

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DBE208	CLOSING DATE:	17 October 2025	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER OR CONSORTIUM OF SERVICE PROVIDERS FOR THE PROCUREMENT OF CLASSROOM LIBRARY BOXES, PRINTING OF READING BOOKS, DESIGN AND PRINTING OF ACCOMPANYING MATERIAL, AS WELL AS WAREHOUSING AND DISTRIBUTION TO 555 SCHOOLS IN TWO DISTRICTS IN THE MPUMALANGA PROVINCE.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
MAIN ENTRANCE / RECEPTION, SOL PLAAJIE HOUSE					
DEPARTMENT OF BASIC EDUCATION					
222 STRUBEN STREET					
PRETORIA					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms N Metula		CONTACT PERSON	Ms M Modiba	
TELEPHONE NUMBER	012 357 3134		TELEPHONE NUMBER	012 357 4140	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	tenders@dbe.gov.za		E-MAIL ADDRESS	Modiba.M@dbe.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

NOTICE TO ALL PROSPECTIVE BIDDERS

BID NO : DBE208
CLOSING DATE : 17 October 2025
TIME : 11:00

Non-compulsory briefing session will be held as follows

DATE : 02 October 2025
VENUE : Microsoft Teams
TIME : 10:00 until 11:00
CONTACT PERSON : Ms Nthabiseng Metula
TEL : (012) 357 3134

Bidders who are interested in joining the session should send their email address to Tenders@dbe.gov.za, a day before the date of the session for logistics purposes. The due date is 01 October 2025

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

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: DBE208
Closing Time: 11:00	Closing date: 17 October 2025

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
		Appointment of service provider or consortium of service providers for the procurement of Classroom Library Boxes, printing of reading books, design and printing of accompanying material as well as warehousing and distribution to 555 schools in two districts in the Mpumalanga Province. Refer to paragraph 7.1.2 of the Terms of Reference	R.....

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- 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
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER OR CONSORTIUM OF SERVICE PROVIDERS FOR THE PROCUREMENT OF CLASSROOM LIBRARY BOXES, PRINTING OF READING BOOKS, DESIGN AND PRINTING OF ACCOMPANYING MATERIAL, AS WELL AS WAREHOUSING AND DISTRIBUTION TO 555 SCHOOLS IN TWO DISTRICTS IN THE MPUMALANGA PROVINCE.

1. AIM

To appoint a Service Provider or Consortium of Service Providers to supply the Department of Basic Education (DBE) with Classroom Library Boxes and related materials for Grades 2 and 3. This includes the printing of books, designing and printing of related materials as set out in the specifications, and handling warehousing and distribution of the Classroom Library Boxes and accompanying materials to 555 primary schools in the Ehlanzeni and Nkangala Districts in the Mpumalanga Province once off.

2. BACKGROUND

- 2.1. The DBE is currently piloting the Systemic Improvement of Languages and Numeracy Project (SILN) in an effort to enhance literacy and numeracy outcomes in the Foundation Phase.
- 2.2. The SILN project is being piloted in two districts, namely Ehlanzeni and Nkangala, in the Mpumalanga Province.
- 2.3. The SILN project consists of various components, with this particular component focusing on enhancing literacy in the schools that have been identified.
- 2.4. Therefore, the DBE intends to provide Classroom Library Boxes containing relevant accompanying materials for Grade 2 and Grade 3 classes in the participating primary schools.
- 2.5. The project objectives are to:
 - improve the pedagogical practices and skills for Grades 2 and 3 in the subjects of Home Languages and English First Additional Language;

- supply the classroom library boxes with relevant and grade appropriate material to aid the institutional capabilities of the teachers and support more effective teaching and learning; and
- test the model for wider replication.

