



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA

REQUEST FOR PROPOSAL

BID NUMBER	DOT/08/2026/COO
DESCRIPTION	Appointment of a service provider for the provision of: Short - term vehicle rentals, Chauffer drive and Bus services for Official Funerals and State Events for a period of 60 months
ADVERTISEM ENT DATE	01-09-2026
CLOSING TIME	11:00 AM
CLOSING DATE	23/09/2026
BRIEFING SESSION	Tick Compulsory Briefing ☐ Non-Compulsory virtual ☒ • Date: 08/09/2026 • Time: 11:00am • Link: Microsoft Teams meeting Join: https://teams.microsoft.com/meet/322107873159392?p=t9dfWJJ9fTyN8H5lv5 Meeting ID: 322 107 873 159 392 Passcode: Ru6ZY72c
VALIDITY PERIOD	120 DAYS • Business Working Days from Closing Date. • Tenderers are to note that they may be requested to extend the validity period of their tender, at the same terms and conditions, if the internal evaluation process has not been finalized within the validity period. • However, once the adjudication body has approved the process and award of the business to the successful Tenderer(s), the validity of the successful Tenderer(s)' bid will be deemed to remain valid until a final contract has been concluded, unless stated otherwise.
TENDER DOCUMENTS	• Not for sale.

	Copies of the bid documents are obtainable from on the e-Tender portal of the National Treasury website, www.etenders.gov.za
SUBMISSION OF PROPOSALS	- Proposals must reach the offices of the Department of Transport, located at Forum Building, 159 Struben Street, Pretoria before 11:00 (AM) of the indicated closing date. - The tender box is available for the depositing of proposals 24 hours a day. - No late submissions will be considered under any circumstances.
CLARIFICATION/ COMMUNICATION	- Requests for clarification must be made in writing by e-mail to MakgobatlouS@dot.gov.za/NyawoN@dot.gov.za and SchoemaA@dot.gov.za - Requests for clarification shall be accepted by the DOT up until 15/09/2026. - The submission bid number should be included in the subject line of the email. - No telephonic requests for clarification shall be entertained. - The clarifications shall be made available to all bidders by a notification on the etender website, and in cases of a compulsory briefing sessions, to all attendees.
CONTACT DETAILS (SCM ENQUIRIES)	- Physical address: Forum building, 159 Struben Street, Pretoria - National Department of Transport, Private Bag X193, Pretoria, 0001 - For any enquiries, email: MakgobatlouS@dot.gov.za/ NyawoN@dot.gov.za
CONTACT DETAILS (TECHNICAL ENQUIRIES)	- Physical address: Forum building, 159 Struben Street, Pretoria - National Department of Transport, Private Bag X193, Pretoria, 0001 - For any enquiries, email: SchoemaA@dot.gov.za

IMPORTANT NOTICE

It is the responsibility of each prospective bidder to arrive early to submit a bid as they will be required to follow building security protocols of registration. The DOT will not be responsible for bidders who arrive late and claim that they were held at security for registration, which will not be accepted as a reason for late arrival or late submission.

Bidders are to be aware of scammers who pose as DOT employees selling bid documents or offering monetary gratuity in exchange for information or awarding of bids. DOT is in no way selling the bid document, all documents shall be found on the eTender Portal and awarded bids are notified through the website under “bids awarded” and DOT shall never ask any bidder for monetary gratuity in exchange for information or manipulating outcome of bids.

SECTION A: INFORMATION TO BIDDERS

1. PURPOSE OF THIS RFP

This Request for Proposal invites suitably qualified and experienced service providers to submit proposals in response to the Terms of Reference (TOR). The objective of this RFP is to ensure a transparent, fair and defensible procurement process that enables the Department to appoint a service provider capable of delivering the required outcomes.

2. CONTENTS OF THE RFP PACK

This RFP Pack is organised in four (4) sections consisting of one or more documents in each section.

Tender Pack Doc	Title	Type	Purpose
1	Request for Proposal	PDF	This Request for Proposal including all administrative requirements and PPPFA scoring.
1a	Bidder Checklist	MS Word	Checklist for bidders to complete to ensure compliance.
1b	Envelope Cover Template	PDF/ Word	Envelope covers for both Technical Envelope and Financial Envelope
1c	Meeting link	MS Word/PDF	Teams meeting link for briefing session
2	Standard Bid Documents (SBDs).		These documents are required by DOT Procurement and National Treasury to be read and to be returned as part of the Bidder's Tender response.
2a	SBD 1 – Invitation to bid	PDF	To be printed, filled in full and signed.
2b	SBD 2 – Tax clearance certificate requirements.	PDF	- Provide CSD number /SARS pin/ - ID copies of shareholder/s or Directors of the company to be submitted for screening purposes.
2c	SBD 4 – Bidder's Disclosure	PDF	To be printed, filled in full and signed.
2d	SBD 3.3 pricing schedules	PDF	- Must be submitted before or on the closing date of the bid in sealed envelopes and clearly marked as pricing schedule/Financial proposal. Information requirement for compliance - To be printed, filled in full and signed.
2e	SBD 6.1 Preferential Claim Form in terms of Preferential Procurement Regulation (PPR) 2022, if applicable	PDF	To be printed, filled in full and signed.
3	Terms of Reference	PDF	Functionality Requirements, outlining the business requirements, technical requirements, evaluation criteria and other

Tender Pack Doc	Title	Type	Purpose
			information required by the Bidder to submit a Tender response.
3a	Pricing template as indicated in the TOR as Annexure B	MS Word/Excel	- Pricing template for completion. - For completion in the MS Word/Excel Form as provided..
3c	Rules of Bidding	PDF	To establish the standard rules, requirements and conditions governing the submission and evaluation of bids for the Department's procurement processes
4	Contractual Arrangements		All contractual arrangements and agreement applicable to RFP
4a	General Conditions of Contract (GCC)	PDF/Word	GCC as issued by NT.
4b	Special Conditions of Contract (SCC)	PDF/Word	SSC to supplement GCC and TOR.
4d	SLA	PDF	Draft Service Level Agreement for discussion during appointment.

3. INSTRUCTIONS FOR COMPLETION AND SUBMISSION OF BID PROPOSALS

- 3.1 This bid and all contracts emanating there from shall be subject to the General Conditions of Contract issued in accordance with of the Treasury Regulations 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).
- 3.2 Please complete the checklist attached as Annexure 1A to verify your submission of the relevant documents.

4. TWO-ENVELOPE SUBMISSION REQUIREMENT

The Department applies a strict two-envelope system. Failure to comply may result in disqualification.

ENVELOPE	MUST CONTAIN	MUST NOT CONTAIN	LABELLING
Envelope 1: Technical / Functionality	- Signed Bidder Checklist - All required SBDs for technical submission - TOR response - Evidence for functionality evaluation.	Any pricing, rates, cost breakdowns or financial information.	See Annexure 1B
Envelope 2: Financial / Price	- Completed and signed SBD 3.3 - Pricing schedule - PPPFA points claim supporting documents - Financial annexures.	Technical narrative or functionality responses.	See Annexure 1B
Outer Package	Both sealed envelopes.	Loose or unsealed documents.	Bid number, description, closing date & time

5. REQUIRED PROPOSAL SEQUENCE (TECHNICAL ENVELOPE)

- 5.1 Signed Bidder Checklist and index
- 5.2 Mandatory compliance documents (SBDs, CSD, tax compliance, compulsory certificates)
- 5.3 Response to the TOR (understanding of scope and approach)
- 5.4 Detailed work plan mapped to TOR deliverables
- 5.5 Evidence for functionality scoring (Annexure 3A, references, CVs, certifications)
- 5.6 Risk management, quality assurance and skills transfer plans (where applicable)
- 5.7 Other supporting annexures and documents

6. PROPOSAL DOCUMENTS

- 6.1 No bids submitted by Facsimile, telegram, email will be considered. It is the bidder's sole responsibility to ensure that the complete bid has been received by the Closing Date and Time. Giving the bid to a courier prior to the Closing Date without actual receipt by DOT before the Closing Date and Time will not excuse the late delivery of a bid.

- 6.2 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. The DOT will not be held responsible for any delays where bid documents are handed to the DOT Receptionist.
- 6.3 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. It is the DOT's policy not to consider late bids for tender evaluation.
- 6.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by DOT in regard to anything arising from the fact that pages of a bid are missing or duplicated.

7. COMPLETION AND FORMAT OF BID PROPOSALS

- 7.1 Bidders are advised that, in order to facilitate for an efficient evaluation process, the bid should be as prescribed, concise and written in plain English.
- 7.2 Bids should be clearly indexed with supporting documents clearly marked. It is recommended that bidders follow the TOR, specifically evaluation criteria and deliverables as a guide for compilation/sequence of the proposal information.
- 7.3 **BIDDER DECLARATION must be completed and signed** by the authorised signatory and returned. Failure to do so will result in the disqualification of the tender and will not be evaluated.
- 7.4 Tender documents may not be retyped. Retyped documents will result in the disqualification of the tender and will not be evaluated.
- 7.5 No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically. Any ambiguity has to be cleared with contact person for the tender before the tender closure.
- 7.6 The tender document as provided by the DOT's Supply Chain Management Section will be the prevailing document in the event of an inconsistency between the completed submitted tender document by a bidder and the tender document provided by the DOT.

8. CLARIFICATIONS AND COMMUNICATION

- 8.1 The DOT may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the DOT on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.
- 8.2 Oral communication or instruction by DOT or its representative shall have no standing in this bid unless and until they have been confirmed in writing.

- 8.3 DOT accepts no responsibility for the failure of any bidder not receiving notifications or correspondence relating to this bid.
- 8.4 Whilst all due care has been taken in connection with the preparation of this bid, DOT makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. DOT, and its employees and advisors will not be liable with respect to any information communicated which may not accurate, current or complete.
- 8.5 If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by DOT (other than minor clerical matters), the Bidder(s) must promptly notify DOT in writing of such discrepancy, ambiguity, error or inconsistency in order to afford DOT an opportunity to consider what corrective action is necessary (if any).
- 8.6 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by DOT will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.
- 8.7 All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.
- 8.8 Bidders may not contact any other DOT employee besides the email address mentioned above on any matter pertaining to the bid from the time when the bid is advertised to the time the bid is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned.

9. EVALUATION PROCESS

The evaluation process comprises of the following stages:

9.1 STAGE 1: MANDATORY REQUIREMENTS AND DISQUALIFICATION: COMPLIANCE

9.1.1 Failure to comply with the mandatory compliance requirements listed in paragraph 9.1.2 below, which relate to bid submission integrity and eligibility, will result in automatic disqualification without further engagement.

9.1.2 The standard mandatory compliance requirements are:

Nr	Requirement	Description
1	Non-compliance with 2 envelopes.	The DOT applies a two envelope system whereby the Technical Proposal and Financial Proposal must be submitted separately. Any of the following will render the bid non compliant: • Envelopes not clearly marked “Technical” and “Financial” • Unsealed or accessible pricing information at any stage of evaluation • Financial or costing information included in the technical proposal
2	Failure to submit SBD forms	Failure to submit all required Standard Bidding Documents (SBDs) will render the bid non responsive. The omission of minor administrative forms may be treated as administrative non compliance at the DOT’s discretion.
3	Non-responsive proposal	Failure to submit mandatory checklists and/or required supporting documents necessary to evaluate functionality (e.g. submission of SBDs and/or pricing only).
4	Late bid	Any bid submitted after the stipulated closing date and time.
5.	Non-compliance requirements listed in Annexure D	Failure to comply with all mandatory requirements listed in Annexure D.
6.	Non-attendance of compulsory briefing session (if applicable)	Where a compulsory briefing session is indicated in the Bid Advertisement and Rules of Bidding, failure to attend will result in disqualification. Virtual briefing sessions are not compulsory unless stated otherwise..

9.1.3 For the avoidance of doubt, the non-submission of supporting or verifiable documentation that does not amend the substance of the bid, price, or functionality, shall be treated as administrative

non-compliance and may be subject to clarification or rectification in accordance with the Department's approved SCM Standard Operating Procedures

9.1.4 The DOT further reserves the right to disqualify any bidders who do not comply with one or more of the following bid requirements and may take place without prior notice to the bidder:

- a. Bidder whose tax matters are not in order;
- b. Submitted materially incomplete information that renders the bid non-responsive and incapable of evaluation;
- c. Submitted information that is fraudulent, factually untrue or inaccurate information;
- d. Received information not available to other potential bidders through fraudulent means;
- e. Failed to comply with technical requirements as stipulated in the Bid document;
- f. Misrepresented or altered material information in whatever way or manner;
- g. Promised, offered or made gifts, benefits to any DOT employee;
- h. Canvassed, lobbied in order to gain unfair advantage;
- i. Committed fraudulent acts; and • acted dishonestly and/or in bad faith etc.

9.2 STAGE 1B (IF APPLICABLE) MANDATORY REQUIREMENTS AND DISQUALIFICATION: TECHNICAL

9.2.1 In the event that the tender requires technical mandatory requirements used as pre-qualification prior to technical evaluation, such will be indicated in the TOR document.

9.2.2 It is the responsibility of each bidder to verify whether any additional mandatory technical requirements are specified in the Terms of Reference (TOR) and to ensure full compliance therewith.

9.2.2 For bids that include mandatory technical requirements as listed in the Terms of Reference, failure to demonstrate the required capability or minimum criteria will lead to disqualification. The omission of supporting proof may be treated as administrative non-compliance unless expressly stated otherwise in the TOR.

9.3 STAGE 2: FUNCTIONALITY EVALUATION - DESKTOP

9.3.1 Bids shall be evaluated strictly according to the bid evaluation criteria stipulated in this section of the Terms of Reference (TOR).

9.3.2 Bidders must, as part of their bid documents, submit supportive documentation for all functionality requirements as indicated hereunder. The committee will verify all documents submitted on time by the bidders.

9.3.3 Bidders need not rate themselves but to ensure that all information is submitted as required.

9.3.4 Bidders who are successful in meeting the functionality threshold during this stage will be evaluated further on Preferential Procurement Regulation (PPR).

9.4 STAGE 2B: FUNCTIONALITY EVALUATION – INTERVIEW/SITE VISIT/DEMO

9.4.1 The DOT shall invite bidders who score the minimum threshold for desktop evaluation for Interview/demo that forms part of the technical/functionality evaluation process in the Terms of Reference.

9.4.2 Bidders who are successful in meeting the functionality threshold during this stage will be evaluated further on Preferential Procurement Regulation (PPR).

9.5 STAGE 3: PREFERENTIAL PROCUREMENT REGULATION (PPR), 2022

9.5.1 The applicable preference point system, being either 80/20 or 90/10, will be applied in the evaluation and award of the bid. A total of 80 or 90 points will be allocated for price as calculated in the completed SBD 6.1 form, and the remaining 20 or 10 points will be allocated for specific goals in accordance with the table below, depending on the applicable formula.

9.5.2 Calculating preference points

The following table will be utilised in evaluating preference: (Note that this must be adjudicated per TOR)

Goals	Points out of 20 (80/20)	Points claimed	Proof Attached
Black Owned (BO)	Max 4		
100% BO	4		
>50%	2		
Women Owed (WO)	MAX 4		
100% WO	4		
>50%	2		
Black Designated Group (BDG)	MAX 2		
100% BDG	2		
>50%	1		

9.5.3 Additional supporting documents required

Preference Category	Definition (for RFP clarity)	Required Supporting Proof	Verification Notes
Black Ownership	Ownership by Black persons as per B-BBEE Act	- ID copies of Black shareholders - CIPC Disclosure Certificate - B-BBEE Certificate or Sworn Affidavit (EME/QSE)	Ownership % must be clearly stated and match CSD.
Women-Owned Enterprise	Ownership by women	- ID copies - CIPC Disclosure Certificate - B-BBEE Certificate or Sworn Affidavit (EME/QSE)	Must match CSD and company records.
Youth	Individuals aged 18–35	- ID copy of youth owner(s) - CIPC Disclosure Certificate - B-BBEE Certificate/Affidavit confirming Women ownership	Age must be valid on closing date.
People with Disabilities (PWD)	Persons with long-term physical/mental impairment	- Medical certificate from a registered medical practitioner - ID copy	Certificate must specify long-term disability.
Military Veterans (MV)	Registered military veterans	- Military Veterans Certificate issued by DMV - ID copy	Only DMV-issued certificates accepted.
Rural Enterprise	Business located in a rural area	- Municipal account or lease agreement showing address - CIPC registered address - Affidavit confirming rural location	Address must match CSD.
Township Enterprise	Business located in a township	- Municipal account/lease agreement - CIPC registered address - Affidavit confirming township location	Township must be identifiable by municipality.
Unemployed Persons (as owners)	Enterprise owned by individuals who are unemployed	- Affidavit confirming unemployment status - ID copy	Affidavit must state no employment in any sector.

