisation period support.

The bidder must specify:

- Duration of onboarding support.
- Adoption milestones.
- Post-go-live support period.

5. EVALUATION CRITERIA AND METHODOLOGY

The Evaluation Process shall be conducted under the following phases:

Phase 1: Initial Screening Process - All submitted bids will undergo an initial administrative screening to verify compliance with the RAF Request for Bid (RFB) submission requirements, including submission of required returnable documents.

Phase 2: Mandatory Evaluation Process - At this phase Bid Responses are evaluated as per the evaluation criteria specified in the Request for Bid (RFB) document for compliance to Mandatory Requirements. Bidder(s) who met the Mandatory Requirements will be evaluated further on Technical Requirements. Failure to comply with all mandatory requirements will result in disqualification, and such bids will not proceed to Phase 3.

Phase 3: Functionality Evaluation and Solution Demonstration

Phase 3 consists of two parts:

Part A: Functionality Evaluation - Bidder(s) must meet the minimum threshold of 70 points out of 100 points allocated at Technical Evaluation to be evaluated further on Part B (Solution Demonstration). Only bidders meeting this minimum threshold will proceed to the demonstration stage.

Part B: Solution Demonstration - Shortlisted bidder(s) will be required to deliver a live demonstration of the proposed solution in line with the requirements of this RFB document. Bidders must achieve a minimum score of 70 out of 100 points to proceed to the next stage of the evaluation (Phase 4 Price and Specific Goals). Bidders who do not achieve a minimum score of 70 out of 100 points will not be eligible to proceed further with the evaluation and will be disqualified.

Phase 4: Price and Specific Goals evaluation - Bidders who successfully pass Phase 3 (Part A and Part B) will be evaluated on Price; and Specific Goals as per the preferential point system specified in the RFB document.

5.1 MANDATORY REQUIREMENT (PHASE 2)

All Bidders who fail to comply with all Mandatory Requirements will be disqualified and will not proceed to technical evaluation on the functional requirements.

Bidder must indicate compliance by ticking (√) correct box indicating that they either “Comply” OR “Not Comply” and must provide supporting documentation as required for each mandatory requirement.

The RAF reserves the right to verify all submitted information.

5.1.1 Mandatory – OEM Certification/Accreditation	Comply	Not Comply
<p>The Bidder must be an Original Equipment Manufacturer (OEM)-licensed or accredited Partner, reseller, Supplier of the proposed Board Pack solution.</p> <p>Note: The bidder must provide valid (not expired) documentary proof issued by the OEM confirming the bidder’s accreditation or partnership status.</p> <p>Where the OEM does not have a direct partner relationship with its partners or resellers and partners with resellers through exclusive partners such as distributors or exclusive partners, bidders must provide proof of their partnership and eligibility to resell the proposed OEM solution from the distributor and provide additional proof of the exclusive partner/distributor with the OEM, in the form of an OEM partnership certificate or letter.</p> <p>Where the bidder is the OEM, a letter must be provided, confirming that the bidder is the OEM of the proposed solution.</p> <p>The RAF reserves the right to verify the authenticity of such certification with the OEM and/or seek clarity on the certificate or letter.</p> <p>Failure to provide valid OEM accreditation will result in disqualification.</p>		
5.1.2 Mandatory – Company Track Record	Comply	Not Comply
<p>Company Track Record</p> <p>The bidder must provide a minimum of two (2) reference letters relating to the implementation/management of a Board Pack Solution within the last seven (7) years. Only reference letters that depict work in the past 7 years will be considered. References may include international implementations of similar scale.</p>		