3. SCOPE OF WORK

The successful bidder(s) is / are expected to perform the following key programme activities:

- 3.1. Supply classroom library boxes for delivery to the 555 pilot primary schools for Grade 2 and Grade 3 classes in the Ehlanzeni District and Nkangala Districts in the Mpumalanga Province – (See Annexure F: List of schools with addresses).
- 3.2. Label each library box as per the directives and specifications in 4.2.
- 3.3. Print the quantities of Grade 2 and Grade 3 reading books in accordance with the directives and specifications in 4.3 and Annexures A1 – A5. The Service Provider will be supplied with print ready files.
- 3.4. Design, print and laminate book management charts as per the directives and specifications in 4.4 and Annexure B.
- 3.5. Design and print Book Display Posters as per the directives and specifications in 4.5 and Annexure C.
- 3.6. Supply A4 plastic filing sleeves that will be used for Book Bags and to store the A4 Reading Card. (See directives and specifications in 4.6).
- 3.7. Design and print A4 Reading Cards as per the directives and specifications in 4.6 and Annexure D.
- 3.8. Supply A5 plastic filing sleeves that will be used to store the A5 Individual Reading Cards.
- 3.9. Design and print A5 Individual Reading Cards as per the directives and specifications in 4.7 and Annexure E.
- 3.10. Supply of round colour stickers and white label stickers as per the specifications in 4.8.
- 3.11. Print a copy of the Classroom Library Box Manual as per the specifications in 4.9. The training manual will be shared with the service provider.
- 3.12. Warehouse all the supplied materials in one place for distribution to the

555 schools in the Ehlanzeni and the Nkangala Education Districts in Mpumalanga Province – See Annexure F: List of schools.

- 3.13. Divide and package the classroom library boxes and all the other accompanying material as per the directives and specifications, to be delivered to the identified schools.
- 3.14. Liaise with the School Principals of each school to arrange for delivery and confirm the delivery date and time in advance.
- 3.15. Submit a schedule of delivery dates.
- 3.16. Prepare a delivery note (A4 page) in conjunction with DBE for the attention of the Principals and print the delivery note to accompany each classroom library box.
- 3.17. Deliver all classroom library boxes and its accompanying material to the schools as per the specifications and agreed schedule. (Addresses in **Annexure F**)
- 3.18. The service provider should be in possession of adequate transportation, proof of which should be added into the profile of the company, in order to transport the materials as per the specifications and scope of the work to the identified schools.
- 3.19. Ensure transport is available until all deliveries are made as per the specifications and scope of work.
- 3.20. Supply the DBE with delivery notes which must indicate the following information:
 - 3.20.1. Name and physical address of the school.
 - 3.20.2. Name, ID number, Persal number and signature of the person who received the delivery. (The appointed service provider must ensure compliance with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) when amongst others collecting, processing, storing and sharing of a 3rd Party's information and act in a responsible manner when handling such information).
 - 3.20.3. The school stamp and delivery date.
 - 3.20.4. Confirmation of proof of delivery – copy of inventory list signed by principal or deputy principal.
 - 3.20.5. The original signed proof of delivery should accompany the invoice submitted for payment.
- 3.21. Submit a monthly delivery progress report on dates agreed upon

between the Service Provider and the Project Manager.

3.22. Submit a final report within 10 days after completion of the service.

4. PROJECT EXECUTION, DELIVERABLES AND TIME FRAMES

The Specification for the classroom library boxes project follows below:

4.1. Classroom Library box

4.1.1. Colour of Classroom Library Box: Clear/ See through

4.1.2. Material: Solid Hard Plastic

4.1.3. Shape: Rectangular

4.1.4. Length: 35cm

4.1.5. Width: 25cm

4.1.6. Height: 16cm

4.1.7. Number of Classroom Library Boxes to be supplied: Grade 2 - 1213; Grade 3 - 1179

4.2. Classroom Library Box Stickers

4.2.1. Design and print library box stickers.

4.2.2. Sticker to be fixed in the middle of the Classroom Library Box on the Width side.

4.2.3. Text on the sticker should be Black, Arial, Size 26 and centered with the following text:

Classroom Library Box

Grade 2

OR

Classroom Library Box

Grade 3

4.2.4. Number of labels:

GRADE	QUANTITY
Grade 2	1213
Grade 3	1179
TOTAL AMOUNT OF STICKERS	2392

4.3. Printing Reading Books for Classroom Library Box

- 4.3.1. The service provider is required to print forty (40) reading books for each Classroom Library Box.
- 4.3.2. The DBE will supply the service provider with print-ready files of the books that need to be printed.
- 4.3.3. The DBE will supply the service provider with Annexures A1 – A5 which include the following:
 - 4.3.3.1. The book titles per grade for each language (IsiNdebele, Siswati, Sepedi, IsiZulu, and Setswana),
 - 4.3.3.2. The number of books to be printed for each title.
 - 4.3.3.3. The total number of books to be printed per language and per grade.
 - 4.3.3.4. The sizes for each book, and
 - 4.3.3.5. The total count for the number of pages for each book.
- 4.3.4. Specifications for the books are as follows:
 - 4.3.4.1. Size: A4 folded to A5 (210 x 148mm)
 - 4.3.4.2. Cover: Full colour double-sided on 250gsm gloss
 - 4.3.4.3. Inner: Full colour double sided on 115gsm gloss
 - 4.3.4.4. Finishing: To be cut, scored, folded and saddle-stitched, cover to be gloss laminated on front cover side only
- 4.3.5. Total number of books to be printed – (See Annexure F and Annexure A1 – A5):
 - 4.3.5.1. Grade 2 – 48 520 (1213 x 40 = 48 520)
 - 4.3.5.2. Grade 3 – 47 160 (1179 x 40 = 47 160)

4.4. Book Management Chart

- 4.4.1. See Annexure B.
- 4.4.2. Design and print one Book Management Chart for each Classroom Library Box.
- 4.4.3. Number of Book Management Charts to be Supplied: Grade 2 – 1213 and Grade 3 - 1179
- 4.4.4. Size: A1

- 4.4.5. Printed on a white paper and should be laminated.
- 4.4.6. Laminating - gloss 125 microns.
- 4.4.7. The Service Provider should design the Book Management Charts to track which books are out and which books learners have read, See Annexure B for guidance.
- 4.4.8. The sample of the A1 laminated Book Management Chart should be signed off by the DBE for approval before the Service Provider can continue with printing and lamination of the rest of the Book Management Charts.
- 4.4.9. All relevant book titles should be captured in print on the left side of the Book Management Chart.
- 4.4.10. At the top of the Book Management Chart should be spaces (vertical) for Learners' names to be added with a sticker. (The teacher will be responsible for adding learners' names).
- 4.4.11. The blocks at the top for name capturing should be 50 blocks for names of Learners.
- 4.4.12. The blocks to capture book titles should be 40 blocks.
- 4.4.13. The white blocks should be large enough to add small round stickers (10mm) next to learners' names to indicate which books they have taken out.
- i. Revert to **Annexure B** for colour-coding of relevant blocks and text headings for the Book Management Charts.
- ii. Below is guidance on colour-coding:
 - 4.4.11.1. Yellow – (4C, 3M, 92Y, 0K)
 - 4.4.11.2. Red – (0C, 100M, 100Y, 0K)
 - 4.4.11.3. Green – (100C, 0M, 100Y, 0K)

4.5. Book Display Poster

- 4.5.1. Design, print and laminate book display posters.
- 4.5.2. See Annexure C Attached.
- 4.5.3. One Book Display Poster per class.
- 4.5.4. Size A1
- 4.5.5. Glossy finishes
- 4.5.6. Each Book Display Poster should have the relevant pictures of all the books that are in the Classroom Library Box displayed on the Book Displayed Poster in colour, See **Annexure C** for outline of the poster.

- 4.5.7. Each rectangle on **Annexure C** is referring to a book.
- 4.5.8. Book Display Posters to be printed on white paper with colour pictures of relevant books and should have glossy finishes.
- 4.5.9. A sample of the Grade 2 and 3 A1 laminated Book Display Poster per language should be signed off by the DBE for approval before the Service Provider can proceed with printing the rest of the Book Display Posters.

4.6. Book Bag and Reading Card

- 4.6.1. Supply the DBE with Book Bags that will consist of a clear A4 plastic filing sleeve.
- 4.6.2. 55 clear A4 plastic filing sleeves for each class.
- 4.6.3. Total number of plastic sleeves
 - 4.6.3.1. Grade 2 – 66 715 ($1213 \times 55 = 66\ 715$)
 - 4.6.3.2. Grade 3 – 64 845 ($1179 \times 55 = 64\ 845$)
- 4.6.4. Reading Card should consist of a white A4 cardboard - A4 160gsm.
- 4.6.5. See **Annexure D** for an example of the layout and text for the Reading Card.
- 4.6.6. Print 55 Reading Cards for each Classroom Library Box.
- 4.6.7. Printing ink must not fade or smudge under conditions of normal physical use.
- 4.6.8. Paper must be wood free and dust free.
- 6.7.10 Total number of Reading Cards
 - 6.7.10.1 Grade 2 – 66 715 ($1213 \times 55 = 66\ 715$)
 - 6.7.10.2 Grade 3 – 64 845 ($1179 \times 55 = 64\ 845$)
- 6.7.11 Sample of Book Bag (A4 plastic filing sleeves) and Reading Card to be signed off by the DBE for approval before service provider can continue with populating of relevant book names and the printing of the rest of the Reading Cards.