9.5.4 The following also applies:

- a. Bidders are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof or a sworn affidavit

at the closing date and time of the bid in order to claim the B-BBEE status level point. The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.

- b. Bidders are required to complete the preference claim form (SBD 6.1), and submit the required supporting documents at the closing date and time of the bid in order to claim the points indicated in the TOR. The points scored by a bidder in respect of preference will be added to the points scored for price.
- c. Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted the required supporting documents together with the bid will be considered for preference points.
- d. A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated score card, with detailed points claimed by each partner, and supporting documents for every separate tender.
- e. Failure on the part of the bidder to comply with paragraphs (a) to (d) will be deemed that preference points are not claimed and will therefore be allocated a zero (0).
- f. The Department of Transport may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to preference.
- g. The points scored will be rounded off to the nearest 2 decimals.
- h. In the event that two or more bids have scored equal total points, the award will be done in terms of the Preferential Procurement Regulations 2022, *Section 8: Criteria for breaking deadlock in scoring*.
- i. A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

9.5.5 Consortium / Joint Venture

In the event that preference points are claimed for goals by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of those goals:

Name of Consortium/JV Partner	Percentage (%) of the contract value managed or executed by the Partner

SECTION B: GENERAL

10. PARTICIPATION OF GOVERNMENT OFFICIALS IN THE BIDDING PROCESS

- 10.1 The Public Administration Act, 2014 (Act NO II Of 2014), chapter 3, section 8(2)(a) specifies that an employee of the Department may not conduct business with the Department.
- 10.2 Bidders having a kinship with persons employed by the Department, including a blood relationship, must declare their interest on the SBD 4 (Declaration Of Interest).

11. TAX CLEARANCE CERTIFICATE

- 11.1 Bidder's tax matters must be compliant at the time of award.
- 11.2 In case where a bidder's tax matters are non-compliant a bidder will be given seven (7) days to remedy the tax matters.
- 11.3 Failure to remedy this may invalidate the bid.

12. VALUE ADDED TAX

- 12.1 All bid prices must be inclusive of 15% Value-Added Tax and quoted in Rands.

13. CLIENT BASE

- 13.1 The DOT reserves the right to contact references during the evaluation and adjudication process to obtain information.

14. TRANSFORMATION

- 14.1 DOT promotes transformation within the maritime services sector of the South African economy and as such, bidders are encouraged to partner with majority black owned entities (51% black owned and controlled).
- 14.2 Such partnerships may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities.

15. LEGAL IMPLICATIONS

- 15.1 Successful bidder/s must be prepared to enter into a contract with the DOT.

16. COMMUNICATION

- 16.1 Supply Chain Management (SCM) within the DOT shall communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period.

17. COUNTER CONDITIONS

- 17.1 Bidders' attention is drawn to the fact that amendments to any of the Information to bid by bidders shall result in invalidation of such bids.

18. PROHIBITION OF RESTRICTIVE PRACTICES

- 18.1 In terms of section 4(1) 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:
- a. directly or indirectly fixing a purchase or selling price or any other trading condition;
 - b. dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or
 - c. collusive bidding.
- 18.2 If a bidder(s) or contractor(s), in the judgment of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and 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.

19. FRONTING

- 19.1 The DOT supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the DOT condemns any form of fronting.
- 19.2 The DOT, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents.
- 19.3 Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder/contractor concerned.

20. VALIDITY PERIOD

- 20.1 Bids shall remain valid for the period indicated in the RFP.
- 20.2 The bidder shall hold the tender offer(s) valid and open for acceptance by the DOT at any time during the validity period stated in the RFP, calculated from the closing time and date stipulated in the tender document.
- 20.3 If requested in writing by the DOT, the bidder shall consider extending the bid validity period for an agreed additional period.
- 20.4 A tender submission submitted to the DOT may only be withdrawn or substituted by giving the DOT written notice prior to the closing time and date for tenders.
- 20.5 **Post-award validity:**
 - 20.5.1 Without derogating from the initial bid validity period, bidders are required to keep their bids open, firm and capable of acceptance for a period of six (6) months, calculated from the date of issue of the written award or letter of appointment.
 - 20.5.2 By submitting a bid, a bidder is deemed to have accepted this requirement and to have given an irrevocable undertaking that its bid, including pricing and all material terms, shall remain valid for the full post-award validity period referred to in clause 20.5.1.
 - 20.5.3 The DOT reserves the right, within the post-award validity period and subject to compliance with all applicable legislative requirements, National Treasury prescripts and internal approvals, to enter into negotiations with and/or appoint an alternative bidder in the event that the contract with the initially appointed bidder is not concluded, is terminated, is cancelled, or the appointed bidder otherwise becomes incapable of performing the contract.
 - 20.5.4 Any negotiations with, or appointment of, an alternative bidder shall be confined to the original scope, specifications and evaluation outcome of this tender and shall not result in any material deviation from the advertised requirements.
 - 20.5.5 Failure by a bidder to honour the bid validity undertaking when called upon to do so within the validity period may be addressed in accordance with the DOT's Supply Chain Management Policy, applicable National Treasury prescripts and any other remedies available in law.

21. LATE BIDS

- 21.1 Late submissions will not be accepted.
- 21.2 A submission will be considered late if it arrived one minute after the closing time or any time thereafter.

- 21.3 The bid (tender) box shall be locked exactly at the closing time and bids arriving late will not be accepted under any circumstances.
- 21.4 Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

22. Proprietary Information

- 22.1 The DOT considers this tender and all related information, either written or verbal, which is provided to the bidders, to be proprietary to DOT.
- 22.2 It shall be kept confidential by the bidders and its officers, employees, agents and representatives.
- 22.3 The bidders shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of DOT.

23. DISCLAIMERS

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

24. AUTHORISED SIGNATORY

- 24.1 A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- 24.2 A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.
- 24.3 If such a copy of the Resolution does not accompany the bid document of the successful bidder, the DOT reserves the right to obtain such document after the closing date to verify that the signatory is in order. If no such document can be obtained within a period as specified by the DOT, the bid will be disqualified and will not be evaluated.

24.4 If a bidder is a sole proprietor, no such documentation is required, provided that the document was completed and signed by the owner.

25. BIDDER DECLARATION

25.1 The bidder hereby declares the following:

We confirm that _____ (Bidder's Name):

25.1.1 Notes the contents of this document;

25.1.2 Accept the conditions of this bid;

25.1.3 Will act honestly, fairly, and with due skill, care and diligence, in the interests of the DOT;

25.1.4 Will employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;

25.1.5 Will act with circumspection and treat DOT fairly in a situation of conflicting interests;

25.1.6 Will comply with all applicable statutory or common law requirements applicable to the conduct of business;

25.1.7 Will make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with DOT;

25.1.8 Will avoid fraudulent and misleading advertising, canvassing and marketing;

25.1.9 Conducts business activities with transparency and consistently uphold the interests and needs of DOT as a client before any other consideration; and

25.1.10 Ensures that any information acquired by the bidder(s) from DOT will not be used or disclosed unless the written consent of the client has been obtained to do so.

Signature:

_____ Date: _____

Print Name of Signatory: _____ Designation _____

FOR AND ON BEHALF OF



TERMS OF REFERENCES FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SHORT-TERM VEHICLE RENTALS, CHAFFUER DRIVE AND BUS SERVICES FOR OFFICIAL FUNERALS AND STATE EVENTS FOR A PERIOD OF 60 MONTHS

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4.3	ANNEXURE C –SLA	Error! Bookmark not defined.

1. BACKGROUND

- 1.1. The National Department plays a critical role in the execution of Official State Funerals and International events hosted by South Africa.
- 1.2. The Department of Transport is responsible for providing all ground transportation services during Official State Funerals and international events hosted by South Africa, as directed by The Presidency and/or the Department of International Relations and Cooperation (DIRCO).
- 1.3. In fulfilling these responsibilities, the Department utilises self-drive vehicles, chauffeur-driven services (including sedans, minibuses, and buses), and other related services as required from time to time, as specified in these bidding documents.

2. SCOPE OF WORK

2.1. GOAL

- 2.1.1. To procure land transportation services for Official State Funerals and International events hosted by South Africa ensuring value for money and that services are delivered without service failures.

2.2. OBJECTIVES (SCOPE OF WORK)

- 2.2.1. The Department of Transport hereby invites bids for the appointment of a suitably qualified contractor to render vehicle rental and associated administrative services. The scope of services includes short-term vehicle rentals, chauffeur-driven transport services, the provision of bus services and other related services for Official funerals and State events.
- 2.2.2. Bidders must demonstrate the capacity and capability to deliver the required services. A bid will be deemed responsive only if it comprehensively addresses the scope of work as set out in this Special Conditions of Contract and includes all mandatory documentation specified herein. Non-compliance with these requirements will result in the bidder being disqualified

2.3. DELIVERABLES

- 2.3.1. The Department of Transport requires the appointed service provider to provide short-term vehicle rentals, chauffeur-driven vehicles, bus services, and other related services for events, as specified in the Special Conditions of Contract. In addition, the service provider will be required to render any other services outlined in the Special Conditions of Contract, forming part of the overall scope of work necessary for the successful delivery of the various events.



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3. BID DOCUMENTS CHECKLIST AND LIST OF RETURNABLE DOCUMENTS

3.1.1. The following tables sets out the format for the submission of the bid and the list of returnable documents.

Table 1: Bid Documents Checklist and list of returnable documents

#	Document Name	Included in the published bid document?	To be returned by the bidder?	Bidder to tick Yes if the document is submitted
STAGE 1: MANDATORY ADMINISTRATIVE REQUIREMENTS EVALUATION				
1.	SBD 1 Invitation to Bid	Yes	Yes	
2.	Proof of authority must be submitted as per SBD 1	No	Yes	
3.	SBD 4 Bidder's Disclosure	Yes	Yes	
4.	SBD 6.1 – Preference points claim form.	Yes	Yes	
5.	Written confirmation for disclosing tax status by SARS	No	Yes	
6.	Central Supplier Database Report	No	Yes	
7.	CIPC Company Registration Documents	No	Yes	
8.	Copy of Identity Documents of the Owners and Directors	No	Yes	
STAGE 2: MANDATORY TECHNICAL COMPLIANCE REQUIREMENTS EVALUATION				
9.	Short term vehicle rental: Availability of vehicles			
10.	Short term vehicle rental: Provision of a fuel card			
11.	Chauffeur Driven Services and Bus Services			
12.	Experience			
13.	Services			
STAGE 3: MANDATORY TECHNICAL COMPLIANCE REQUIREMENTS EVALUATION				
14.	Pricing Schedule (Annexure A)			
15.	BBBEE Certificate			

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4. EVALUATION

4.1. STAGE 1: MANDATORY ADMINISTRATIVE REQUIREMENTS

- 4.1.1. Failure to submit any of the required documents as set out in Table 1, or the submission of documents that do not meet the specified requirements, will result in disqualification.
- 4.1.2. Bidders must comply with the requirements and submit all required document(s) indicated herein with the bid documents at the closing date and time of bid. This phase is not scored and bidders who fail to comply with all the mandatory criteria will be disqualified.
- 4.1.3. This bid will only be evaluated on the Mandatory requirements, the compulsory Mandatory Technical requirements and the preferential point system.
- 4.1.4. Bidders are required to be registered on the Central Supplier Database and the Department of Transport shall verify the bidder's tax compliance status through the Central Supplier Database.
- 4.1.5. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.
- 4.1.6. It is therefore a condition of this bid that the tax matters of the bidder be in order at any point in time from the closing date of the bid. This bid will only be awarded to a bidder(s) whose tax status on Central Supplier Database is compliant.
- 4.1.7. Failure to meet the requirements of the Mandatory Technical Compliance Requirements will lead to the disqualification of the bid.
- 4.1.8. The following will lead to outright disqualification of a bid.

Table 2: Outright disqualification

OUTRIGHT DISQUALIFICATION
<u>Non-compliance with 2 envelopes.</u> The DOT follows a two-envelope system in which the technical proposal is separate from the pricing proposal. Unsealed/Accessible pricing info at onset of process, is deemed non-compliant. • Envelopes not clearly marked as Technical and Financial • Financials/Costing disclosed in technical proposal
<u>All SBD's not submitted</u> The DOT cannot continue to evaluate a proposal without the submission of the required forms. Omission of all forms is deemed non-compliant. Omission of some may be deemed administrative.
<u>Non-responsive proposal</u>


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OUTRIGHT DISQUALIFICATION

When no proposal is submitted to evaluate (eg only SBD documents and/or price submitted for bid evaluated on functionality)

Late bid

A bid submitted after the closing date and time.

4.2. STAGE 2: MANDATORY TECHNICAL COMPLIANCE REQUIREMENTS EVALUATION

- 4.2.1. Only bidders who have complied with mandatory requirements in Stage 1 will proceed to Stage 2 and will be evaluated on the mandatory technical requirements.
- 4.2.2. Bidders must, as part of their bid documents, submit supportive documentation for all Mandatory Technical Requirements as indicated hereunder. The Bid Evaluation Committee (BEC) responsible will evaluate all bids based on their submissions and the information provided.
- 4.2.3. The Bid Evaluation Committee (BEC) responsible for evaluating the respective bids will evaluate all bids based on the below criteria the information provided by the bidder as part of their submission.

Table 3: Mandatory Technical Requirements

#	THE BIDDER MUST SUBMIT THE FOLLOWING MANDATORY DOCUMENTATION AND PROOF AS REQUIRED
1.	Short term vehicle rental: Availability of vehicles The bidder must provide one of the following as evidence of their ability to supply vehicles: • Proof of ownership of the vehicles; or • A signed subcontractor agreement or a letter of undertaking with a third-party entity capable of supplying the vehicles; Where a letter of undertaking or a subcontractor agreement are provided it should include the following information: i. Confirmation of vehicle availability, indicating the number of vehicles and the period over which the services were rendered. ii. The letter/s must be on the client's letterhead, dated and signed. iii. Have the client's name, physical and postal address, telephone, and email details, and the capacity of the person signing the letter.

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2.	Short term vehicle rental: Provision of a fuel card For the confirmation of a fuel card facility, the bidder must provide: • a letter from a bank confirming that fuel cards and a funding facility of R1,000,000 will be made available, or • an agreement with a financial services institution confirming that fuel cards and a funding facility of R1,000,000 will be made available. The letter from the bank or the agreement provided should include at least the following information: i. Confirmation of funding or the fuel facility that will be provided. ii. Have the client's name, physical and postal address, telephone, and email details, and the capacity of the person signing the letter. iii. Must be on the official letterhead of the issuing financial institution iv. Contact details of the financial institution, which include physical and postal address, telephone numbers and email address v. Must be addressed to the bidding company vi. Full name, designation and capacity of the individual signing the letter.
3.	Chauffeur Driven Services and Bus Services The bidder must demonstrate the ability to provide the required vehicles and drivers by submitting one of the following: • Proof of ownership of the vehicles and a list of drivers; or • A subcontractor agreement or a letter of undertaking with a third-party company or capable of supplying the vehicles and drivers; Where a letter of undertaking or a subcontractor agreement are provided it should include the names of contactable references, comprising of a phone number and email address. The following information must be contained in the reference letter/s: i. Confirmation of chauffeur and bus services provided, indicating the number of vehicles and the period over which the services were rendered. ii. The letter/s must be on the client's letterhead, dated and signed. iii. Have the client's name, physical and postal address, telephone, and email details, and the capacity of the person signing the letter.