<p>Each reference letter must:</p> <ul style="list-style-type: none"> • Be on the Client’s official letterhead. • Indicate the nature of solution and/or services provided. • Indicate the date or year in which the services were rendered (N.B the date on which the letter was signed will not be accepted as the date when the services were rendered). Where the implementation date/year falls on the seventh year from this RFB’s closing date, reference letters must include the implementation date with the month/year or day/month/year period, to allow for an accurate evaluation of the period since the services were rendered. • Include contact details for verification. <p>Note: Only reference letters relating to comparable Board Pack or Board Management or Board Governance solutions will be considered.</p> <p>The RAF reserves the right to verify submitted reference letters.</p> <p>Failure to meet this requirement will result in disqualification.</p>		
<p>5.1.3 Mandatory – Deployment Model (SaaS)</p>	<p>Comply</p>	<p>Not Comply</p>

<p>The proposed solution must be deployed as a (SaaS) model and must not require on-premises infrastructure (on-premises servers or hardware) within RAF's environment. The bidder must provide proof that the proposed solution is a SaaS deployment by providing the following:</p> <ul style="list-style-type: none"> • Any extract from the official system architecture or deployment/installation documentation SaaS capability. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • A formal letter from the OEM confirming SaaS deployment support. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Clear documentation within the bidder's proposal alludes to the solution being a SaaS solution or supporting a SaaS deployment architecture. <p>N. B. The RAF reserves the right to verify the SaaS deployment capability directly with the OEM.</p> <p>Failure to demonstrate SaaS deployment capability will result in disqualification.</p>		
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Note: Failure to comply with all the mandatory requirements shall lead to disqualification.

5.2 TECHNICAL / FUNCTIONAL CRITERIA (PHASE 3 – PART A)

The Technical / Functional Evaluation will be scored out of 100 points.

Bidders must achieve a minimum threshold of 70 out of 100 points to proceed to Phase 3 – Part B (Solution Demonstration).

Evaluation will be conducted based on the following criteria:

Technical / Functional Criteria	Points										
<p>5.2.1 Team Experience (Maximum 20 Points)</p> <p>The bidder must nominate two (2) key personnel:</p> <ul style="list-style-type: none"> • Project Manager • Board Pack Solution Engineer / Administrator <p>The bidder must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • Detailed CVs of the Project Manager and Board Pack Solution Administrator/Engineer. The CVs must clearly highlight areas of competence and years of experience. • CVs must include the start date and end date for required experience in the following date format day, month and year or year and month, to enable the relevant experience to be accurately evaluated. <p>Each resource will be evaluated individually, and their combined score will contribute to the total of 20 points.</p> <p>5.2.1.1 Project Manager</p> <p>The nominated project manager must meet the following minimum requirements:</p> <ul style="list-style-type: none"> • At least five (5) years' ICT Project Management experience, <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • Recognised Project Management Certification (e.g. PMBOK, AgilePM, PRINCE 2 or PMP). <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Equivalent project management qualification at Diploma level or higher. <p>Copies of Project Management Certification/qualification(s) must be provided.</p>	<p>20</p>										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" data-bbox="102 1451 1166 1503" style="text-align: center;">Scoring Matrix</th> </tr> <tr> <th data-bbox="102 1503 906 1603" style="text-align: left;">Years of experience in ICT Project Management, and Certification/Qualifications of the Project Manager</th> <th data-bbox="906 1503 1166 1603" style="text-align: center;">Score</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 1603 906 1809">Resource, experience, and certificate(s)/qualifications not provided/ Resource, experience and certificate(s)/qualifications provided do not meet the minimum requirements</td> <td data-bbox="906 1603 1166 1809" style="text-align: center;">0</td> </tr> <tr> <td data-bbox="102 1809 906 1910">Resource, experience, and certificate(s)/qualifications provided and meets the minimum requirements.</td> <td data-bbox="906 1809 1166 1910" style="text-align: center;">5</td> </tr> <tr> <td data-bbox="102 1910 906 2011">Resource, experience, and certificate(s)/qualifications provided and exceeds the minimum requirements (e.g. > 5</td> <td data-bbox="906 1910 1166 2011" style="text-align: center;">10</td> </tr> </tbody> </table>		Scoring Matrix		Years of experience in ICT Project Management, and Certification/Qualifications of the Project Manager	Score	Resource, experience, and certificate(s)/qualifications not provided/ Resource, experience and certificate(s)/qualifications provided do not meet the minimum requirements	0	Resource, experience, and certificate(s)/qualifications provided and meets the minimum requirements.	5	Resource, experience, and certificate(s)/qualifications provided and exceeds the minimum requirements (e.g. > 5	10
Scoring Matrix											
Years of experience in ICT Project Management, and Certification/Qualifications of the Project Manager	Score										
Resource, experience, and certificate(s)/qualifications not provided/ Resource, experience and certificate(s)/qualifications provided do not meet the minimum requirements	0										
Resource, experience, and certificate(s)/qualifications provided and meets the minimum requirements.	5										
Resource, experience, and certificate(s)/qualifications provided and exceeds the minimum requirements (e.g. > 5	10										