4.7. Individual Reading Cards for school records and A5 plastic filing sleeves

- 4.7.1. Individual Reading Cards should consist of a white A5 cardboard – A5 160gsm.
- 4.7.2. See **Annexure E** for an example of the layout and text for the Individual Reading Card.
- 4.7.3. Print 55 Individual Reading Cards for each class.
- 4.7.4. Printing ink must not fade or smudge under conditions of normal physical use.
- 4.7.5. Paper must be wood free and dust free.

4.7.6. Total number of Individual Reading Cards:

4.7.6.1. Grade 2 – 66 715 ($1213 \times 55 = 66\,715$)

4.7.6.2. Grade 3 – 64 845 ($1179 \times 55 = 64\,845$)

4.7.7. Supply 55 clear A5 plastic filing sleeves for each class.

4.7.8. Total number of A5 filing plastic sleeves per Grade

4.7.8.1. Grade 2 – 66 715 ($1213 \times 55 = 66\,715$)

4.7.8.2. Grade 3 – 64 845 ($1179 \times 55 = 64\,845$)

4.8. Colour Stickers

4.8.1. Supply boxes with colour stickers.

4.8.2. Colours should be Green, Pink, Blue and Black.

4.8.3. Each box should have 700 stickers of each colour.

4.8.4. Stickers should be round with size 10mm.

4.8.5. Each class to be handed 4 boxes (1 green, 1 pink, 1 blue and 1 black).

4.8.6. White Label Stickers

4.8.6.1. Size: 50mm x 13mm

4.8.6.2. One box per class of 295 white label stickers.

4.8.7. Total number of boxes of stickers per colour:

4.8.7.1. Green Round – 2392

4.8.7.2. Pink Round – 2392

4.8.7.3. Blue Round – 2392

4.8.7.4. Black Round – 2392

4.8.7.5. White Label Sticker – 2392

4.9. Classroom Library Box Manual

4.9.1. Design and print a Classroom Library Box Manual for each of the Classroom Library Boxes.

4.9.2. Content for the Classroom Library Box Manual to be supplied to the service provider.

4.9.3. A front and back cover will be provided to the service provider.

4.9.4. Total number of manuals to be printed – 2392

4.9.5. One manual should be placed in each Classroom Library Box.

4.9.6. Specifications for the manuals are as follows:

4.9.6.1. Size: A4

4.9.6.2. Cover: Full colour double-sided on 250gsm gloss

4.9.6.3. Inner: Full colour double sided on 115gsm gloss

4.9.6.4. Finishing: To be cut, scored, folded and saddle-stitched, cover to be gloss laminated on front cover side only

4.9.7. Total number of A4 pages per manual – 11pages.

4.10. Provide the DBE with 5 sample kits of the classroom library boxes (one for each of the languages) and accompanying material as it will be delivered to the school in order for the DBE to sign off before the service provider proceeds with printing.

4.11. All materials as set out in the specifications should be warehoused and delivered to schools.

4.12. The service provider should ensure that materials are safe and comprehensively insured at all times from warehousing, when in transit, until receipt by the end users.

4.13. **Annexure F** is a list of the schools with addresses and Home Languages of each school.

5. DURATION OF THE PROJECT

Project to be finalised within 8 months from the awarding of the contract.

6. BRIEFING SESSION

Non-Compulsory Briefing Session

The DBE will hold a Non-Compulsory Briefing Session virtually on a date and time as published. Bidders who wish to attend the briefing session must forward their interest to this email address: Tenders@dbe.gov.za. A link to the virtual meeting will be provided to the interested bidders.

7. BIDDING REQUIREMENTS

7.1. Mandatory requirements

The bidders must comply with the following mandatory requirements:

- 7.1.1. The Bidder must submit (a) company profile(s). In the case of a consortium or a joint venture, a profile of each company must be submitted.
- 7.1.2. Bidders must provide a total price inclusive of VAT for the project and the price should be fixed for the full duration of the project.
- 7.1.3. All bids must be submitted on the official Standard Bidding Documents (SBD) forms (any alteration on the forms will lead to disqualification).