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4.	Experience • The bidder must provide letters from previous clients demonstrating a minimum of five (5) years of experience in the vehicle rental/leasing industry, including chauffeur-driven services. • Each letter must be signed and include contactable references, comprising of a phone number and email address. The following information must be contained in the reference letter/s: i. Confirmation of services, indicating the number of vehicles and the period over which the services were rendered. ii. The letter/s must be on the client's letterhead, dated and signed. iii. Have the client's name, physical and postal address, telephone, and email details, and the capacity of the person signing the letter.
6.	Financial Considerations The bidder must submit a financial guarantee confirming access to funding in the amount of R15 million. The financial guarantee must be issued by a registered South African bank regulated by the South African Reserve Bank (SARB), a licensed financial institution or insurer regulated by the Financial Sector Conduct Authority (FSCA). To this extent, the financial guarantee must be dated and signed and must contain the following information: i. Must be on the official letterhead of the issuing financial institution ii. Name of the financial institution iii. Contact details of the financial institution, which include physical and postal address, telephone numbers and email address iv. Guarantee must be addressed to the bidding company v. Indicate access to funding of R15 million vi. Full name, designation and capacity of the individual signing the guarantee.



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4.3. STAGE 3: EVALUATION IN TERMS OF 90/10 PREFERENCE POINTS SYSTEM

4.3.1. Only bids that achieve the meet the Mandatory and Mandatory Technical requirements will be evaluated further in accordance with the 90/10 preference points system.

4.3.2. Price

4.3.3. Bidders must ensure that they adhere to the two-envelope system and that the pricing needs to be submitted in a separate envelope. Failure to do so will disqualify the bid.

4.3.4. Bidders need to complete the pricing Schedule (Annexure B). Failure to submit the pricing schedule will result in the bid being disqualified.

4.3.5. All prices submitted in this bid must be inclusive of 15% Value Added Tax.

4.3.6. As vehicle rental and related costs are variable and not fixed, the bid shall be structured on a cost-plus model, whereby only the administrative fee will be subject to evaluation.

4.3.7. The DOT will be liable for all approved costs as invoiced by the subcontractors plus the percentage administration fee on the total amount.

4.3.8. The administration fee will be applicable on all vehicle rental, chauffeur drive services, bus services, insurance, damages/ insurance excesses, excess kilometres, collection and delivery fees, and car washes as invoiced by the subcontractors.

4.3.9. Fuel, oil, and tolls will be based on actual usage, including all transaction and administration fees as invoiced by the finance service provider providing the card or payment facilities. The DOT will pay all costs as invoiced by the finance service provider, plus the administration fee.

4.3.10. All excess kilometres will be billed at the rate quoted by the subcontractors to the appointed service provider plus the administration fee.

4.3.11. Prices submitted for this bid must be entered in the fields provided on the pricing schedules supplied with the bid documents.

4.3.12. Pricing structures that do not comply with these requirements will invalidate the bid.

4.3.13. Preference points

4.3.14. The following scorecard will be utilized to calculate the points awarded in line with the Preferential Procurement Regulations.



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Table 4: Preference Points Scorecard in Terms of The Preferential Procurement Regulations.

Goals	Points out of 20 (90/10)	Required proof	Points claimed	Proof Attached
Black Owned (BO)	Max 4	B-BBEEE Status level certificate. Issued by an authorized body or persons; or A sworn affidavit as prescribed by the B-BBEE Codes of Good practice		
100 % BO	4			
>50%	2			
Women Owed (WO)	MAX 4	B-BBEEE Status level certificate. Issued by an authorised body or persons; or A sworn affidavit as prescribed by the B-BBEE Codes of Good practice		
100% WO	4			
>50%	2			
Black Designated Group (BDG)	MAX 2	B-BBEEE Status level certificate. Issued by an authorised body or persons; or A sworn affidavit as prescribed by the B-BBEE Codes of Good practice		
100% BDG	2			
>50%	1			

The following also applies:

- 4.3.15. Bidders are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof or a sworn affidavit at the closing date and time of the bid in order to claim the B-BBEE status level points. The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.
- 4.3.16. Bidders are required to complete the preference claim form (SBD 6.1), and submit the required supporting documents at the closing date and time of the bid in order to claim the

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points. The points scored by a bidder in respect of preference will be added to the points scored for price.

- 4.3.17. Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted the required supporting documents together with the bid will be considered for preference points.
- 4.3.18. Failure on the part of the bidder to comply with paragraphs 4.3.16 and 4.3.17 above will be deemed that preference points are not claimed and will therefore be allocated a zero (0).
- 4.3.19. The Department of Transport may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to preference.
- 4.3.20. The points scored will be rounded off to the nearest 2 decimals.
- 4.3.21. In the event that two or more bids have scored equal total points, the award will be done in terms of the Preferential Procurement Regulations 2022, Section 8: Criteria for breaking deadlock in scoring.
- 4.3.22. A contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points.
- 4.3.23. A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated score card, with detailed points claimed by each partner, and supporting documents for every separate tender.
- 4.3.24. In the event that preference points are claimed for goals by consortia / joint ventures, the following information must be furnished in order to be entitled to the points claimed in respect of those goals:

Name of Consortium/JV Partner	Percentage (%) of the contract value managed or executed by the Partner



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5. ANNEXURES

5.1. ANNEXURE A – RULES OF BIDDING

5.2. ANNEXURE B – PRICING SCHEDULE

5.3. SPECIAL CONDITIONS OF CONTRACT

←→
END OF DOCUMENT



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CHECKLIST:DOT/08/2026/COO: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SHORT – TERM VEHICLE RENTALS, CHAFFUER DRIVE AND BUS SERVICES FOR OFFICIAL FUNERALS AND STATE EVENTS FOR A PERIOD OF 60 MONTHS

NB	SERVICE PROVIDERS MUST INDICATE WITH A TICK	YES	NO
1	Did you take note that bids submitted per mail must be sent per registered mail and reach the Department in time to be deposited in the Tender Box before the closing date and time?		
2	Are you familiar with the contents of the SBD 1 Form? Did your authorised official complete and sign the SBD 1 Form?		
3	Did you submit an original and valid Tax Clearance Certificate? In bids where consortia/joint venture/sub-contractors are involved; each party must submit a separate Tax Clearance Certificate (paragraph 4 of the SBD 2 form)		
4	Please note that SBD 1 must form part of the Technical proposal. (The envelope must be marked Technical proposal)		
6	Is the SBD 6.1 Form completed and signed? In bids where consortia /joint ventures sub-contractors are involved, both parties must submit one B-BBEE Status Level Verification Certificate.		
7	Have you taken note of the General Conditions of Contract and signed the bottom of each page thereof?		
8	Is your bid/proposal complete and responsive in all respects to the specifications/terms of reference?		
9	Please note that late bids will not be considered.		
10	Updated CSD report must be attached, and all companies forming a JV/Consortium/Subcontract submitted their CSD report?		

Declaration: I, the undersigned (Full Name)
certify that I have noted the contents of the above-mentioned checklist and have complied with the stipulations contained therein.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

ENVELOPE NO.1: FUNCTIONALITY PROPOSAL

BID DESCRIPTION:	
BID No:	
Submission closing date:	
Submission closing time:	
Name of bidder:	
Contact number of bidder:	
Address of bidder:	

ENVELOPE NO.2: PRICE SCHEDULE / FINANCIAL PROPOSAL (SBD 3.3)

BID DESCRIPTION:	
BID No:	
Submission closing date:	
Submission closing time:	
Name of bidder:	
Contact number of bidder:	
Address of bidder:	

NB: In this envelope, the bidder shall provide the SBD 3.3/ financial proposal completed and signed. Please note that no financials should be burned/copied on the USBs.

CONTACT DETAILS :

Physical address: Forum building, 159 Struben Street, Pretoria
National Department of Transport
Private Bag X193, Pretoria, 0001

For any enquiries, email: MakgobatlouS@dot.gov.za / SchoemaA@dot.gov.za

Good day,

You are hereby invited to attend the briefing session for the following procurement:

Appointment of a service provider for the provision of: Short - term vehicle rentals, Chauffer drive and Bus services for Official Funerals and State Events for a period of 60 months

The briefing session will provide prospective bidders with an opportunity to obtain further information and clarification regarding the requirements of the bid.

Regards,

Microsoft Teams meeting

Join:

<https://teams.microsoft.com/meet/322107873159392?p=t9dfWJJ9fTyN8H5lv5>

Meeting ID: 322 107 873 159 392

Passcode: Ru6ZY72c

[Need help?](#) | [System reference](#)

For organizers: [Meeting options](#)

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DOT/08/2026/COO	CLOSING DATE:	23/09/2026	CLOSING TIME:	11:00
DESCRIPTION	Appointment of a service provider for the provision of: Short - term vehicle rentals, Chauffer drive and Bus services for Official Funerals and State Events for a period of 60 months				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
NATIONAL DEPARTMENT OF TRANSPORT 159 FORUM BUILDING CORNER BOSMAN AND STRUBEN STREET					
PRIVATE BAG X 193					
PRETORIA 0001					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MR SJ MAKGOBATLOU / MS N NYAWO		CONTACT PERSON	Mr A SCHOEMAN	
TELEPHONE NUMBER	012 309-3083/3291		TELEPHONE NUMBER	012 309 3117	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	MakgobatlouS@dot.gov.za/NyawoN@dot.gov.za		E-MAIL ADDRESS	SchoemanA@dot.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:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM					

PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

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

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

Where a person/s 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.

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

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.

SBD4

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

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.: DOT/08/2026/COO

CLOSING TIME 11:00

CLOSING DATE: 23/09/2026

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)		
1.	The accompanying information must be used for the formulation of proposals.			
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....		
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)			
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE	
		R.....		
		R.....		
		R.....		
		R.....		
		R.....		
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT			
		R.....	 days	
		R.....	 days	
		R.....	 days	
		R.....	 days	
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.			
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
				R.....
				R.....
				R.....
				R.....
	TOTAL: R.....			

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

Bid No.:

Name of Bidder:

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

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

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

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

DEPARTMENT OF TRANSPORT
 Ms. Nelisiwe Nyawo / Ms Makgobatlou S
 Supply Chain Management
 Tel: 012 309 3291/3083

Or for technical information

DEPARTMENT OF TRANSPORT
 Mr A Schoeman
 Security Services
 Tel :012 309 3117

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

- 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** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
BLACK OWNED		MAX 4		
100% BO		4		
>50%		2		
WOMEN OWNED		MAX 4		
100% WO		4		
>50%		2		
BLACK DESIGNATED GROUP		MAX 2		
100% BDG		2		
>50%		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:	
	
	
	

ANNEXTURE B

Annexure B: Pricing Schedule - Provision of Short Term Vehicle Rentals, Chauffeur Drive, and Bus Services for Official Funerals and State Events					
Note: * All prices must include VAT and a price must be provided for the full period of the contract. * The Annexure B: Pricing Schedule must be submitted in a separate envelope / memory stick than the tehcnical response.					
	</				

APPENDIX A



transport

Department:
Transport
REPUBLIC OF SOUTH AFRICA



STANDARD RULES OF BIDDING FOR TERMS OF REFERENCE (TOR) OR REQUEST FOR PROPOSAL (RFP)

DOT/08/2026/COO

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SHORT-TERM VEHICLE RENTALS, CHAFFUER DRIVE AND BUS SERVICES FOR OFFICIAL FUNERALS AND STATE EVENTS FOR A PERIOD OF 60 MONTHS

To be attached by bid office during publishing

1 RULES OF BIDDING

1.1 INFORMATION SESSION

1.1.1 A virtual non-compulsory briefing session will be held on:

Date: **7 September 2026**

Time: **11:00 am**

1.1.2 The non-compulsory Briefing provides bidders with an opportunity to clarify aspects of the process as set out in this document and to address any substantive issues that bidders may wish to raise.

1.1.3 Any Briefing Notes which may be issued by the Department to the bidders should be considered as part of this project.

1.1.4 Any questions regarding the contents of this bidding document, should be directed in writing to the contact persons provided herein.

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- 1.1.5 Bidders may ask for clarification on this TOR or any of its Annexures up to close of business forty-eight (48) hours before the deadline for the submission of bids. Any request for clarification must be submitted by email to the Bid Office. Copies of questions and answers will be emailed to all firms that attended the briefing session.

1.2 FORMAT AND SUBMISSION OF BIDS

- 1.2.1 Bidders must submit their bids on the stipulated closing date and time. Late bids will not be considered. All late bids must be collected within seven (7) days failing which the DOT will discard of such late proposals.
- 1.2.2 Bids must be submitted in two (2) envelopes, one (1) with the technical proposal and the other pricing. Supporting documents required for compliance including all the SDB documents except for SBD 3.3 and Annexure B (Pricing Schedule), must be submitted together with the technical proposal.**
- 1.2.3 Format of submission of proposals:
- Envelopes must be clearly marked with Company name, DOT Nr and whether it is the technical or financial response;
 - Proposals must be submitted as one (1) original and four protected soft copies. Soft copies must be exact copies of the original technical document, including all supporting documents, and should be labelled properly.
 - Soft copies are not required for financial proposals. If a bidder does submit the financial proposal in soft copies, those copies must be sealed in the envelope marked financial.
 - Including the financial proposal on the technical soft copy will lead to automatic disqualification.
- 1.2.4 In order to evaluate and adjudicate bids effectively, it is imperative that bidders submit responsive bids. To ensure a bid will be regarded as responsive it is essential to comply with all conditions pertaining to mandatory requirements.
- 1.2.5 Each bidder must attach all applicable documents in support of its bid in accordance with the requirements set out in this bid as well as any other relevant materials, photographs and/or attachments.
- 1.2.6 Each bid, once submitted, constitutes a binding and irrevocable offer to provide the Services on the terms set out in the bid, which offer cannot be amended after its date of submission.



STANDARD RULES OF BIDDING FOR TERMS OF REFERENCE (TOR) OR REQUEST FOR PROPOSAL (RFP)

- 1.2.7 Department of Transport (DOT) reserves the right to accept or consider any bid in full or in part or any responses or submissions in relation thereto.
- 1.2.8 The Department of Transport (DOT) also reserves the right not to make an award in this bid or for a specific category of this bid.
- 1.2.9 DOT reserves the right to request any additional information that it may require or deem necessary. All such requests shall be in writing. The bidder should submit contact details of at least two different individuals to assist the Department of Transport (DOT) in terms of information or any queries that it might have regarding the company or the submitted bid documents.
- 1.2.10 After careful consideration and thorough examination of the proposals, DOT shall select the successful Bidder whose proposal most closely satisfies the criteria and the requirements, including costing of all deliverables and submission of a financial proposal that is responsive to the bid. The lowest price (management fee where applicable) offered will not necessarily be a decisive factor in choosing between Proposals.
- 1.2.11 The Department will publish the results of the outcome of a tender process, including the details of the successful bidder in the same media that was used to advertise the bid
- 1.2.12 The Department of Transport (DOT) reserves the right to request a site visit at the premises of the bidder and/or a presentation by the bidder if required. Any presentations shall be limited to the time period and topics as prescribed by the Bid Evaluation Committee.

1.3 SUB-CONTRACTING, PARTNERSHIP/CONSORTIUM/JOINT VENTURE AND COMPANY REQUIREMENTS

- 1.3.1 A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorized person.
- 1.3.2 A proposal submitted by a partnership must be accompanied by a written partnership agreement.
- 1.3.3 A proposal submitted by a consortium or joint venture of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:
- a. the conditions under which the consortium will function;
 - b. its period of duration;

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STANDARD RULES OF BIDDING FOR TERMS OF REFERENCE (TOR) OR REQUEST FOR PROPOSAL (RFP)

- c. the persons authorized to represent it;
- d. the participation of the several parties forming the consortium;
- e. the benefits that will accrue to each party;
- f. any other information necessary to permit a full appraisal of its functioning.

1.4 MATTERS RELATING TO TAX COMPLIANCE AND CLAIMING OF POINTS FOR GOALS IN TERMS OF PREFERENCE POINTS FOR VARIOUS COMPANY MODELS

1.4.1 Tax compliance – General

- a. No tender shall be awarded to a bidder who is not tax compliant. The DOT reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate, or whose verification against the Central Supplier Database (CSD) proves non-compliant. The DOT further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.
- b. It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
- c. Compliance must be throughout the bidding process, award and contracting.
- d. Service providers will be afforded the opportunity to correct tax compliance status and provide written proof of status or arrangements within a maximum of seven (7) working days.