years + advanced certification)		
<p>5.2.1.2 Board Pack Solution Engineer/Administrator</p> <p>The proposed Board Pack Solution Engineer/Administrator must meet the following requirements:</p> <p>At least three (3) years' experience implementing and/or supporting Board Pack/Board Management/Board Governance Solutions.</p>		
Scoring Matrix		
Years of experience in implementing/Support Board Pack/Board Management/Board Governance solutions, and Certification/Qualifications of the Board Pack Solution Engineer/Administrator	Score	
Resource, experience not provided/ Resource, experience provided do not meet the minimum requirements.	0	
Resource, experience, and provided and meet the minimum requirements.	5	
Resource, experience provided and exceeds the minimum requirements ((e.g., > 3 years + multiple implementations)	10	

<p>5.2.2 Solution Proposal (Maximum 50 Points)</p> <p>The bidder must submit a detailed technical proposal addressing the functional requirements.</p> <p>Scoring will be based on the number of requirements fully met in each category.</p> <p>The bidder must provide a detailed technical proposal of the Board Pack Solution addressing the functional requirements.</p> <p>Scoring will be based on the number of requirements fully met in each category.</p> <p>Only requirements clearly addressed in the proposal will be scored.</p>			
Category	Description	Scoring Matrix	Points
1. Identity & Access Management	<p>The proposed solution must:</p> <ul style="list-style-type: none"> Integrate with Microsoft Entra ID (previously known as Azure AD), for centralised authentication. Support Single Sign-On (SSO) using secure industry-standard protocols (e.g., SAML 2.0, OAuth 2.0, OpenID Connect). Support role-based access 	<p>0 Points – 1 or No Requirements Met</p> <p>3 Points – 2 Requirements Met</p> <p>6 Points – All 3 Requirements Met</p>	6

	control (RBAC).		
2. Records Management & Archiving	<p>The proposed solution must:</p> <ul style="list-style-type: none"> • Support archiving of electronic board packs/documents. • Support long-term archiving aligned to RAF retention requirements. • Enable retrieval of historical packs and meeting records. • Support search and retrieval functionality, to easily access historical documents and meeting records, including advanced search based on keywords, dates and committee references. 	<p>0 Points – 1 or No Requirement Met 2 Points – 2 Requirements Met 3 Points – 3 Requirements Met 5 Points – All 4 Requirements Met</p>	5
3. Integration & Interoperability	<p>The proposed solution must:</p> <ul style="list-style-type: none"> • Support secure identity integration with the RAF ICT environment (including but not limited to Microsoft Entra ID), or equivalent secure identity integration mechanisms. • Support secure calendar integration with RAF's scheduling environment (including but not limited to Microsoft Outlook Calendar), or equivalent secure calendar integration mechanisms. • Support secure integration through standard APIs, supported connectors, or equivalent industry-standard integration mechanisms. 	<p>0 Points – No Requirement Met 1 Point – 1 Requirement Met 3 Points – 2 Requirements Met 5 Points – All 3 Requirements Met</p>	5
4. Meeting & Agenda Management	<p>The proposed solution must:</p> <ul style="list-style-type: none"> • Create/Add/Delete meeting packs for Board and Committees. • Link documents to meeting agendas. • Support meeting document management. • Provide automated meeting notifications and reminders. 	<p>0 Points – No Requirement Met 2 Points – 1 Requirement Met 4 Points – 2 Requirements Met 6 Points – 3 Requirements Met 7 Points – All 4 Requirements Met</p>	7