Bidders who do not comply with all of the above mandatory requirements will be disqualified.

7.2. Non-Mandatory Requirements

- 7.2.1. Bidders should return all fully completed and signed attached SBD forms (SBD1, SBD3.1, SBD4, and SBD6.1). Non-submission of the SBD6.1 form will result in non-awarding of the points for specific goals. SBD means Standard Bidding Documents.
- 7.2.2. In case of a Consortium or Joint Venture, Bidders should individually submit the fully completed and signed SBD forms separately.
- 7.2.3. If Bidding as a Consortium or Joint venture, the Consortium or Joint Venture must provide the following information and documents:
 - i. The agreement signed by nominated members of both/ all consortium or joint venture partners;
 - ii. Name of the leading company;
- 7.2.4. If bidding with an intention of subcontracting certain tasks the bidder must state, the name of the subcontract Company and percentage to be sub-contracted.

8. EVALUATION CRITERIA

Functionality Evaluation	Weight
<p>8.1 Business Biography: Company experience – Business Biography with a list of active and completed projects outlining the company's experience in supplying of goods, safe storage of goods, packaging of goods, design and printing of material, and delivery of goods. Bidders are required to score minimum points of 30 points for further consideration for this bid.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Business biography outlining the company's experience in:</p> <ul style="list-style-type: none"> • Supplying of goods <ul style="list-style-type: none"> - 1 year and not more than 2 years = 4 - 2 years and not more than 4 years = 6 - 4 years and more = 8 • Storage of goods <ul style="list-style-type: none"> - 1 year and not more than 2 years = 4 - 2 years and not more than 4 years = 6 - 4 years and more = 8 • Packaging of goods <ul style="list-style-type: none"> - 1 year and not more than 2 years = 4 - 2 years and not more than 4 years = 6 - 4 years and more = 8 • Design and printing of material <ul style="list-style-type: none"> - 1 year and not more than 2 years = 4 - 2 years and not more than 4 years = 6 - 4 years and more = 8 • Delivery of goods <ul style="list-style-type: none"> - 1 year and not more than 2 years = 4 - 2 years and not more than 4 years = 6 - 4 years and more = 8 </div>	<p>40</p>

<p>8.2 Signed reference letters</p> <p>Two reference letters of not older than 4 years should contain the following content to confirm that you have:</p> <ul style="list-style-type: none"> - Supplied material - Designed and printing of material - Storage of material as part of a contract - Packaging of material as part of a contract - Delivery of material as part of a contract <p>Evaluate each letter as follows:</p> <ul style="list-style-type: none"> • Supplied material: <ul style="list-style-type: none"> - 1 point – supplied material before. - 0 points have not supplied. • Designed and printing of material <ul style="list-style-type: none"> - 1 point – designed and printed material before. - 0 points have not designed and printed. • Storage of material as part of a contract: <ul style="list-style-type: none"> - 1 point - have stored material before. - 0 points – have not stored material before. • Packaging of material as part of a contract: <ul style="list-style-type: none"> - 1 point – have packaged material for delivery before. - 0 points – have not packaged material for delivery before. • Delivery of material as part of a contract: <ul style="list-style-type: none"> - 1 point – have delivered material as part of a contract before. - 0 points - have not delivered material as part of a contract before. 	<p>10</p>
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8.3 Provide a Work plan / Project Plan that contains: <ul style="list-style-type: none"> - Project Deliverables - Provide timelines for each deliverable 		30
<ul style="list-style-type: none"> • Outlining five project deliverables relevant to the project as per the specifications: <ul style="list-style-type: none"> - 3 points per deliverable mentioned. - 0 points if no deliverables are mentioned. 	15 <i>(3 x 5 = 15)</i>	
<ul style="list-style-type: none"> • Outlining the timelines (from when to when) for each of the project deliverables mentioned within the 8 months' life cycle of the project: <ul style="list-style-type: none"> - 3 points for timelines indicated under each deliverable. - 0 points if no timelines are mentioned. 	15 <i>(3 x 5 = 15)</i>	
8.4 Risk Management plan <ul style="list-style-type: none"> • Risk management plan with risks identified. Each risk identified for the project must be accompanied by a mitigating factor. Scores will only be awarded when a risk with a mitigating factor is provided: <ul style="list-style-type: none"> - 5 risks identified with mitigating factors for each risk identified – 20 points - 4 risks identified with mitigating factors for each risk identified – 16 points - 3 risks identified with mitigating factors for each risk identified – 12 points - 2 risks identified with mitigating factors for each risk identified – 8 points - 1 risk identified with mitigating factor for each risk identified – 4 points - 0 risk identified – 0 points 		20
TOTAL		100