1.4.2 Tax compliance – Consortia / Joint Ventures

- a. Consortia: Each party must submit a separate Tax Clearance Certificate.
- b. Joint-Venture: Unincorporated entity - each party must submit a separate Tax Clearance Certificate. Incorporated entity-tax clearance certificate for the JV and CSD registration of Joint Venture.

1.4.3 Claiming of Preference Points – General

- a. Please refer to the TOR/RFP document for detailed terms and conditions for preference points claims as well as the allocated goals.



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1.4.4 Claiming of Preference Points – Consortia / Joint Ventures

- a. A trust, consortium or joint venture, will qualify for points on prescribed goals, provided that the entity submits the required breakdown of goals claimed, with supporting documents.
- b. Consortium: Each partner is evaluated separately, and allocated points in accordance with the percentage of their stake holding as indicated per the proposal.
- c. Joint-Venture: Unincorporated entity/no BEE Certificate or Affidavit as a JV as yet - Each partner is evaluated separately, and allocated points in accordance with the percentage of their stake holding as indicated per the proposal. Incorporated entity – evaluated based on the JV's collective score as claimed.

1.5 TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

- 1.5.1 No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. The DOT reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

2 CONFIDENTIALITY OF INFORMATION & INTELLECTUAL PROPERTY RIGHTS

2.1 CONFIDENTIAL INFORMATION

- 2.1.1 **Confidentiality obligation.** Each Party ("the receiving Party") must treat and hold as confidential all information which they may receive from the other Party ("the disclosing Party ") or which becomes known to them concerning the disclosing Party during the duration of this Contract.
- 2.1.2 **Nature of the confidential information.** The confidential information of the disclosing Party shall, without limitation, include:
 - a. all software and associated material and Documentation, including information contained therein;
 - b. all information relating to :
 - i. the disclosing Party's past, present and future research and development;



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- ii. the disclosing Party's business activities, products, services, customers and clients, as well as its technical knowledge and trade secrets;
- iii. the terms and conditions of this Contract; and
- iv. the Department's data.

2.1.3 The Parties shall, except as permitted by the Contract, not disclose or publish any confidential information in any manner, for any reason or purpose whatsoever without the prior written consent of the disclosing Party and in the event of the confidential information relating to a third party, it shall also be incumbent on the receiving Party to obtain the consent of such third party.

2.1.4 **Receiving Party's obligations with regard to confidential information.** The receiving Party agrees that in order to protect the proprietary interests of the disclosing Party in its confidential information:

- a. it will only make the confidential information available to those of its Personnel who are actively involved in the execution of this Contract;
- b. it will initiate internal security procedures reasonably acceptable to the disclosing Party to prevent unauthorised disclosure and will take all practical steps to impress upon those Personnel who need to be given access to confidential information, the confidential nature thereof;
- c. subject to the right to make the confidential information available to their Personnel under clause 2.1.3 above, they will not at any time, whether during this Contract or thereafter, either use any confidential information of the disclosing Party or directly or indirectly disclose any confidential information of the disclosing Party to third parties;
- d. all written instructions, drawings, notes, memoranda and records of whatever nature relating to the confidential information of the disclosing Party which have or will come into the possession of the receiving Party and its Personnel, will be, and will at all times remain, the sole and absolute property of such Party and shall be promptly handed over to such Party when no longer required for the purposes of this Contract.

2.1.5 **Obligations in respect of confidential information upon termination.** Upon termination or expiry of this Contract, the receiving Party will:

- a. deliver to the disclosing Party or at the disclosing Party's option, destroy all originals and copies of the disclosing Party's confidential information in its possession.
- b. The Department of Transport reserves the right to inspect and audit any document pertaining to this contract within five years of the date of expiry of the contract. This may also include queries and complaints. The Contractor shall provide any assistance free of charge that may be required in this regard.



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2.1.6 The aforementioned obligations shall not apply to any information which:

- a. is lawfully in the public domain at the time of disclosure;
- b. subsequently and lawfully becomes part of the public domain by publication or otherwise;
- c. subsequently becomes available to the receiving Party from a source other than the disclosing Party, which source is lawfully entitled without any restriction on disclosure to disclose such confidential information; or
- d. is disclosed pursuant to a requirement or request by operation of law, regulation or court order.

2.1.7 Disclosure to professional advisors. Nothing in this clause shall preclude the Parties from disclosing the confidential information to their professional advisors in the *bona fide* course of seeking business and professional advice.

2.1.8 Severability. The provisions of this clause 2.1.5 are severable from the rest of the provisions of this Contract and shall survive its termination and continue to be of full force and effect for a period of ten (10) years after the date of termination.

2.2.6 Ownership. Ownership of all Departmental data, whether under its control or not, shall continue to vest in the Department and the Contractor shall not obtain any proprietary rights of such data.

2.2.7 Data may only be used in performance of the Services. The Department's data in the possession of the Contractor, or to which the Contractor may have access during the Contract, may not be used by the Contractor for any purposes whatsoever other than as may be specifically required to enable the Contractor to comply with its obligations in terms of this Contract.

- a. All documents and information produced by the Contractor, including its employees and agents, in the fulfilment of the terms of this contract shall be and remain the sole property of the Department of Transport
- b. The Contractor, including its employees and agents, shall, on oral or written request from the department, submit any documentation and materials to the department within 24 hours of such request.
- c. The Department of Transport is, and remains, the sole owner of all data generated by the execution of this contract. The Contractor shall provide the data to the Department of Transport or a third party only upon written request in paper and/or electronic format, upon approval from the National Department of Transport.



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- d. All data generated through the execution of the contract remains the property of the Department of Transport. The Contractor shall endeavour to make all data available to the department upon conclusion of the contract. Such data should be made available in the prescribed format, and if requested to do so, transfer all data to an independent or any other third party as nominated by the Department of Transport.
- e. Any use of the data generated through the contract for any other use than the execution of the contract will need to be approved by the National Department of Transport.

2.2.8 Preservation of integrity of data. Both Parties shall take reasonable precautions (having regard to the nature of their obligations in terms of this Contract), to preserve the integrity of the Department's data and to prevent any unauthorised access, corruption, or loss of such data.

3 TERMS AND CONDITIONS

3.1 GENERAL

- 3.1.1 The Department reserves the right to amend, modify or withdraw this Terms of Reference (TOR) document or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice except where required by law, and without liability to compensate or reimburse any Service Provider.
- 3.1.2 Neither the Department, nor any of its respective, officers, or employees may make any representation or warranty, expressed or implied in this TOR document, and nothing contained herein is, or shall be relied upon as, a promise or representation, whether as to the past or the future.
- 3.1.3 The costs of preparing proposals and of negotiating the Contract will not be reimbursed.
- 3.1.4 Firms may not contact the Department on any matter pertaining to their bid from the time when bids are submitted to the time the Contract is awarded. Any effort by a Service Provider to influence bid evaluation, bid comparisons or award decisions in any manner, may result in rejection of the bid concerned.
- 3.1.5 Bid submission requirements must be completed in sections and appendices provided in the bid document.
- 3.1.6 **ALL BIDDERS MUST BE REGISTERED ON THE CENTRAL SUPPLIER DATABASE AT NATIONAL TREASURY.** More information in this regard is available on www.ocpo.treasury.gov.za. Proof of registration must be submitted together with the technical proposal.



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- 3.1.7 Bidders may provide any additional information deemed important for the DOT to consider.
- 3.1.8 Prospective Bidders must at all times comply with the Department's Supply Chain rules and processes with regard to all projects and payments.

3.2 ORDER OF PRECEDENCE.

3.2.1 In the event of any conflict between any provisions of the SCC, GCC, Proposal and any other document accompanying the Bid, the following order of precedence shall prevail–

- a. TOR;
- b. Standard Bidding Documents;
- c. SCC,
- d. GCC;
- e. Proposal.

3.3 DURATION

- 3.3.1 The contract is for a period of sixty (60) months .
- 3.3.2 The Contract shall commence on the 1st of October 2026 or on the date of award, where the date of award is later than 1 October 2026.

3.4 CONTRACT AMENDMENTS

- 3.4.1 No addition to, or variation, consensual cancellation, or novation of the Contract, and no waiver of any rights arising from the Contract, including this clause, shall be of any force or effect unless reduced to writing and signed by the duly authorised representatives of each of the Parties.

3.5 SUBCONTRACTS

- 3.5.1 The Contractor shall notify the Department in writing of all sub-contracts awarded under the Contract, before the commencement of the Contract.
- 3.5.2 **The right to sub-contract.** The Contractor may sub-contract any of its obligations in terms of this Contract, or any part thereof, to a third party, provided that:
- a. such sub-contracting shall not absolve the Contractor from any responsibility for complying with its obligations in terms of this Contract and the Contractor hereby indemnifies and holds the Department harmless against any loss, harm or damage which the Department may suffer as a result of such sub-contracting;
 - b. the Contractor shall at all times remain the sole point of contact for the Department in respect of the Services by the Contractor.



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3.6 CONTRACTOR'S PERSONNEL

3.6.1 Suitably Qualified Personnel

- a. The Contractor shall employ suitably qualified, experienced and trained Personnel to provide the Services, provided that the Contractor shall be entitled in its discretion; to allocate Personnel resources in accordance with the technical or other skills and knowledge required, which discretion shall not have a negative impact on the provision of the Services.
- b. The Contractor's Personnel providing the Services may be absent for short periods of time for reasons including annual leave and training. The Contractor undertakes to avoid any disruption of the Services due to such circumstances.
- c. Please refer to the Special Conditions of Contract for the requirement in terms of personnel and drivers.

3.6.2 Contractor to adhere to security procedures of the Department or as otherwise prescribed. The Contractor's Personnel shall at all times when conducting a project or executing and event adhere to the standard health, safety and security procedures and guidelines applicable to the specific event. This includes the adherence to accreditation, access control requirements and screening.

3.6.3 Should the Department at any time have reason to believe that any of the Contractor's Personnel is failing to comply with such safety and security procedures and guidelines as prescribed, the Department may require the Contractor to replace such person without delay.

3.7 PAYMENT

3.7.1 Detailed Pricing.

Service Providers must complete the required Annexure B for Pricing and ensure that Prices are:

- a. Inclusive of all costs and VAT where applicable.
- b. Please refer to the Special Conditions of Contract, Section B, Category A, 12. Financial Considerations.
- c. The appointed contractor will be able to apply for an annual CPI price adjustment to the contract pricing. Please refer to the Special Conditions of Contract, Section: 11 Contract Price Adjustments for the details on these submissions.



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- d. The Department uses a two-envelope system. **NO PRICES MUST REFLECT IN THE TECHNICAL PROPOSAL.**

3.7.2 Price all-inclusive.

All prices are inclusive of any Value Added Tax, import, and all other duties. Any risk associated with an omission or miscalculation in pricing proposals, are carried by the bidder.

3.8 DELIVERY AND DOCUMENTS

- 3.8.1 **Reports.** The Contractor shall provide the Department with detailed Documentation and Reports as and when requested or when required in writing by the Department in both electronic format and hard copy.
- 3.8.2 All Documentation and Reports shall be in English.

3.9 TERMINATION

- 3.9.1 Should either Party fail to comply with any provision of this Contract the aggrieved Party may send a letter of demand to the defaulting Party, demanding compliance with such provision and should the defaulting Party, after a period of fourteen (14) days (or such longer periods as may under the circumstances be reasonably necessary) of the date of receipt of such written notice, remain in default, the aggrieved Party shall be entitled, without prejudice to any other rights it may have :
- a. to claim specific performance from the defaulting Party and to claim such damages as it may have suffered; or
 - b. to discharge and execute the defaulting Party's obligations on its behalf and to recover the costs and disbursements incurred in respect thereof from that Party; or
 - c. to terminate this Contract and claim such damages as the aggrieved Party may have suffered from the defaulting Party."
- 3.9.2 The Department may, without prejudice to any other rights it may have, terminate this Contract by written notice to the Contractor, upon the occurrence of the following events, namely if:



STANDARD RULES OF BIDDING FOR TERMS OF REFERENCE (TOR) OR REQUEST FOR PROPOSAL (RFP)

- a. the Contractor fails to adhere to set timeframes, service levels or service standards as determined in the TOR and the Special Conditions of Contract.
- b. the Contractor, in the opinion of the Department, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract;
- c. judicial execution is levied on the Contractor's goods and which remains unpaid for 14 days after attachment;
- d. there has been a material defect, error or failure by the Contractor to comply with applicable laws or rules in the Bid or in the awarding of this Contract which is incapable of rectification and that requires this Contract to be terminated;
- e. the Contractor, when advised that its Proposal has been accepted, has given notice of inability to sign or execute the Contract;
- f. the Contractor has abandoned its obligations in terms of this Contract;
- g. the Contractor has deliberately furnished inaccurate information in its Bid with regard to its previous experience relating to the Services, or with regard to any other material information; or
- h. the Contractor ceases to carry on business as the Contractor of the Service.

3.9.3 In the event that negotiations between the Department and the Preferred Service Provider/s fail with regard to the conclusion of a Contract, the Department reserves its right not to appoint the Preferred Service Provider/s without incurring any liability to compensate or reimburse the Preferred Service Provider/s.

3.9.4 In the event that the Contractor does not complete Services in terms of this Contract by the Completion Date, the Department may view this as a material breach of this Contract and claim specific performance, and/or damages.

3.9.5 The Preferred Service Provider will not be required to enter into a Service Level Agreement (SLA). The contract shall be governed by the services as set out in the Special Conditions of Contract and all its addendums.

3.9.6 The Department reserves the right to terminate the Agreement in the event that no consensus can be reached on the terms and conditions of a subsequent Service Level Agreement."

←→
END OF DOCUMENT



INITIAL: PROJECT MANAGER/CHAIRPERSON:BSC

INITIAL: SERVICE PROVIDER

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 (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.



SPECIAL CONDITIONS OF CONTRACT FOR

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF
SHORT TERM VEHICLE RENTALS, CHAUFFEUR DRIVE AND BUS
SERVICES FOR OFFICIAL FUNERALS AND STATE EVENTS**

CLOSING DATE AND TIME OF BID: DOT/XX/XXXX/COO

15 July 2026 at 11:00

BID VALIDITY PERIOD: 120 DAYS

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Section A

1. DEFINITIONS

- 1.1. **Accounting Officer** – bears the same meaning as defined in the Public Finance Management Act (PFMA) or the Municipal Finance Management Act (PFMA/MFMA)
- 1.2. **Fuel Card** – an EMV chip-and-PIN card supplied by the Contractor to facilitate transactions for fuel where required.
- 1.3. **Contractor / Service Provider** – the successful bidder who is awarded the contract to maintain and administer the required and specified services to the Department of Transport (DOT).
- 1.4. **Driver** – an official / employee in possession of a valid unendorsed driver's license and/ or PDP which enables them to drive a specific category of vehicle.
- 1.5. **Road side assistance** - means any assistance rendered to the driver of a vehicle when the vehicle has suffered a mechanical failure or when the vehicle was involved in an accident or incident that leaves the driver stranded. Such assistance can include the towing of the vehicle or repair of the vehicle on the side of the road.

2. ABBREVIATIONS

- | | |
|---------------|---|
| 2.1. COF | : Certificate of Fitness as required under Road Traffic Legislation |
| 2.2. CPA | : Contract Price Adjustment |
| 2.3. CPI | : Consumer Price Index |
| 2.4. DIRCO | : Department of International Relations and Cooperation |
| 2.5. MPV | : Multi-Purpose Vehicle |
| 2.6. SAPS | : South African Police Services |
| 2.7. SUV | : Special Utility Vehicle |
| 2.8. STATS SA | : Statistics South Africa |
| 2.9. VAT | : Value- Added Tax |

3. LEGISLATIVE AND REGULATORY FRAMEWORK

- 3.1. This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).
- 3.2. The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. However, where, the Special Conditions of Contract are in

conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

3.3. This bid is subject to all applicable industry-related legislation, particularly the legislation stated below:

3.3.1. National Road Traffic Act, 1996 and its Regulations

4. COUNTER CONDITIONS

4.1. Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

5. CONTRACT PRICE ADJUSTMENTS

5.1. General

5.1.1. The contract will allow for an automatic annual CPI price adjustment. The contractor will be required to make a submission to the Department of Transport as set out in the below tables for confirmation by the department, prior to implementation.