5. Document Collaboration Capabilities &	<p>The proposed solution must:</p> <ul style="list-style-type: none"> • Support bookmarking and annotations. • Enable minute creation and version saving. • Support real-time collaboration (comments, discussion threads). • Support secure messaging. • Support in-document keyword search. 	<p>0 Points – 1 or No Requirements Met. 2 Points – 2 Requirements Met 4 Points – 3 Requirements Met 5 Points – 4 Requirements Met 6 Points – All 5 Requirements Met</p>	6
6. Reporting & Governance Oversight	<p>The proposed solution must:</p> <ul style="list-style-type: none"> • Report on meeting attendance. • Report on voting status. • Provide quorum validation capability. • Display unresolved or non-consensus vote topics. • Provide automated governance notifications and reminders. 	<p>0 Points – 1 or No Requirement Met 2 Points – 2 Requirements Met 3 Points – 3 Requirements Met 4 Points – 4 Requirements Met 5 Points – All 5 Requirements Met</p>	5
7. Security & Compliance	<p>Solution Security Compliance:</p> <ul style="list-style-type: none"> • The proposed solution must provide a secure channel for user access and secure data transmission through standard industry protocols such as transport layer service (TLS). • The proposed solution must have the capability to mitigate and restrict unauthorised data exfiltration (e.g., download restrictions, watermarking, access controls, link expiration). • The solution must main immutable audit logs and log export compatible with RAF security logging and monitoring systems. 	<p>0 Points – No Requirements Met 1 Point – 1 Requirement Met 3 Points – 2 Requirements Met 5 Points – All 3 Requirements Met</p>	5
8. Data Residency and Compliance	<p>Data Residence and Privacy Compliance:</p> <ul style="list-style-type: none"> • The bidder must disclose the region where the proposed 	<p>0 Points – No Requirements Met 1 Point – 1 Requirement Met</p>	4

	<p>solution will be hosted.</p> <ul style="list-style-type: none"> The proposed solution must be hosted in jurisdictions compliant with POPIA. The solution must be hosted within South Africa or where the system is hosted outside South Africa, the bidder must demonstrate equivalent data protection safeguards and cross-border transfer compliance such as GDPR (where applicable). 	<p>2 Points – 2 Requirements Met</p> <p>4 Points – All 3 Requirements Met</p>	
9. E-Signature & Approval Workflow	<p>The proposed solution must:</p> <ul style="list-style-type: none"> Support electronic signature capability. Support workflow automation for document approvals. Support document versioning aligned to approval status. 	<p>0 Points – No Requirement Met</p> <p>1 Point – 1 Requirement Met</p> <p>2 Points – 2 Requirements Met</p> <p>4 Points – All 3 Requirements Met</p>	4
10. Portability & Remote Accessibility	<p>The proposed solution must:</p> <ul style="list-style-type: none"> Support access via mobile phones, tablets, and laptops. Allow secure access from RAF and non-RAF locations. 	<p>0 Points – No Requirement Met</p> <p>2 Points – 1 Requirement Met</p> <p>3 Points – All Requirements Met</p>	3
TOTAL POINTS			50