Each of the criteria will be assessed and scored on the evaluation sheet using the above weights. Bidders who score less than 60 points on functionality, will not be considered for this tender.

9. PRICE AND PREFERENCE POINTS

Bids will be evaluated in terms of 80/20 preference point system where 80 points will be used for *price only* and 20 points for DBE specific goals. (Refer to attached SBD 6.1 form).

The following formula will be used for the calculation of price:

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

P_s= Points scored for price of bid under consideration

P_t= Rand value of acceptable bid under consideration

P_{min}= Rand value of lowest bid

Points Awarded for Specific Goals

A maximum of 20 points will be awarded to a tenderer for the specific goals of people who were historically disadvantaged by unfair discrimination on the basis of being Black, Women, Living with disability, or Youth.

Note to Bidders:

1. *The bidder must indicate how they claim points for each preference point system.*
2. *Allocation of points will be prorated as per percentage of ownership of each goal. In case of a Joint Venture or a Consortium, the points will be averaged*
3. *DBE will verify the ownership percentage using CSD report, should there be discrepancies CSD report takes precedence.*
4. **Specific goals for the tender and points claimed are indicated per the table below**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documents required as proof of claim to validate points claimed :	Number of points claimed (80/20 system) (To be completed by the bidder)	Percentage (%) ownership per specific goals
Black People	5	DBE will utilise CSD Report to validate points claimed		
Women	8	DBE will utilise CSD Report to validate points claimed		
Disability	1	Submit any of the documents below: <ul style="list-style-type: none"> • Proof of registration with National Council for Persons with Physical Disability in South Africa registration (NCPDSA); OR • Medical Certificate 		
Youth	6	DBE will utilise CSD Report to validate points claimed		
Total Points	20			

10. PAYMENT

Payment shall be affected proportionately on completion of each activity of the project and within 30 days of receipt of valid original invoices.

Activities	Measurement
<ul style="list-style-type: none">50% of the contract prices after 50% (Grade 2: 607 and Grade 3: 590 classroom library boxes and accompanying material) have been successfully delivered to the schools.	<ul style="list-style-type: none">Information as set out in 4.20.1 – 4.20.5 to accompany the final invoice.
<ul style="list-style-type: none">The other 50% of the contract prices after the remaining 50% (Grade 2: 606 and Grade 3: 589 classroom library boxes and accompanying material) have been successfully delivered to the schools.	

11. MONITORING AND REPORTING

The DBE will monitor the performance of the service provider in terms of the stipulated deliverables and timeframes. A monthly performance report will be submitted to the DBE. The project team will also conduct site visits to engage with beneficiaries/ end users on their experience and to check delivery of product. Beneficiaries will also be contacted to confirm that services were executed as per the report of the service provider. A final report must be submitted 10 days after completion of the service.

12. CONDITIONS

- 12.1 The recommended bidder must submit 5 sample kits, one for each language for sign-off by the project team to check the correctness and quality of the requested Classroom Library Boxes. (Sample kit will not be returned but will become the property of the DBE). The sample kit must be submitted within 14 days of notification by the DBE. Failure to submit the sample kit as per specification and within the stipulated timeframe will result in disqualification.
- 12.2 Material compiled for and by the Department of Basic Education (DBE may not be used in any form or for any purpose other than the purpose stipulated in this agreement. If the service provider wishes to use such material in any other form or for any other purpose, including, but not limited to, workshops, media releases and the like, it must submit to the DBE a written motivation for such use.
- 12.3 The DBE will request approval from the designated officer in who copyright vests. Only once the designated officer has granted written approval will the DBE convey such written approval to the service provider and will the service provider have permission for such usage.
- 12.4 In the case of material compiled, developed, researched, commented on, or evaluated on behalf of the DBE as a result of a contractual agreement with the

service provider, or any other form of material, irrespective of whether in a completed form or otherwise, all intellectual property rights relating to such material will vest in the state. The service provider may not use any such material without first having obtained written approval from the DBE.