5.2. Cost Components and Proportion

5.2.1. The cost components of the contract price usually constitute the cost of materials (raw material or finished product), cost of direct labour, cost of transport and those other costs which are inclined to change. The proportions are the contribution to the contract price of each of these cost components. In this bid the following cost components will be used to calculate contract price adjustments as the contractor will only charge the department and administration fee.

Cost Component	% Contribution
Headline CPI	100%
TOTAL (Cost components must add up to 100%)	100 %

5.3. The Applicable Indices / References

- 5.3.1. The applicable index refers to the relevant market index, which is a true reflection of price movement(s) in the cost over time. In this bid the following indices or reference will be applicable:

Cost component	Index Publication	Index Reference
All items	STATS SA Statistical release P0141 (CPI Publication)	Table A: Consumer Price Index: Main Indices, All items (CPI Headline)

- 5.3.2. The base index date applicable to the formula is defined as the date at which the price adjustment starts. In this bid the base index date is February 1 June 2026.

5.4. Price Adjustment Periods

- 5.4.1. The application for a price adjustment must be submitted one month prior to the commencement date of the increase. The submission needs to be made to the Section: Government Fleet at the Department of Transport.
- 5.4.2. The price adjustment will be applicable to all items as specified in the Pricing Schedule to this bid (Annexure B). The Department of Transport (DOT) in turn shall claim a decrease in rates should the CPI decreases under the same conditions as applicable to the Contractor.
- 5.4.3. Adjustment to contract prices may be applied for at the following dates as contained in the table below: The Contractor will be allowed to apply for an annual CPI (All items) adjustment as per the Headline CPI

Adjustment	CPI application to reach the office at the following dates	Dates from which the adjusted price will become effective
1 st Adjustment	1 September 2027	1 October 2027
2 nd Adjustment	1 September 2028	1 October 2028
3 rd Adjustment	1 September 2029	1 October 2029
4 th Adjustment	1 September 2030	1 October 2030

- 5.4.4. The administration fee will be adjusted annually on the anniversary date of the contract. The contractor will need to apply for the said adjustment one month prior to the anniversary date of the contract. The end index date will be the index applicable three months prior to the annual adjustment.

Section B

Category A: General

1. ROLES AND RESPONSIBILITIES

1.1. Contract Administration

- 1.1.1. The administration and facilitation of the contract will be the responsibility of Department of Transport (DOT), Directorate: Government Fleet and all correspondence in this regard must be directed to the following address:

The Director: Government Fleet,
Department of Transport,
Private Bag X113,
Pretoria, 0001

- 1.1.2. Contractors must immediately notify the Directorate: Government Fleet, Department of Transport (DOT) of any unforeseeable circumstances that may adversely affect the execution of the contract. Full particulars of such circumstances, including the anticipated period of delay, must be provided.

1.2. Supplier Performance Management

- 1.2.1. Supplier performance management will be the responsibility of the Directorate: Government Fleet, Department of Transport.

2. CONTRACT MANAGEMENT

- 2.1. The contractor will appoint a contract manager that will serve as a nodal point of contact and for notification of events. Where required, the contractor may identify an individual to manage a specific event.

3. INTRODUCTION TO REQUIREMENTS

- 3.1. The Department of Transport requires an all-inclusive, flexible fleet solution to support the execution of its responsibilities in Official State Funerals and other International State events hosted by the Government of the Republic of South Africa. The required services will be provided within the Republic of South Africa and can be summarized as follows:

3.2. **Category A: General Requirements**

- 3.2.1. This is the general requirement of the contract as it refers to the conditions of all services to be rendered under this contract.

3.3. **Category B: Short Term Vehicle Rental**

- 3.3.1. The Department of Transport seeks to appoint a suitably qualified contractor to render short-term vehicle rental and associated administrative services for Official State Funerals and State events.
- 3.3.2. These short-term rental services shall be determined by the location of each event and are therefore not restricted to specific geographical areas. The bid therefore also makes provision for vehicle relocation costs, where required.

3.4. **Category C: Chauffeur Drive Services, Bus and/or Shuttle services**

- 3.4.1. A chauffeur-driven service for various vehicles, depending on the requirements of the events, is required. Some events may require overnight accommodation for drivers, depending on the location and duration of the event.

3.5. **Category D: Other Services**

- 3.5.1. "Other Services" refers to additional support services that may be required for events, including but not limited to car wash services, on-site administrative support, event coordination, and driver management during events.

4. BACKGROUND AND ESTIMATED QUANTITIES

- 4.1. The number of vehicles will be determined prior to each event, based on the vehicle requirements received from DIRCO and SAPS.
- 4.2. The estimated amount spent on events from January 2021 is R100 million. And is an indication of the size and volumes of the contract. This is solely provided as a guideline for the purpose of preparing this bid.
- 4.3. The Department of Transport (DOT) does not guarantee the amount or any number of vehicles required for future events.
- 4.4. The below table set out a summary of the events the Department of Transport was responsible for with a breakdown of the number of vehicles, buses and the location of the event.

Date	Type of Event	Number of luxury vehicles	Number of Buses	Location
Jan-21	Funeral	0	3	Cape Town
Jan-23	Funeral	0	5	Johannesburg
Oct-23	Summit	470	0	Johannesburg
Nov-23	Summit	70	7	Pretoria
May-24	Funeral	0	4	Johannesburg
Jun-24	Inauguration	350	53	Pretoria
Oct-24	Funeral	0	4	Cape Town
Oct-24	Funeral	0	4	Tzaneen
May-25	Funeral	0	4	Johannesburg
Mar-25	Funeral	0	4	Bloemfontein
Sept-25	Funeral	0	4	Emahlaleni
Oct-25	Funeral	0	4	Richardsbay
Jul-25	Funeral	0	10	Mbombela
May-25	Funeral	0	4	Johannesburg
Jan-25	Funeral	0	4	Empangeni
May-25	Funeral	0	4	Johannesburg
Nov-25	Summit	550	70	Johannesburg
Aug-26	Summit	109	0	Durban

5. SECURITY AND CONFIDENTIALITY OF DATA

- 5.1. To protect the data generated by this contract, the Contractor shall have in place, and shall maintain, suitable back-up procedures and disaster plans to protect data. The Contractor shall back-up all electronic data on a daily basis. Any costs associated with the recapture and processing of data for whatever reason shall be borne by the Contractor.

6. RISK MANAGEMENT

- 6.1. The Contractor's systems and procedures shall incorporate both preventative and detective safeguards capable of preventing and detecting fraudulent transactions.
- 6.2. The Contractor shall report in writing to the Department of Transport any suspected irregularities involving an official, or any other person immediately upon the suspicion arising.

- 6.3. In terms of the operations of this contract, the Contractor shall:
- 6.3.1. Take adequate steps (including rotation of staff where practical) to minimize the risk of collusion among its staff and subcontractors.
 - 6.3.2. Assist the Department of Transport in investigating any irregularities by providing any information and/ or evidence that it may have. The information provided shall be sufficient to enable the Department of Transport to institute investigations and / or take corrective action or institute disciplinary action against employees in the employment of The State.
 - 6.3.3. Avail any of its staff at no additional cost to the Department of Transport to assist in any investigations, disciplinary or criminal actions.
- 6.4. The Contractor shall be liable for all cost or damages incurred by the Department of Transport where:
- 6.4.1. Costs or damages is a result of irregularities involving the staff of the Contractor or subcontractor.
 - 6.4.2. Where preventative and detective safeguards failed.
 - 6.4.3. Where fuel fraud can be proven, the Contractor has the right to recover any losses from individuals involved and institute the required criminal proceedings.

7. EQUIPMENT AND MATERIALS

- 7.1. The Contractor shall provide all equipment, materials, sundry items such as stationery, incur any delivery charges, postage, telephone, data, photocopy costs and the like that may be required for purposes of the contract, as part of the cost of the contract.

8. AUDITS AND INSPECTIONS

- 8.1. The Department of Transport reserves the right to inspect and audit any document pertaining to this contract within five years of the date of expiry of the contract. This may also include queries and complaints. The Contractor shall provide any assistance free of charge that may be required in this regard.
- 8.2. The cost of inspections and audits shall be borne by the Contractor where the Department of Transport can provide reasonable grounds to prove inaccuracy of information provided by the Contractor or deliberate misrepresentation by the Contractor.
- 8.3. The Department of Transport reserves the rights to conduct audits on the status of the contract and the Contractor shall provide any assistance free of charge that may be required in this regard.

- 8.4. Should any audit or inspection reveal that the Contractor has not complied with any of the terms of this contract, the Contractor shall be charged for the cost of the audit or inspection as well as the cost of any losses incurred by the Department of Transport associated with such non-compliance

9. CONTRACT IMPLEMENTATION

- 9.1. The contractor shall make available all services as set out in the contract from the commencement date of the contract. No additional contract implementation period shall be provided for.

10. PLANNING FUNCTION

- 10.1. Some of the major events require up-front planning sessions and meetings. The contractor should participate in these planning sessions or meetings when requested to do so at no additional cost to the Department of Transport.

11. SERVICE LEVELS

- 11.1. The Special Conditions of Contract set out the required services and specified service levels. The service levels stipulated herein are non-negotiable, and the Department will therefore not enter into a separate Service Level Agreement.

12. FINANCIAL CONSIDERATIONS

12.1. General

- 12.1.1. The price must be submitted and reflected in the pricing schedule attached as Annexure B.
- 12.1.2. The Department of Transport (DOT) will not authorize any payments for any amounts over and above those reflected on the pricing schedule. The bidder cannot submit any fee structures that are not included in the pricing schedule attached as Annexure B.
- 12.1.3. The Department of Transport (DOT) will not pay funding interest for any goods or services procured under this contract.
- 12.1.4. The Department of Transport (DOT) will not accept any charges for items that are not contained in the Special Conditions of Contract.
- 12.1.5. The Contractor must ensure and demonstrate that they have access to sufficient funding to cover all transactions under this contract with the Department of Transport until such time as payment is received.

12.1.6. The Department of Transport will not pay any deposits prior to events taking place, but will only pay for the full complement of services upon the presentation of the verified invoice.

12.1.7. When sourcing quotations from suppliers prior to an event, the Contractor shall negotiate on behalf of the Department of Transport to ensure the most cost-effective execution of the event.

12.2. Placement of Orders and Payments

12.2.1. Orders will be placed directly by the Directorate: Government Fleet or any other party nominated by the Directorate: Government Fleet for services to be rendered.

12.2.2. The process for the placement of orders and the confirmation thereof will be agreed to by the Directorate: Government Fleet and the Contractor.

12.2.3. Order(s) will be placed as and when required during the contract period and delivery points will be specified per event.

12.3. Billing principles

12.3.1. Short term vehicle rentals:

12.3.1..1. Where the Contractor is also the owner of the vehicle, the Department of Transport will approve a quoted amount that is aligned with the prevailing market price.

12.3.1..2. The Contractor shall provide the Department of Transport with a full breakdown of the cost per vehicle, in accordance with the invoices received from its suppliers. This will include at least the following information:

- Vehicle registration number
- Supplier invoice number
- Vehicle description
- Billing start date
- Billing end date
- Number of days
- Daily rate
- Start, end and total kilometers
- Free and Excess kilometers
- Fuel (on return of the vehicle), Oil and Toll
- Delivery and Collection charges
- Traffic fine administration fees

- Damage or excess charges (Including administration fees as charged by the third-party supplier)
- Other costs levied by the supplier such as Contract Fees, Administration fees and Tourism Levies.
- Total rental cost invoiced by the supplier.
- Total cost including the Contractors administration fee.
- Fuel charges as invoiced by the financial service provider, per fuel cards for all fuel card transactions and the Contractors administration fee.

12.3.2. Chauffeur Drive Services, Bus and/or Shuttle services

12.3.2..1. The following information must be provided as part of the breakdown of costs for bus services:

- Type of vehicle or bus
- Daily rate
- Overtime rate
- Billing start date
- Billing end date
- Delivery / Collection / Movement charges
- The Department of Transport will not pay any fuel, toll, damage or additional driver charges.
- Total rental cost invoiced by the supplier
- Total cost including the Contractors administration fee

12.3.3. Other costs

- Car washes will either be charged per vehicle or provided as on-site services. This will be confirmed with the Contractor based on the nature of the event.
- The Department of Transport will only be liable for costs that are in line with the approved orders placed and where the third-party supplier invoices support the amounts billed.

12.4. Billing and invoices

- 12.4.1. Upon conclusion of the event, the Contractor shall submit to the Department of Transport an Excel spreadsheet detailing the actual services rendered, together with the relevant charges as set out in the original pricing schedule, as well as all supporting documentation from third-party suppliers.
- 12.4.2. The contractor will generate the invoice once all charges have been agreed to by both parties.
- 12.4.3. The invoice should be reconcilable with the invoices as provided by the third-party supplier to the contractor.

12.4.4. Payment to the Contractor will be done within 30 days of receipt of the approved tax invoice.

12.4.5. All invoices for services rendered during the contract period should be submitted for payment within a maximum period of two months.

13. PENALTIES

13.1. Failure to render the services as set out in this contract to the acceptable levels, will either constitute a breach in contract that will lead to termination of the contract or the levying of penalties for the rendering of substandard services. Please refer to the table below that sets out the penalties.

Short term vehicle rentals	
Service Failure	Penalty Applicable
Non-delivery of vehicles	Double the cost of the vehicle rental per day
Late delivery of vehicle	The daily vehicle rental charge will be applicable for late delivery within 24 hours, with double the daily rate of the vehicle rental per day for every 24 hours thereafter
Sub-standard vehicle	50% of the daily vehicle rental charge
Chauffeur Drive Services, Bus and/or Shuttle services	
Service Failure	Penalty Applicable
No show	Double the cost of the daily vehicle rental
Late arrival	The daily rental charge once the first movement commenced
Sub-standard vehicle	Double the vehicle cost of the vehicle rental per day
Vehicle not roadworthy	The daily vehicle rental charge

13.2. Any penalties incurred for a specific event will be addressed as part of the billing process for that event.

14. REPORTING

- 14.1. The contractor will be required to provide a close out report per event. The contents of these reports will be agreed to between the Contractor and the Department of Transport.

Category B: Short Term Vehicle Rental

1. GENERAL

- 1.1. The Department of Transport (DOT) requires short term vehicle rentals for vehicles to be used for the transportation of VIP guests. These vehicles will be driven by the SAPS and/or government support staff.
- 1.2. The contractor will not be allowed to display any branding on vehicles and no personalized number plates will be accepted.
- 1.3. All vehicles should be neutral color such as black, white and grey. A different colored vehicle can only be delivered after agreement with the Department of Transport.
- 1.4. All vehicles provided must be road worthy and adhere to the requirements of all Road Transport legislation.
- 1.5. All vehicles must not be older than two years and should be well maintained and reliable.
- 1.6. The Department of Transport will not be liable for any costs, should a vehicle not be available for rendering the required services at the time of such services being required.
- 1.7. The vehicles required for each event are in line with the courtesies as prescribed by DIRCO and the safety requirements of SAPS. The vehicles are mainly used for the transportation of VIP's, VVIP's Eminent persons, delegations and support staff.
- 1.8. The following types of vehicles are typically used for events:
 - 1.8.1. Sedans, Hatchbacks, SUV and Crossover vehicles
 - 1.8.2. High performance sedans / hatch
 - 1.8.3. Large luxury sedans (S-Class Mercedes Benz, 7 Series BMW or similar)
 - 1.8.4. Medium luxury sedans (E Class Mercedes Benz, 5 Series BMW or similar)
 - 1.8.5. Small luxury sedans (C Class Mercedes Benz, 3 Series BMW or similar)

- 1.8.6. SUV's (Toyota Fortuner, Ford Territory of similar)
- 1.8.7. Luxury SUV's (BMW X5, BMW X7, BMW X3, Mercedes G Class or similar)
- 1.8.8. MPV's (VW Kombi, Hyundai H1, Mercedes V Class or similar)
- 1.9. The above list is provided as examples of the types of vehicles required and are not and endorsement of specific brands.
- 1.10. The vehicle makes and models will be agreed to with the Contractor prior to each event to ensure that the requirements from DIRCO and SAPS are met.
- 1.11. The Department of Transport acknowledges that not all vehicles will necessarily be sourced from third-party rental providers, as the Contractor may own certain vehicles. Due to the various factors influencing vehicle rental pricing, as well as the volatility of costs such as fuel prices, exchange rates, and other geopolitical factors, the Department is unable to request a fixed contract price.