<p>5.2.3 Implementation Plan (Maximum: 15 Points)</p> <p>The bidder must submit, as part of the proposal, a comprehensive project implementation and transition plan, demonstrating how the proposed Board Pack solution will be deployed, configured, integrated, and transitioned into operational use at RAF. The plan must clearly address the following:</p> <p>Required Components:</p> <ul style="list-style-type: none"> i) Detailed project plan with defined phases ii) Clear project activities and deliverables iii) Defined milestones and timelines iv) Identified project resources (roles and responsibilities) v) Implementation methodology (e.g., Agile, PRINCE2, hybrid) vi) Integration approach with RAF Identity & Access Management and ICT environment vii) Data migration approach (if applicable) viii) Governance onboarding and change management approach ix) Risk management and mitigation strategy during implementation x) Post-implementation stabilisation and support transition plan 	15
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Scoring Matrix		
Implementation and Transition Plan Quality	Score	
No implementation plan provided OR provided plan addresses four (4) or less of the required components.	0	
Plan addresses 5 – 6 required components.	5	
Plan addresses 7 – 8 required components.	10	
Plan addresses 9 – 10 required components.	15	
<p>5.2.4 Training and Knowledge Transfer Plan (Maximum: 15 Points)</p> <p>The bidder is required to provide a comprehensive Training and Knowledge Transfer Plan outlining how RAF personnel will be trained and enabled to independently operate and administer the proposed Board Pack Solution. The Plan must clearly address the following:</p> <p>Required Components:</p> <ul style="list-style-type: none"> i. End-user training plan for Forty (40) Executives and Board Members ii. Technical training plan for Four (4) System Administrators/Superusers iii. Training timelines and duration iv. Delivery method (classroom, virtual, hybrid, self-paced modules) v. Training materials to be provided (manuals, guides, recordings, job aids) vi. Knowledge transfer plan during implementation phase vii. Post-implementation knowledge retention strategy viii. Provision for refresher training or onboarding of future board members ix. Clear indication of associated training costs 		15
Scoring Matrix		
Training and Knowledge/Skills Transfer Plan	Score	
No plan provided OR plan addresses 3 or less of the required components	0	
Plan addresses 4–6 required components with limited structure	5	
Plan addresses 7–8 required components.	10	
Plan addresses all required components.	15	
TOTAL POINTS		30
Minimum Threshold		70
Total		100

Bidders who score a minimum threshold of 70 out of 100 points on Technical/Functional Evaluation (Phase 3 – Part A) will be considered for further evaluation in Phase 3 – Part B (Solution Demonstration). Bidders who fail to attain the required minimum threshold will not be evaluated further.

Only bidders who achieve a minimum score of **70 out of 100 points** during the Solution Demonstration (Phase 3 – Part B) will proceed to Phase 4 (Price and Specific Goals).

5.3 SOLUTION DEMONSTRATION (PHASE 3 PART B)

Shortlisted bidders will be required to provide a live technical demonstration of the proposed solution to illustrate how the solution meets the solution/technical requirements as outlined in this RFB, specifically those evaluated in the Phase 3 - Part A (Technical Evaluation Section).

Bidders will be given a maximum of five (5) days' notice prior to the demonstrations.

Only functionality demonstrated live will be scored.

NB: Only bidders that meet the minimum threshold of 70 points scored during the solution demonstration will be evaluated further for Price and Specific Goals (Phase 4).

The following will be evaluated during this phase:

Category	Description	Scoring Matrix	Points	Comments
1) Identity & Authentication	<p>The bidder must demonstrate:</p> <ul style="list-style-type: none"> Integration with Microsoft Entra ID for centralised authentication. Support for SSO using secure industry-standard protocols (e.g., SAML 2.0, OAuth 2.0, OpenID Connect). Role-based access control support 	<ul style="list-style-type: none"> 0 Points – 1 or No Requirements Demonstrated 6 Points – 2 Requirements Demonstrated 12 Points – 3 Requirements Demonstrated 	12	