- 12.5 The Service Provider will be expected to complete all phases of the project and adhere strictly to the deadlines specified. A monthly report should be submitted to the DBE.
- 12.6 The Service Provider is expected to demonstrate credibility and perform the services as described in this document.
- 12.7 The DBE will confine its contractual dealings with the primary service provider in a case where there is a consortium.
- 12.8 The appointed Service Provider shall undertake to avoid any activity of whatsoever nature that may be detrimental to the Department's interest, goodwill and reputation.
- 12.9 The DBE reserves the right to change the Terms of Reference prior to the closing of the bid.
- 12.10 The Bidder/s must submit proof of registration with the National Treasury's Central Supplier Database (CSD).
- 12.11 The DBE reserves the right not to award the tender and will not be held liable for preparation of the bid documents by the bidders.
- 12.12 Consortiums, who possess all the functional knowledge and experience, will be considered for this proposal but proposals must clearly indicate the organization that will be the lead agency that will take full managerial and technical accountability for the outcomes of this proposal.
- 12.13 Materials to be packed in such a way for it not to be damaged while allowing for movement and arrangement of materials for delivery as per specifications and scope of work. (Insurance from a SP to ensure safe delivery of the materials)
- 12.14 The service provider should ensure that materials are safe and insured (comprehensive insurance) at all times from warehousing, when in transit, until receipt by the end users.
- 12.15 Ensure that the Classroom Library Boxes and accompanying material for grade 2 and grade 3 are delivered to the correct addresses in proper condition, correct quantities and signed for by the appropriate school representative with proof of receipt and school stamp.
- 12.16 **Termination Default :** The Department, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier reserves the right to terminate this contract with the appointed service provider, in accordance with clause 23 of the General Conditions of Contract, should challenges be experienced with the service delivery and customer service to the Department.

13. COMMUNICATION

13.1. The DBE Supply Chain Management (SCM) Unit shall communicate with bidders where clarity is sought after the closing date and no other communication to any DBE official or a person acting in an advisory capacity for the State in respect of this bid between the closing date and the award of the bid may be entered into. All communication between the bidder and the DBE must be in writing and addressed to Supply Chain Management Office at Tenders@dbe.gov.za.

13.2. All communication between the bidder and the DBE must be in writing and addressed to SCM Office at Tenders@dbe.gov.za

CONTACT DETAILS

Bid Enquiries

Department of Basic Education: Supply Chain Management,

Tel: (012) 357 3134

E-mail: Tenders@dbe.gov.za

Enquiries must be made at least seven (12) days before the closing date of the bid.

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

2.2 Do you, or any person connected with the bidder, have a relationship

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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 **DECLARATION**

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

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

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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

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

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 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
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to

preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

Note to tenderers:

1. *The tenderer must indicate how they claim points for each preference point system.*
2. *Allocation of points will be prorated as per percentage of ownership of each goal. In case of a joint venture or a consortium, the points will be averaged.*
3. DBE will verify the ownership percentage using CSD report, should there be discrepancies CSD report takes precedence.
4. Specific goals for the tender and points claimed are indicated per the table below

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documents required as proof of claim to validate points claimed :	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage (%) ownership per specific goals
Black People	5	DBE will utilise CSD Report to validate points claimed		
Women	8	DBE will utilise CSD Report to validate points claimed		
Disability	1	Submit any of the documents below: <ul style="list-style-type: none"> • South African Social Security Agency (SASSA) registration; OR • National Council for Persons with Physical Disability in South Africa 		

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documents required as proof of claim to validate points claimed :	Number of points claimed (80/20 system) (To be completed by the tenderer)	Percentage (%) ownership per specific goals
		registration (NCPDPSA); OR • Medical Certificate		
Youth	6	DBE will utilise CSD Report to validate points claimed		
Total Points	20			

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>	
SURNAME AND NAME:
DATE:
ADDRESS:

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

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General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

2. Application

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

3. General

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

4. Standards

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

5. Use of contract documents and information; inspection.

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

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

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

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

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

9. Packing

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

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

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

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

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

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