In instances where the Contractor is the owner of a vehicle, the Contractor shall submit a quotation per event that is aligned with market-related rates. The Department reserves the right to benchmark such quotations against those of other potential service providers offering similar services.

2. DELIVERY AND MOVEMENT OF VEHICLES

- 2.1. The Department of Transport will pay for the delivery and collection of vehicles.
- 2.2. Should it be required, the Contractor may make arrangements for the early delivery of vehicles due to the quantities required for the event. However, the Department of Transport will only be liable for the agreed daily rate as per the vehicle booking and not for any additional days. Vehicle bookings will normally require delivery of vehicles two days prior to the event and collection two days after the event.
- 2.3. Some events will be in locations where the required vehicles may not be readily available. This will require the contractor to make arrangements for the vehicles to be transported. The contractor will be required to move vehicles from different destinations to ensure that the vehicle requirements are met.
- 2.4. The Department of Transport will pay for the movement of vehicles where required, after consultation with the Contractors. The movement costs will be included in the delivery and collection charged of the vehicles. The Contractor must provide supporting documentation as proof that the vehicle was moved and from which location it was moved.

3. INSURANCE

- 3.1. The Contractor must ensure that comprehensive vehicle insurance cover is provided for all vehicles rented to the Department of Transport (DOT). The Department of

Transport will be liable for the insurance excess fee as charged by the third-party insurer.

3.2. The Department of Transport (DOT) will only be liable for the payment of a maximum excess fee of 5% of the vehicle value.

3.3. The Department of Transport (DOT) will pay the actual cost for all damage below the specified 5% excess fee. The Department of Transport (DOT) will only pay an amount equal to the lowest of three quotations for the repairs of any damage.

4. FUEL

4.1. The contractor will be required to provide fuel cards to be utilized for the refueling of all rented vehicles.

4.2. Every fuel card must have the following information embossed on it:

4.2.1. The vehicle registration number

4.2.2. The color of the vehicle

4.2.3. The vehicle make and model

4.2.4. Or as otherwise agreed to with the Department of Transport

4.3. The contractor must provide these fuel cards prior to the commencement of the event upon the delivery of the vehicles.

4.4. Bulk fuel cards must be made available on request with the limit to be specified by the Department of Transport for a specific event.

4.5. The Department of Transport (DOT) will be liable for a fuel card administration fee, a transaction fee, the value of the fuel oil or toll transaction and other charges that may be levied by the finance service provider.

4.6. All vehicles must be delivered with a full tank of fuel.

4.7. Upon returning the vehicle, the contractor will have 72 hours after the return of the vehicle to refill the vehicle. The Department of Transport (DOT) will not be liable for any refueling charge if the refueling was not done within the required 72 hours.

4.8. The contractor must ensure that adequate measures are taken to prevent fuel card fraud. The Department of Transport (DOT) will not pay any fuel transaction where fraudulent activities can be proven.

4.9. Where practical and upon agreement with the Department of Transport, the contractor can, instead of issuing fuel cards, make arrangements with a fuel filling station within close proximity of the event or with the vehicle depot for refueling.

4.10. Fuel cards must only allow for fuel, oil and toll transactions.

5. TOLL FEES

- 5.1. The contractor must provide a card or e-tag for the payment of toll fees.
- 5.2. The Department of Transport (DOT) will be liable for the payment of all actual toll fees as charged.

6. VEHICLE CLEANING SERVICES

- 6.1. The contractor must provide onsite vehicle cleaning services for the duration of the event as specified in the planning process. Based on the event, alternative arrangements can be made after consultation with the Department of Transport.
- 6.2. Consideration should be given to a waterless vehicle cleaning solution as not every site may have access to running water.
- 6.3. Vehicle cleaning services will be paid for in terms of the actual cost for having the vehicle cleaning services available on site or per individual vehicle cleaned.
- 6.4. Where required, the contractor must supply the names of all staff that will be cleaning vehicles, within 48 hours of being requested to do so to allow for the required accreditation process to be completed.

7. VEHICLE INSPECTIONS AND HAND OVER PROCESS

- 7.1. The contractor must make available a sufficient number of staff to inspect vehicles during vehicle delivery.
- 7.2. Vehicle inspection information must be provided electronically to the Department of Transport (DOT), specify the date, time, the make and model of the vehicle, the kilometer reading of the vehicle, the level of fuel and any identified damage at the time of delivery and again at the time of collection.
- 7.3. Vehicles will be handed over to the Department of Transport or any other third party as identified by the department, such as the SAPS VIP protection unit. The party taking delivery of the vehicles must sign the vehicle inspection sheet, confirming that the information provided is correct.

8. TRAFFIC FINE MANAGEMENT

- 8.1. The party taking delivery of a rental vehicle will provide the details of the driver of the vehicle or a proxy that will be responsible for the management or rerouting of all traffic fines.
- 8.2. The Department of Transport will not be liable for the payment of any traffic fines.

9. CANCELATION OF VEHICLES

- 9.1. The contractor must indicate the minimum period that will be allowed for the cancellation of a vehicle order without the Department of Transport incurring a cancellation fee. The department of Transport shall be liable for paying a cancellation fee.

10. ACCIDENT / INCIDENT MANAGEMENT

- 10.1. The contractor will be required to provide 24-hour road side assistance during each event.
- 10.2. All documentation and processes to be followed in the event of an accident or incident must be provided. This will include the relevant contact details for road side assistance.

11. SPONSORED VEHICLES

- 11.1. In order to reduce the cost for events, the Department of Transport may request sponsorship from various vehicle manufacturers or suppliers.
- 11.2. The contractor is required to facilitate the processes around these sponsorships. This will include the provision of fuel cards, car cleaning services, vehicle inspections, confirmation of the number of vehicles delivered, confirmation of vehicle delivery and return dates.
- 11.3. In the event of a partial sponsorship, the contractor will be required to pay the vehicle sponsor and bill the Department of Transport at the same rate.
- 11.4. The Department of Transport will be liable for any accident repair or insurance cost emanating from such a partial sponsorship. Where required and more cost effective, the Department of Transport can request the Contractor to arrange insurance.

Category C: Chauffeur Driven Services and Bus Services

1. GENERAL

- 1.1. The Department of Transport requires a chauffeur driven service for various vehicle types and bus services

2. DRIVER'S REQUIREMENTS

- 2.1. All drivers must be in possession of a valid driver's license and PDP at the time of the service being rendered.
- 2.2. Driver details must be provided to the Department of Transport within 48 hours of the request to do so to ensure that relevant accreditation can be obtained for the event.
- 2.3. The drivers will at all times need to ensure that the requirements of all Road Traffic Legislation and its Regulations are met.
- 2.4. All drivers should be equipped with cell phones with sufficient airtime for the duration of the event.
- 2.5. GPS devices should be made available to drivers where required.
- 2.6. Drivers should be professionally dressed in corporate wear.

3. VEHICLES

- 3.1. Vehicles should be well maintained and in a good condition without damage. All vehicles, where required by legislation should have valid Road Worthy Certificates.
- 3.2. The interior of the vehicles should be clean with a neat and tidy appearance. The Department of Transport will not be responsible for any costs related to the cleaning of buses.
- 3.3. In the event of a breakdown, the contractor shall replace such a vehicle with a similar vehicle within such a period as to allow for the continuation of the services.
- 3.4. The Department of Transport will not be liable for any costs, should a vehicle not be available for rendering the required services at the time of such services being required due to a breakdown or not being roadworthy.

4. FOOD AND ACCOMMODATION

- 4.1. It is the responsibility of the contractor to ensure that drivers are provided with food and accommodation where required. Some events will require the contractor to provide food parcels as drivers will not be released from their point of duty in order to purchase lunch.

5. CANCELATION OF SERVICE

- 5.1. A cancellation fee shall be payable for all services canceled less than 48 hours prior to the scheduled commencement of the service.

6. DOCUMENTATION AND BILLING

- 6.1. The contractor shall supply, as part of the supporting documentation in the billing process, a copy of the signed time sheet as signed by the government officials present at the time of the services being rendered. This shall include the date, time and kilometers travelled and odometer reading.
- 6.2. In the event that services are rendered on consecutive days, the time sheets can be signed upon the completion of the service at the end of such period.
- 6.3. The Department of Transport (DOT) will not pay for any services where the signed time sheet cannot be provided.
- 6.4. All chauffeur driven services will include 200km free per day.
- 6.5. The Department of Transport will not be liable for the payment of any fuel oil or toll costs.
- 6.6. The Department of Transport will not be liable for any costs related to incidents or accidents of buses or chauffeur driven vehicles.

Category D: Other Services

1. GENERAL

- 1.1. These services are not normally required at the various events, but can be required due to the location and the accessibility of the venue.

2. STAND BY TOW TRUCKS

- 2.1. Stand-by tow trucks are normally required where limited access to the venue exists and a breakdown of a vehicle or bus may obstruct access to the venue in such a manner that the success of the event may be jeopardized
- 2.2. Where possible, the contractor will be required to make use of a local towing service providers to reduce cost.
- 2.3. The requirement is for a tow truck to be located in close proximity of the event at a pre-assigned location.

- 2.4. The standby service does not replace nor will it render the services as per the normal road side assistance required under car rental, unless instructed to do so.
- 2.5. The contractor will need to provide the vehicle and driver details, within 48 hours of being requested to do so to allow for the accreditation of the driver and the vehicle.
- 2.6. The Department of Transport will be liable for the price as invoiced by the supplier and the administration fee of the Contractor.
- 2.7. Standby tow trucks required may be a standard flatbed or a heavy-duty tow truck depending on the requirements of the event.

3. GOLF CARTS

- 3.1. Golf carts can be required for the of attendees where a normal vehicle will not be feasible, such as within a sport stadium or at a park and ride facility.
- 3.2. All golf carts will be operated by government officials.
- 3.3. The Department of Transport will be liable for the price as invoiced by the supplier and the administration fee of the Contractor.

4. MARSHALLS

- 4.1. Some events may require marshals to assist with the movement of attendees, providing directions to guests and to assist with the loading of buses.
- 4.2. All marshals will need to be dressed in such a manner that will allow for ease of identification.
- 4.3. Marshalls will need to be made available in advance of the event to allow for site visits and training.
- 4.4. The contractor will provide the Department of Transport with the names and details of the marshals within 48 hours of the request to allow for accreditation.
- 4.5. Any costs for marshals will need to be included in the rental price of the buses.

END

MM 

**SERVICE LEVEL AGREEMENT
(DRAFT – FOR DISCUSSION)**

FOR

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SHORT – TERM
VEHICLE RENTALS, CHAFFUER DRIVE AND BUS SERVICES FOR OFFICIAL FUNERALS
AND STATE EVENTS FOR A PERIOD OF 60 MONTHS**

BETWEEN

THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA

in its

DEPARTMENT OF TRANSPORT

(hereinafter referred to as “The Department”)



AND

SERVICE PROVIDER

(hereinafter referred to as “The Contractor”)

PREAMBLE

WHEREAS, the Department requested proposals for Appointment of a service provider for the provision of: Short - term vehicle rentals, Chauffeur drive and Bus services for Official Funerals and State Events for a period of 60 months

WHEREAS, the Department accepted the Contractor's Proposal, based on the representations made in the Proposal.

AND WHEREAS, the Department and the Contractor wish to record the terms of their Agreement in a written agreement.

NOW, THEREFORE, in consideration of the mutual conditions, representations, warranties and agreements contained herein, the Parties hereto agree as follows:

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this Agreement the following expressions and words have the meaning assigned to them below and the expression and words will have a corresponding meaning, unless inconsistent with or otherwise indicated by the context:

- 1.1.1. "Accepted, approved, authorized, directed, ordered and rejected", means accepted, approved, authorized, directed, ordered or rejected by the Department or the Department's Project Manager, as the case may be, and must be in writing;
- 1.1.2. "Agreement", means the contents of this Agreement together with the Schedules and Annexes hereto;
- 1.1.3. "applicable laws" means all applicable laws, ordinances, regulations, judgments and orders of any competent court, central bank or governmental agency, authority in any relevant jurisdiction within the Republic of South Africa, requirements of the PFMA, National Treasury regulations, and such other laws as may be applicable;
- 1.1.4. "Business Day", means any day in the Republic which is not a Saturday, Sunday or official public holiday in terms of the meaning in the Public Holidays Act of 1994. All references in this Agreement to days shall be deemed to be to calendar days, unless specifically stipulated as being Business Days;
- 1.1.5. "Change Control Procedure", means the procedure via which the Parties shall manage changes to the Services, as set out in Schedule 1 to this Agreement;
- 1.1.6. "confidential information" means any information:
- 1.1.7. determined by the Department to be privileged or confidential;
- 1.1.8. discussed in closed session by the Department;
- 1.1.9. which if disclosed would violate a person's right to privacy; or
- 1.1.10. declared to be privileged, confidential or secret in terms of any law including, but not limited to, information contemplated in sections 34(1); 36(1); 37(1)(a); 38(a); 39(1)(a); 40 or 43(1) of the Promotion of Access to Information Act, 2000;

- 1.1.11. "Contractor", means Service Provider represented herein by Paul Maclons, Managing Director being duly authorised thereto;
- 1.1.12. "Contract Price", means the fixed annual amount, including VAT, tendered by the Contractor in the Proposal and accepted by the Department as set out in **Schedule 3** in respect of the first year of operation commencing with effect from the Effective Date which, for subsequent years is subject to annual escalation in accordance with the escalation formula set out in **Schedule 3** ;
- 1.1.13. "deliverables" means those deliverables as set out in the Agreement;
- 1.1.14. "Department", means the Department of Transport, herein represented by Director General, or his delegated authority, being duly authorised thereto;
- 1.1.15. "Effective Date", means 1 September 2016 the date on which this Agreement comes into full force and effect;
- 1.1.16. "good industry practice" means using standards, practices, methods and procedures conforming to applicable law and exercising that degree of skill, care, diligence, prudence and foresight that would reasonably and ordinarily be expected of a skilled, and experienced person engaged in a similar type of undertaking under similar circumstances;
- 1.1.17. "Month", means a calendar month commencing on the first and ending on the last day of the month;
- 1.1.18. "Party" and "Parties", means the Department and/or the Contractor as the context indicates;
- 1.1.19. "Person", means an individual, a cooperation, a partnership, an association, a trust or any other entity or organization;
- 1.1.20. "Prime Interest Rate", means the annual prime overdraft rate issued daily by First National Bank of South Africa, expressed as a percentage;
- "project" means **xxxxxxxxxx** for the Department of Transport for a period of **2** year(s);
- 1.1.21. "Project Manager", means the representative of the Parties appointed by the Parties in terms of clause 12 to fulfil the functions set out therein and administer the Services on behalf of the Parties and includes any party delegated or designated by such Project Manager to fulfil all or some of his functions;
- 1.1.22. "Project Leader", means the representative of the Parties appointed by them in terms of clause 12 to fulfil the functions set out therein to be the person responsible for the administration of this Agreement and the Services and includes any party delegated or designated by such Project Leader to fulfil all or some of his functions;
- 1.1.23. "Proposal", means the Contractor's Proposal submitted in response to the Department's Request for Proposals, the Specifications and documents accompanying the Proposal as well as any presentations made by the Contractor to the Department during the evaluation process and accepted by the Department;
- 1.1.24. "Request for Proposals", means the Department's Request for Proposals and/or Terms of Reference , Tender No. DOT **xxxxx**, issued by the Department in respect of the provision **xxxxxxxxxx**, issued on **xxxxxxxxxx**;

- 1.1.25. "Services", means the Services to be provided by the Contractor to the Department as set out **Schedule 2**;
- 1.1.26. "signature date" means the date of signature of this agreement by the last signing party;
- 1.1.27. "Steering Committee" means an inter-governmental steering committee established to oversee the development and maintenance of the NRMP;
- 1.1.28. "termination date" means any date of termination of the agreement in accordance with clause 13 of the agreement;
- 1.1.29. "variation" means any variation to the scope of services in terms of the agreement;

1.2 Interpretation.

In this Agreement –

- 1.2.1 unless the context indicates a contrary intention an expression which denotes:
- 1.2.2 any reference to the singular includes the plural and *vice versa*;
- 1.2.3 any reference to the natural person includes legal persons and *vice versa*;
- 1.2.4 any reference to a gender includes the other genders;
- 1.2.5 the Clause headings are for convenience and are not to be used in its interpretation;
- 1.2.6 if any provision in any definition constitutes a substantive provision conferring rights or imposing obligations on any party, effect shall be given to it as if it were a substantive clause in the body of this Agreement, notwithstanding that it is only contained in the interpretation clause;
- 1.2.7 references to clauses, schedules, parts and sections are, unless otherwise provided, references to clauses, schedules, parts and sections of this Agreement;
- 1.2.8 cross references to clauses in a specific schedule, part or section shall be a cross reference to clauses in such schedule, part or section unless specifically stated otherwise;
- 1.2.9 when any number of days is prescribed same shall, unless otherwise specifically stated, be reckoned exclusively of the first and inclusively of the last day;
- 1.2.10 where words have been defined in the body of this Agreement, such words shall, unless otherwise required by the context, have the meanings so assigned to them throughout this Agreement;
- 1.2.11 terms other than those defined in this Agreement will be given their plain English meaning, and those terms, acronyms, and phrases known in the information technology industry will be interpreted in accordance with their generally known meanings;
- 1.2.12 where any provision contemplates a notice to be given or agreement to be reached between the Parties, such notice or agreement shall, unless expressly provided otherwise, be made in writing.