Category	Description	Scoring Matrix	Points	Comments
2) Archiving and Record Management	The bidder must demonstrate: <ul style="list-style-type: none"> • Archiving of board packs/documents. • Long-term archival configuration of documents and records. • Retrieval of historical packs. • Search and retrieval functionality, to easily access historical documents and meeting records. 	<ul style="list-style-type: none"> • 0 Points – 1 or No Requirement Demonstrated • 4 Points – 2 Requirements Demonstrated • 6 Points – 3 Requirements Demonstrated • 10 Points – All 4 Requirements Demonstrated 	10	
3) Integration Requirements	The bidder must demonstrate: <ul style="list-style-type: none"> • Integration with Microsoft Outlook Calendar. • Integration with RAF Identity & Access Management systems. • integration with RAF cybersecurity monitoring systems (SIEM). 	<ul style="list-style-type: none"> • 0 Points – No Requirement Demonstrated • 2 Points – 1 Requirement Demonstrated • 6 Points – 2 Requirements Demonstrated • 10 Points – All 3 Requirements Demonstrated 	10	

Category	Description	Scoring Matrix	Points	Comments
4) Meeting & Agenda Management	The bidder must demonstrate: <ul style="list-style-type: none"> • Creation and management of meeting packs. • Linking of documents to agendas. • Agenda configuration capability. • Automated meeting notifications. 	<ul style="list-style-type: none"> • 0 Points – No Requirement Demonstrated • 4 Points – 1 Requirements Demonstrated • 8 Points – 2 Requirements Demonstrated • 12 Points – 3 Requirements Demonstrated • 14 Points – all 4 Requirements Demonstrated 	14	
5) Document & Collaboration Capabilities	The bidder must demonstrate: <ul style="list-style-type: none"> • Annotations and bookmarking. • Minute creation and version saving. • Real-time collaboration. • Secure messaging. • In-document search functionality. 	<ul style="list-style-type: none"> • 0 Points – 1 or Less Requirements Demonstrated • 4 Points – 2 Requirements Demonstrated • 8 Points – 3 Requirements Demonstrated • 10 Points – 4 Requirements Demonstrated • 12 Points – All 5 Requirements Demonstrated 	12	

Category	Description	Scoring Matrix	Points	Comments
6) Reporting & Governance Oversight	<p>The bidder must demonstrate:</p> <ul style="list-style-type: none"> • Attendance reporting. • Voting status reporting. • Quorum validation. • Non-consensus vote tracking. • Automated governance workflow notifications (e.g., meeting publication alerts, voting reminders, quorum alerts, resolution escalation notifications). 	<ul style="list-style-type: none"> • 0 Points – 1 or No Requirement Demonstrated • 4 Points – 2 Requirements Demonstrated • 6 Points – 3 Requirements Demonstrated • 8 Points – 4 Requirements Demonstrated • 10 Points – All 5 Requirements 	10	
7) Security & Compliance	<p>The bidder must demonstrate live security and compliance capabilities of the proposed solution, including the following controls:</p> <ul style="list-style-type: none"> • Secure user access and secure data transmission using standard industry encryption protocols such as Transport Layer Service (TLS). 	<ul style="list-style-type: none"> • 0 Points – No Requirements Demonstrated • 5 Points – 1 Requirement Demonstrated • 10 Points – 2 Requirements Demonstrated • 14 Points – 3 Requirements Demonstrated • 18 Points – All 4 Requirements Demonstrated 	18	

Category	Description	Scoring Matrix	Points	Comments
	<ul style="list-style-type: none"> <li data-bbox="376 212 804 496">• Controls to mitigate and restrict unauthorised data exfiltration (e.g., download restrictions, watermarking, access controls, link expiration). <li data-bbox="376 517 804 801">• Audit logging capabilities, including immutable activity logs and the ability to export logs compatible with RAF security monitoring and logging systems. <li data-bbox="376 821 804 1106">• User lifecycle and authorisation management, including user creation, modification of access rights and user deactivation or removal 			

Category	Description	Scoring Matrix	Points	Comments
8) E-Signature & Approval Workflow	<p>The bidder must demonstrate:</p> <ul style="list-style-type: none"> • Electronic signature capability. • Workflow routing for approvals. • Version control aligned to approval status. 	<ul style="list-style-type: none"> • 0 Points – No Requirements Demonstrated • 3 Points – 1 Requirement Demonstrated • 5 Points – 2 Requirements Demonstrated • 8 Points – All 3 Requirements Demonstrated 	8	
9) Portability & Remote Accessibility	<p>The proposed solution must:</p> <p>Support access via mobile phones, tablets, and laptops.</p> <p>Allow secure access from RAF and non-RAF locations.</p>	<ul style="list-style-type: none"> • 0 Points – No Requirement Demonstrated • 4 Points – 1 Requirement Demonstrated • 6 Points – All Requirements Demonstrated 	6	
TOTAL POINTS			100	

Solution Demonstration Total Score

#	Category	Total Maximum Points Scorable	Total Scored at Demonstration	Comments
1	Identity & Access Management	12		
2	Records Management & Archiving	10		
3	Integration and Interoperability	10		
4	Meeting & Agenda Management	14		
5	Document & Collaboration Capabilities	12		
6	Reporting and Governance Oversight	10		
7	Security and Compliance	18		
8	E-signature and Approval Workflow	8		
9	Portability and Remote Accessibility	6		
TOTAL POINTS		100		

5.4 PRICE AND SPECIFIC GOALS (PHASE 4)

The evaluation for Price and Specific Goals shall be based on the 80/20 preference point system and points will be allocated as follows:

Evaluation criteria				Points
1.	Price			80
2.	Specific Goals			20
	#	Specific Goal	Proof	Points Allocation
	1	South African citizen who had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 200 of 1983) or the Constitution of the Republic of South Africa, 1996. (Minimum 51% ownership or more)	CSD Report	10
	2	Women Ownership (minimum 51% ownership or more)	ID copy / CSD report	8
	3	Persons with disabilities (minimum 51% ownership or more)	Valid medical certificate issued by an accredited medical practitioner.	2

5.5 PRICING SCHEDULE

This annexure should be completed and signed by the Bidder's authorised personnel.

NB: PLEASE PROVIDE COST BREAK-DOWN FOR EACH DELIVERABLE IN SEPARATE PAGE WITH NO TERMS AND CONDITIONS.

All prices must be VAT inclusive and must be quoted in South African Rand (ZAR). The pricing will be added to determine the total cost of the services for comparison purposes to award the bid.

Total Contract Value

The Total 5-Year Contract Value shall consist only of:

- Subscription costs for 44 licences.
- Once-off implementation costs.
- Training costs.
- Professional support services calculated using an assumed utilisation of up to twenty (20) hours per month for evaluation purposes only.

Pricing for additional licences and additional professional services beyond the allocated monthly support shall not form part of the evaluated Total Contract Value but must be disclosed separately for transparency and future contractual use.

Please indicate your total bid price here (five-year contract value - (VAT inclusive) R..... (Compulsory)

Important: It is mandatory to indicate your total bid price as requested above. This price must be the same as the total bid price you submit in your pricing schedule. Should the total bid prices differ, the one indicated above shall prevail for evaluation purposes.