1.3 Contract Documents

- 1.3.1 All the documents constituting this Agreement are to be regarded as mutually explanatory and to be read in conjunction with one another.
- 1.3.2 This Agreement is intended to amplify, amend, add to or depart from the Request for Proposals or Proposal, as the case may be, to the extent specified and shall take precedence over the Request for Proposals or the Proposal in the case of conflicting provisions. Should there be a conflict between any provisions of the various documents, i.e. this Agreement, the Request for Proposals and the Proposal, the following precedence ranking shall apply:
- a. this Agreement;
 - b. Request for Proposals;
 - c. the Contractor's Proposal;
 - d. The SBD forms contained in the Request for Proposals and returned by the Contractor in the Contractor's Proposal including Form SBD 7.2.
- 1.1.30. Any change or amendment agreed between the Parties pursuant to the Change Control Procedure shall enjoy precedence over any provision in this Agreement (including the Schedules) and later changes in terms of the Change Control Procedure will have precedence over earlier ones.

2. APPOINTMENT

With effect from the commencement date, the Department hereby appoints the Contractor to provide the services and the Contractor agrees to provide the services to the Department based on the terms and conditions recorded in the agreement, the Department's Request for Proposals and the Contractor's Proposal.

3. DURATION

This Agreement shall commence on the Effective Date and shall, subject to clause 24 of this Agreement, continue for a period of 2 year(s).

4. RELATIONSHIP BETWEEN THE PARTIES

- 4.1. Neither Party shall be liable for acts or defaults of the other Party or the Party's employees and/or representatives.
- 4.2. No statement in this Agreement shall constitute, or be deemed to constitute that the Contractor is an agent of the Department for any purpose whatsoever, and neither Party shall have any authority or power to bind or incur any liability on behalf of the other or to pledge the credit of the other Party.
- 4.3. The Parties shall at all times show a duty of good faith in their dealings with one another.

5. SERVICES

- 5.1. For the Duration of this Agreement, the Contractor shall provide the Services as set out in **Schedule 2**, to the Department in accordance with:
 - 5.1.1. The Service Levels as set out in **Schedule 2**; and
 - 5.1.2. The terms of this Agreement.
- 5.2. The Contractor undertakes to perform the Services at all times during this Agreement in accordance with the terms of this Agreement.
- 5.3. Should either Party wish to propose any change to the scope or nature of the Services, it shall adhere to the Change Control Procedure.
- 5.4. Changes to this Agreement shall only be effective and enforceable once it is signed off by both Parties.
- 5.5. If the Contractor fails to perform the Services, within the period or periods specified in, and on the terms and conditions of, this Agreement, and the Department is entitled to terminate this Agreement in accordance with the provisions of Clause 24.1 below, then the Department may, without prejudice to its other remedies set out in this Agreement, deduct from the Contract Price, as a penalty, a sum calculated by applying the Prime Interest Rate, prevailing on the date of such failure in performance, to the Contract Price converted to a day rate and calculated for each day the Services have not been performed until the Contractor is again ready in all respect to deliver the Services.

6. SERVICE LEVELS

- 6.1. The Contractor undertakes that in providing the Services to the Department, it shall achieve the Service Levels as set out in **Schedule 2**.
- 6.2. Should the Contractor at any time fail to meet the Service Levels due to its own negligence or wilful default, the Contractor shall use its best endeavours to:
 - 6.2.1. provide all such additional resources as may be necessary to perform the Services in accordance with the Services Levels as soon as possible thereafter; and
 - 6.2.2. At the request of the Department, promptly remedy any default due to the Contractor's negligence or wilful default, at no additional charge to the Department.

7. CHARGES AND PAYMENT OF SERVICES

- 7.1. The Department shall pay the Contractor, as consideration for the provision of the Services, pursuant to this Agreement, the agreed remuneration as set out in **Schedule 3**.
- 7.2. If the Department disputes any invoice submitted by the Contractor or any part thereof, the Department shall give the Contractor prompt written notice thereof together with the grounds for and the detail of the dispute.
- 7.3. The Parties shall endeavour to resolve any invoice dispute within seven (7) Business Days of the dispute arising. If they fail to resolve it, either Party may refer the matter for resolution in terms of the dispute resolution procedure set out in **Clause 23**.
- 7.4. Should the Contractor, for whatever reason, owe any amount to the Department in respect of this Agreement, which amount the Contractor acknowledges is due to the Department, the Department

shall have the right to set off any such monies that may be owing to the Contractor from monies owed by the Department to the Contractor after giving the Contractor notice thereof, supported with reasons for such set off.

- 7.5. The Department shall make payment for the Services to the Contractor by way of electronic transfer to the Contractors Bank Account set out in Schedule 3.

8. PROJECT MANAGEMENT COMMITTEE

- 7.1. The parties shall, immediately after the signature date, form a Project Management Committee, which will be responsible for the management of the agreement so as to ensure the smooth and satisfactory delivery of the services by the Contractor to the Department.
- 7.2. The Project Management Committee shall be composed of the following:
- 7.2.1. the Project Manager appointed by the Department, who shall act as manager on behalf of the Department;
 - 7.2.2. such other additional members as appointed by the Department;
 - 7.2.3. the Project Leader appointed by the Contractor, who shall have authority to bind the Contractor; and
 - 7.2.4. such other members of the Contractor.
- 7.3. The functions of the Project Management Committee shall be to:
- 7.3.1. facilitate communication between the parties;
 - 7.3.2. review the progress on the implementation of the agreement;
 - 7.3.3. manage and resolve potential disputes;
 - 7.3.4. monitor and maintain alignment with Department policy and strategy;
 - 7.3.5. achieve agreement objectives within agreed scope, time, cost and quality;
 - 7.3.6. provide advice and consent on scope variation;
 - 7.3.7. facilitate all necessary institutional and/or approvals; and
 - 7.3.8. provide feedback to relevant stakeholders.
- 7.4. The Project Management Committee shall determine an appropriate set of meetings to be held and the frequency thereof.

8. GENERAL OBLIGATION OF CONTRACTOR

- 8.1. The Obligations of the Contractor referred to in this Agreement shall include, but not be limited to:
- 8.1.1. The fulfilment of all the Contractor's obligations to the Department under this Agreement within the time periods stipulated herein;
 - 8.1.2. Submitting all the information and reports necessary to enable the Department to manage, evaluate and control this Agreement effectively;

- 8.1.3. Providing the Services to the Department and fulfilling in full of all its obligations to the Department under this Agreement within the time periods stipulated in this Agreement; and
 - 8.1.4. manage and coordinate the provision of services and the activities in accordance with good industry practice
 - 8.1.5. devote the necessary time and attention to providing the deliverables, as set out in the Project Lifecycle, which is annexed hereto and marked as Schedule 4, and not engage in any business or activity that will prevent it from providing the services;
 - 8.1.6. maintain, at all times, the highest degree of good faith towards the Department and to ensure that no conflict of interest materialises, and in the event of a conflict of interest arising, to immediately advise the Department of same, upon which advice the Department shall, in its sole and absolute discretion, decide whether to proceed with the agreement or to terminate it forthwith. Failure to advise the Department of any conflict of interest shall amount to a material breach of the agreement and shall entitle the Department to terminate the agreement forthwith;
 - 8.1.7. render the services in accordance with the deliverables, timeframes and specifications, as set out in the Project Lifecycle, which is annexed hereto and marked as Schedule 4, as amended by written agreement of the parties;
 - 8.1.8. strictly adhere to all the actions and commitments agreed upon or pursuant to the Project Management Committee meetings or agreed to with the project officer;
 - 8.1.9. maintain independence from other individuals, organisations or government bodies;
 - 8.1.10. take out, at its own cost, appropriate insurance coverage against loss arising out of negligence, malpractice or unprofessional conduct;
 - 8.1.11. observe neutrality and objectivity in its views and opinions;
 - 8.1.12. respect and observe all applicable laws;
 - 8.1.13. provide the Department with any information and reports reasonably requested by the Department in connection with the services, and which information warrants to be accurate and complete; and
 - 8.1.14. maintain the professional personnel as committed to by in its proposal and as recorded in the Project Lifecycle, which is annexed hereto and marked as Schedule 4, and that in the event of any dedicated member becoming incapacitated and unable to carry out his or her duties or whose performance the Department reasonably considers to be unsatisfactory in its discretion, to replace, at the Contractor cost, such member, subject to the written approval of the Department.
- 8.2. The Department may, at its sole discretion, appoint additional internal resources or external advisors to review and provide input into the work of the Contractor. The Contractor shall work and liaise with any such advisors in a professional and cooperative manner for the furtherance of the project.
- 8.3. The Contractor shall, exercise all reasonable diligence and care and act in a professional manner in the execution of this Agreement and in providing the Services. The Contractor shall immediately inform the Department in terms of the Change Control Procedure, if it appears in the light of new information that the Services require revision for whatsoever reason.

- 8.4. The Contractor shall attend meetings aimed at the monitoring of progress on this Agreement as reasonably required by the Department.
- 8.5. The Contractor warrants that it is fully conversant with all the relevant statutory requirements that have a direct or indirect bearing on this Agreement and it shall comply with all laws and regulations of the a Republic of South Africa during the duration of this Agreement.
- 8.6. If, through its own negligence, the Contractor fails to provide any of the Services, specified in Schedule 2, in accordance with the Service Levels specified in Schedule 2, the Department shall, after having provided written notice to the Contractor instructing that the Service be performed forthwith in accordance with the Service Levels specified in Schedule 2, then, in the absence of any other specific remedy or process set out elsewhere in this Agreement and in the event of the Contractor failing, within a reasonable time, to so perform the Services in accordance with the Service Levels set out in Schedule 2, the Contractor shall have the obligation to employ and pay any other Person to carry out the Services, and the Contractor shall, subject to the provisions of Clause 22 and 23, thereafter be liable for all such costs consequent thereto, which shall be for the account of the Contractor.

9. THE DEPARTMENT'S RIGHTS AND OBLIGATIONS

- 9.1. The Department shall comply with all its obligations as set out in this Agreement and the Schedules hereto.
- 9.2. The Department undertakes to:
- 9.2.1 verify the milestones reached by the Contractor for its services as set out in the payments schedule, which is annexed hereto and marked as Schedule 2;
 - 9.2.2 provide support to the Contractor so as to enable it to render the services effectively;
 - 9.2.3 use its best endeavours to ensure that the Contractor has timely and adequate access to all information, personnel and documentation available to the Department that will be required by the Contractor to render the services; and
 - 9.2.4 co-operate with the Contractor at all times for purposes of facilitating a timeous and efficient delivery of the services.

10. CHANGE CONTROL PROCEDURE

Should either Party wish to amend any aspect of a Schedule hereto, such amendments shall be done in terms of the Change Control Procedure, Schedule 1.

11. CONTRACT MANAGEMENT

- 11.1. The Contractor and the Department shall each appoint a Project Leader to be responsible for the overall management of this Agreement and the delivery of the Services by the Contractor to the Department. Either Party shall be entitled at any time to terminate the appointment of its Project Leader by notice in writing to the other Party or to appoint any other Person as Project Leader and such termination shall take effect in terms of such notice.

- 11.2. Each Party's Project Leader shall be authorized to manage this Agreement on behalf of the Party making the appointment and the Parties shall ensure that their Project Leader has the necessary authority, skill, expertise and experience to carry out such responsibilities.
- 11.3. All communication concerning the overall management of this Agreement shall, unless otherwise agreed to between the Parties, take place between the Parties' Project Leaders.
- 11.4. The Parties shall each appoint a Project Manager to manage the Services and the day to day operational decisions of this Agreement.
- 11.5. The Contractor shall notify the Department in writing of the identity of their Project Manager at or immediately prior to the execution of this Agreement and the Contractor may at any time terminate the appointment of their Project Manager and appoint any other person as Project Manager but such termination shall only take effect one month after notice to the other Party's Project Manager.
- 11.6. The functions of the Project Managers shall be:
- 11.6.1. To manage the Services and the operational decisions of this Agreement;
 - 11.6.2. To provide a means for the joint review of issues relating to all day-to-day aspects of the performance of the Services pursuant to this Agreement;
 - 11.6.3. To provide a forum for joint strategic discussion, and possible variations of the Services and Services Levels to reflect more efficient performance of this Agreement;
 - 11.6.4. To provide a means of agreeing to the Change Control Procedure; and
 - 11.6.5. In certain circumstances, pursuant to the Dispute Resolution Procedure, provide a means of resolving disputes or disagreements between the Parties.
- 11.7. In the event of conflicting decisions or instructions being given by the Department's Project Leader and the Project Manager, the Contractor shall be entitled to rely on decisions or instruction taken or given by the Department's Project Leader.

12. PRICE AND PAYMENT TERMS

- 12.1 During the term of the agreement and in consideration for the services provided by Contractor to the Department, the Department will pay the Contractor the fee as specified in the Payments Schedule, which is annexed hereto and marked as **Schedule 3**.
- 12.2 The Project Manager will verify milestones achieved by the Contractor prior to the Contractor submitting invoices to the Department for payment, as specified in the payments schedule, which is annexed hereto and marked as **Schedule 3**.

13. INTELLECTUAL PROPERTY RIGHTS

- 13.1. Copyright in all documentation, electronic data, manuals and documentation produced or prepared for the Department by or on behalf of the Contractor, or emanating from the Contract, shall vest in the Department which shall have the right to adopt them for other projects, but excluding any base systems, programme source codes, technical manuals or adaptations developed by the Contractor or its suppliers. The Contractor shall not, without the written consent of the Department, use, copy

or communicate to any person such documents or information, except as strictly necessary for the purpose of this Agreement.

- 13.2. In addition, and without limiting the foregoing, the Contractor shall deliver such documentation to the Department immediately upon the expiry or termination of this Agreement.

14. CONTRACTOR'S WARRANTIES

The Contractor warrants that it possesses the requisite equipment, knowledge, skill and experience to provide the Services in terms of this Agreement.

15. CONFIDENTIAL INFORMATION

- 15.1. Each Party must treat and hold as confidential all information which they may receive ("the Receiving Party") from the other Party ("The Disclosing Party"), or which becomes known to them concerning the Disclosing Party during the provision of the Services pursuant to this Agreement.

- 15.2. The confidential information of the Disclosing Party shall, without limitation, include:

- 15.2.1. All software and associated material and documentation, including information contained therein;
- 15.2.2. All information relating to:
 - a. The Disclosing Party's business activities, products, services, customers and clients, as well as its technical knowledge and trade secrets;
 - b. The terms and conditions of this Agreement; and
 - c. All information that relates to the business affairs, developments, trade secrets, know-how and the personnel of the Parties, or information which may reasonably be regarded as confidential information by the Parties.