5.6 Escalation and Pricing Principles

- 1) Subscription pricing for Years 2–5 must either:
 - a) Remain fixed for the entire five (5) year contract period, OR
 - b) Be subject to a fixed annual escalation percentage declared at bid stage.
- 2) Where escalation is applied:
 - The escalation percentage must be fixed and capped.
 - CPI-linked, floating, market-adjusted, foreign exchange adjusted, or index-linked escalation formulas will not be accepted.
 - Escalation must apply uniformly across all recurring subscription components.
- 3) If no escalation percentage is disclosed, pricing will be deemed fixed for the full five (5) year period.
- 4) All pricing must include any costs associated with:
 - Licensing
 - Hosting
 - Security controls
 - Integration
 - Compliance requirements

- Reporting capabilities
 - Standard OEM maintenance and support
- 5) No additional platform fees, administrative fees, pass-through costs, third-party charges, currency adjustments, or hidden costs will be accepted outside this pricing schedule unless formally approved through contract variation procedures in accordance with applicable procurement legislation and in line with RAF policies, at the sole discretion of RAF.

5.7 Subscription Pricing (Recurring Costs)

44 Board Pack Solution Subscription Licenses

Deliverables	Price Year 1 Base Price (Supply, Installation & configuration)	Escalation % (if applicable)	Price Year 2	Price Year 3	Price Year 4	Price Year 5	Total Five-Year Value
44 Board Pack Solution Subscription Licenses	R	___% OR Fixed	R	R	R	R	R

5.8 Once-Off Costs (No Escalation Permitted)

These costs must be fixed and applicable only in Year 1.

Item	Year 1 Price	Notes
Implementation & Configuration	R	Fixed
User Training (40 Personnel)	R	Fixed
Technical Training (4 Personnel)	R	Fixed
Data Migration (if applicable)	R	Fixed
Total Once-Off Costs	R	

5.9 Professional Support Services (Usage-Based)

Professional support services shall be provided on a usage basis and billed only for actual hours utilised, subject to RAF approval.

Bidders must quote a fixed hourly rate for professional support services. This hourly rate will be used for evaluation purposes and for billing where such services are requested by RAF.

RAF does not guarantee any minimum number of support hours during the contract period.

Item	Unit Rate (VAT Inclusive)	Escalation % (if applicable)	Estimated Annual Value*	Estimated 5-Year Value*
Professional Support Services	R ___ per hour	___ % or Fixed	R ___	R ___

* Estimate values must be calculated using **an assumed utilisation of up to twenty (20) hours per month for evaluation purposes only.**

* The assumption is used solely to ensure consistent price comparison between bidders during evaluation.

* This assumption does not constitute a minimum commitment by RAF and does not guarantee that such hours will be utilised.

5.10 Billing and Approval Conditions

- Professional services:
 - Will be requested by RAF on a needs basis.
 - Must be approved in writing by the authorised RAF representative before services are performed; and
 - Will be billed strictly according to the agreed hourly rate and actual hours utilised.
 - Must be supported by detailed service reports or time sheets submitted with each invoice
- RAF reserves the right to:**
- Approve or decline professional services requests
 - Limit the number of hours approved per request or per month
 - Verify time sheets and supporting documentation before payment.

5.11 Additional License Pricing

N.B. Pricing for additional licence must be disclosed . These costs shall not form part of the Total 5-Year Contract Value but will be used for transparency and potential future contractual requirements.

The bidder must disclose pricing applicable for additional user licenses should RAF require expansion during the contract period.

Item	Unit Price Year 1	Escalation % (if applicable)
Additional User License (Per User)	R	___ % OR Fixed

Important:

- In the event of any discrepancy between the annual breakdown and the stated Total 5-Year Contract Value, the Total 5-Year Contract Value shall prevail for evaluation purposes.
- Bidders are responsible for ensuring arithmetic accuracy. RAF reserves the right to correct obvious arithmetical errors in accordance with applicable procurement regulations.

Bidder’s Name:

.....

Signature:

Date:

NATIONAL TREASURY

Republic of South Africa



**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
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
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25. Force Majeure
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27. Settlement of disputes
28. Limitation of liability
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33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

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 anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 “Day” means calendar day.
 - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
 - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

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

obligations of the supplier covered under the contract.

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

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

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

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

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

- 16. Payment**
- 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.

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| 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 (NIP) Programme | 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation. |
| 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.