- 15.3. The Receiving Party agrees that in order to protect the proprietary interest of the Disclosing Party:

- 15.3.1. It shall only make the confidential information available to those of its personnel who are actively involved in the execution of this Agreement;
- 15.3.2. It shall initiate internal security procedures reasonably acceptable to the Disclosing Party as to prevent unauthorized disclosure and shall take all practical steps to prevent unauthorised disclosure and shall take all practical steps to impress upon those personnel who need to be given access to confidential information, the confidential nature thereof;
- 15.3.3. Subject to the right to make the confidential information available to their Personnel under Clause 18.3.1 above, they shall not at any time, whether during this Agreement or thereafter, use any confidential information of the Disclosing Party, or directly or indirectly, disclose any confidential information of the Disclosing Party to third parties;
- 15.3.4. All written instructions, drawings, notes, memorandums and records of whatever nature relating to the confidential information of the Disclosing Party which has, or shall come into the possession of the Receiving Party and its personnel, shall be, and shall at all times remain, the sole and absolute property of such Party and shall be promptly handed over to such Party when it is no longer required for the purpose of this Agreement.

- 15.4. Upon termination or expiry of this Agreement, the Receiving Party shall deliver to the Disclosing Party all originals and copies of the Disclosing Party's confidential information in its possession.
- 15.5. The foregoing obligations shall not apply to any information which:
- 15.5.1. Is lawfully in the public domain at the time of disclosure;
 - 15.5.2. Subsequently and lawfully becomes part of the public domain by publication or otherwise;
 - 15.5.3. Subsequently becomes available to the Receiving Party from a source other than the Disclosing Party, which source is lawfully entitled without any restriction on disclosure of such confidential information;
 - 15.5.4. Is disclosed pursuant to a requirement or request by operation of law, regulation or court order; or
 - 15.5.5. Is required by law to be delivered, in which case, the Receiving Party must give the Disclosing Party prior written notice of the proposed disclosure, and shall limit any disclosure to only such information or documentation as is expressly required by law, and in respect of which no lawful reason for non-disclosure exists.
- 15.6. Nothing in this clause shall preclude the Parties from disclosing the confidential information to their professional advisors in the *bona fide course* of seeking business and/or professional advice. The Parties however acknowledge that the protection of the confidential information is critical to both Parties' business interest and may consult with one another in the event that any such confidential information is disclosed to any professional advisors other than the Parties' auditors and/or lawyers.
- 15.7. The Receiving Party hereby indemnifies the Disclosing Party against any loss or damage, which the Disclosing Party may suffer as a result of this.
- 15.8. The provisions of this clause is severable from the rest of the provisions of this Agreement and shall survive its termination and continue to be of full force and effect for a period of 10 (ten) years after the date of termination.
- 15.9. The Contractor shall not use the name of the Department in publicity releases (except in joint public releases), advertising or for other commercial purposes, without securing the prior written approval of the Department.

16. OWNERSHIP OF MATERIAL AND INTELLECTUAL PROPERTY

- 16.1. Any information provided by the Department to the Contractor and any studies, reports and documentation produced by the Contractor in performance of the services (hereinafter referred to as 'materials') shall belong to and remain the property of the government of the Republic of South Africa as represented by the Department, and will not be used by the Contractor for any purpose other than in accordance with the agreement, or by written permission of the Department.
- 16.2. Upon termination of the agreement for any reason whatsoever, the Contractor must return to the Department all materials in its possession, which belong to the Department, regardless of whether or not such materials were originally supplied by the Department to the Implementation Agent.

17. INDEMNITIES

- 17.1. The Contractor hereby indemnifies and holds the Department harmless against any liability it may incur to any third party which causally arises out of the Contractor's execution of the Services and was caused by the negligence or wilful misconduct of the Contractor (which term shall, for the purposes of this clause, be deemed to include the Contractor's personnel).
- 17.2. Furthermore, the Contractor indemnifies the Department against any loss or damage it may suffer as a result of any breach of any representation, warranty or covenant contained in this Agreement.

18. LIABILITY LIMITATION

The Contractor accepts liability to pay damages for losses suffered by the Department arising as a direct result of breach of contract or negligence on its part in respect of the services. The maximum liability of the Contractor for all claims arising out of the services provided in connection with this agreement shall be limited to an amount equal to the fees charged for the services.

19. CESSIONS, DELEGATION AND SUB-CONTRACTING

- 19.1. The Contractor shall not cede any of its rights, assign or delegate its obligations, or transfer the benefit or burden under this Agreement, or any part thereof, without the prior written consent of the Department, which consent shall not be unreasonably withheld.
- 19.2. The Contractor may, with the prior written consent of the Department, sub-contract any of its obligations in terms of this Agreement, or any part thereof, to a third party, provided that:
- 19.2.1. Such sub-contracting shall not absolve the Contractor from any responsibility for complying with its obligations in terms of this Agreement, and the Contractor hereby indemnifies and holds the Department harmless against any loss, harm or damage which the Department may suffer as a result of such sub-contracting;
- 19.2.2. The Contractor shall at all times remain the sole point of contact for the Department in respect of the Services to be rendered by the Contractor;
- 19.3. No claim against the Department by the Contractor, or any other person on the grounds of the granting of such consent or the withdrawal thereof, shall be entertained, and the Contractor indemnifies the Department against any such claims and costs so incurred.

20. FORCE MAJEURE

- 20.1. A Force majeure event shall mean any event beyond the control of either Party whose occurrence could not have been reasonably foreseen at the date of execution of this Agreement and which, despite the exercise of diligent efforts, such Party was unable to prevent, limit or minimise, including but not limited to fire, explosion, war, revolution, riot, insurrection, protest and/ or boycott action, floods, storms and other natural disturbances, perils of the sea, breakdown of machinery and equipment (not avoidable by proper maintenance and planning), and/or any act of God, and which caused material and unavoidable damage to property, or resulted in extreme delays or interruptions.
- 20.2. The Party prevented from fulfilling its obligations in terms of this Agreement shall, on becoming aware of such force majeure event, promptly notify the other Party of such event and when the event had ceased.

- 20.3. Neither Party shall be considered to be in default or in breach of its obligations under this Agreement if such obligation is prevented by any event of force majeure.
- 20.4. Upon the occurrence of any force majeure event, the Parties shall endeavour to continue to perform their obligations in terms of this Agreement as far as reasonably possible.
- 20.5. If the force majeure event continues for a period of thirty (30) days or longer, the Parties shall promptly consult with the view of reaching a mutually satisfactory resolution. The Parties agree to refer any disagreement in this regard for resolution in terms of this Clause 23 below.
- 20.6. If a Party fails to inform the other of the force majeure event as set out in this Clause 22, then such Party shall not be entitled to refer to or rely on such event as a reason for non-fulfilment of any obligation in terms of this Agreement, provided that this obligation to perform shall not apply if the force majeure event is known or could reasonably be deemed to be known by both Parties.
- 20.7. The foregoing provisions of this Clause shall not excuse or release the Party claiming force majeure from its obligation to perform, or the compliance required under this Agreement prior to the force majeure event, or any other failures, delays in performance or obligations not effected by the force majeure event, except to the extent that the same cannot be performed because of force majeure.

21. DISPUTE RESOLUTION.

- 21.1. Should any dispute or difference arise between the Parties relating to or arising out of this Agreement, including the implementation, execution, interpretation, rectification, validity, enforceability, termination or cancellation of this Agreement, the dispute shall first be referred to the Project Leaders of the Parties, or alternates appointed by them, who shall use their best endeavours to resolve the dispute within fourteen (14) days of the dispute having been referred to them.
- 21.2. If after fourteen (14) days the dispute has not been resolved by the Project Leaders, the dispute shall, if demanded by either Party on written notice to the other, be settled by arbitration in accordance with the following provisions:
 - 21.2.1. The arbitration shall be held informally in Pretoria but in accordance with the provisions of the Arbitration Act 42 of 1965 and the Parties shall use their best endeavours to ensure that the arbitration is held and completed within sixty (60) Business Days after it is demanded, having particular regard to any urgency regarding the matter in issue;
 - 21.2.2. The Parties shall appoint a single arbitrator agreed upon between themselves, provided the arbitrator so appointed shall be a practising senior advocate or attorney of not less than fifteen (15) years standing.
 - 21.2.3. If the dispute concerns the performance of the Services, the arbitrator has the right to appoint an expert who shall be independent and have extensive knowledge of the required services. The arbitrator shall have discretion to appoint any other independent expert should the dispute concern any other matter which, in the arbitrator discretion, requires expert knowledge.
 - 21.2.4. The Parties herewith commit themselves to ensuring that the arbitration process shall be conducted expeditiously and hereby undertake to appear, cause witnesses to

appear and to deliver documentation in accordance with the procedural dictates of the arbitrator.

- 21.2.5. The arbitrator shall determine the Party liable for his costs and the costs of the arbitration venue. The fees of any experts referred to in clause 23.2.3 above used by the arbitrator in the arbitration shall be borne by the Parties in equal shares unless the arbitrator determines that the conduct of either Party was such that it should bear a greater portion of such fees. All other costs of the arbitration shall be borne by the Party incurring that cost.
- 21.2.6. The Parties hereby irrevocably agree that the decision in any proceedings hereunder shall be final and binding on all of them, shall be forthwith carried into effect and may be made an order of any court of competent jurisdiction.
- 21.2.7. The provisions of this clause 23 shall continue to be binding on the Parties notwithstanding any termination or cancellation of this Agreement.
- 21.2.8. Any information, documentation and material disclosed or made available during the arbitration, shall remain confidential and shall not be disclosed by the arbitrator, any expert appointed or the Parties themselves to any other party without the prior written consent of the Party that made available such information, documentation or material.

22. TERMINATION AND BREACH

- 22.1. The Department shall have the right, without prejudice to any other rights it may have, to terminate this Agreement by providing 14 days written notice thereof to the Contractor, upon the occurrence of the following events:
 - 22.1.1. The passing of a resolution for the commencement of any action for the dissolution and/or liquidation of the Contractor or to place the Contractor under judicial management, or the Contractor commits any other act of insolvency, except for the purpose of an amalgamation or restructuring, which has been approved in advance and in writing by the Department;
 - 22.1.2. The Contractor enters into a compromise with a general body of its creditors;
 - 22.1.3. Judicial execution is levied on the Contractor's goods and which remains unpaid for fourteen (14) days after attachment;
 - 22.1.4. There has been a material defect, error or failure by the Contractor to comply with applicable laws or rules in the Request for Proposals or in the awarding of this Agreement which is incapable of rectification and that requires this Agreement to be terminated;
 - 22.1.5. The Contractor or any of its Personnel is convicted of having offered, promised or given a bribe or other gift or remuneration to any officer or employee in the service of the Department in connection with the obtaining or execution of this Agreement;
 - 22.1.6. The Contractor has acted in a fraudulent manner in obtaining or executing a contract with any other government department, provincial administration, municipality, public body, company or person;

- 22.1.7. The Contractor has approached any official or agent of the Department before or after tenders had been called for, with the aim of influencing the award of this Agreement in its favour;
- 22.1.8. The Contractor, when advised that its Proposal has been accepted, gives notice of its inability to sign or execute this Agreement;
- 22.1.9. The Contractor has entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from tendering for this Agreement, or as to the amount of the Proposal to be submitted by either Party;
- 22.1.10. The Contractor has disclosed to any other person, firm or company the exact or approximate amount of its Proposal before the closing date for tenders, except where disclosure, in confidence, was necessary in order to obtain insurance premium quotations required for the preparation of the Proposal;
- 22.1.11. The Contractor has abandoned its obligations in terms of this Agreement;
- 22.1.12. The Contractor has deliberately furnished inaccurate information in its proposal for the Services, or with regard to any other material information;
- 22.1.13. The Contractor consistently fails to observe the Specifications in the Proposal with regard to the Services and the Service Levels resulting in the quality of the Services and Service Levels being unacceptable to the Department;
- 22.1.14. The Contractor ceases to carry on business as the Contractor of the Services
- 22.1.15. and the Contractor shall not be entitled to claim any damages whatsoever in respect of such terminations.
- 22.2. Should either Party breach or fail to comply with any terms or conditions of this Agreement, the aggrieved Party shall give the defaulting Party at least fourteen (14) days written notice to rectify the matter, and if the defaulting Party has not remedied the breach within the said fourteen (14) days, the aggrieved Party may:
 - 22.2.1. Terminate this Agreement and, if appropriate, claim damages; or
 - 22.2.2. Claim specific performance; and/or
 - 22.2.3. Claim any other lawful remedy the aggrieved Party may have.
- 22.3. If any Party is entitled to, and elects to terminate this Agreement due to force majeure (see Clause 22), neither Party may claim against the other for any loss, damage nor compensation arising from such termination.
- 22.4. The Contractor shall after the termination of this Agreement, or at any time prior to such termination, at the request of the Department, promptly return all documents and other information, which were utilised in the administration of this Agreement, to the Department, or otherwise dispose thereof as the Department may instruct without the right of retention. All such information shall be released to the Department in an acceptable electronic format as to enable the Department to proceed with the provision of the Services.
- 22.5. On termination of this Agreement the Department may immediately appoint officers of the Department or a firm of independent auditors at the Department's cost to check and verify all relevant records and other data of the Contractor, and the Contractor shall give its full cooperation in this regard.

- 22.6. In the event of this Agreement being terminated in terms of clause 24.1, the Department shall remunerate the Contractor for work with regard to the Services completed up to the date of the expiry date of any notice referred to in this Clause.

23. Termination on institutional default

- 23.1. On the occurrence of an institutional default, or within a reasonable time after the Contractor becomes aware of the same, the Contractor may serve notice on the Department of the occurrence (and specifying details) of such institutional default. If the relevant default has not been remedied or rectified within 21 (twenty one) business days of such notice, the Contractor may serve a further notice on the Department, terminating the agreement with immediate effect.

23.2. Termination on Contractor's default

23.2.1. Contractor default means any of the following events or circumstances:

23.2.2. The Contractor ceasing to carry on business;

23.2.3. A resolution being passed or an order of court being made for the administration, the judicial management, business rescue, winding-up, liquidation or dissolution of the ;

23.2.4. Contractor failing to maintain any required insurance in terms of clause 8.2.8;

23.2.5. The Contractor committing a breach of any of its material obligations under the agreement;

23.2.6. The Contractor ceasing to provide all or a substantial part of the services in accordance with the agreement; and

23.2.7. The Contractor providing services that are not in line with good industry practice.

23.3. Institutional options

23.3.1. On the occurrence of a Contractor default, or within a reasonable time after the Department becomes aware of the same, and while the same is subsisting, the Department may:

23.3.2. In the case of the Contractor default referred to in clauses 14.2.1.1 to 14.2.1.3, terminate the agreement in its entirety by notice in writing with immediate effect;

23.3.3. In the case of the Contractor default referred to in clauses 14.2.1.4 to 14.2.1.6, serve notice of default on the Implementation Agent, requiring the Implementation Agent to remedy the default within 21 (twenty one) business days.

23.3.4. Failure by the Contractor to remedy the default within the specified time, as stipulated in clause 14.2.2.1.2, shall entitle the Department to terminate the agreement forthwith.

23.4. Costs

23.4.1. Each party shall reimburse the other party with all costs incurred by that party in exercising any of its rights (including, without limitation, any relevant administrative expenses), on an own attorney and client basis incurred by that party in enforcing its rights under the agreement arising out of any breach, together with all supporting documents of such amount, which amount shall not exceed twice the amount of fees payable in terms of this agreement.

24. NOTICES AND DOMICILIUM

The parties choose as their respective domicilium citandi et executandi for all purposes of the giving of notices and the serving of any process, and for any other purpose arising from the agreement, as follows:

In the case of the Department:

Address: Forum Building

159 Struben & Bosman Streets,

Pretoria

0001

Email: xxxxxxxxxxxx@dot.gov.za

In the case of the:

Address:

.....

.....

.....

Email:

A notice shall be deemed to have been duly given:

On date of delivery, if delivered to any party's physical address in terms of this clause 16.1;

On date of dispatch, if sent to any party's applicable email address, which is mentioned in clause 16.1, as confirmed by email confirmatory report.

Either party may change its address to any physical address and email address (in the Republic of South Africa) for this purpose, by notice in writing to the other party.

25. WHOLE AGREEMENT

This Agreement, together with the Request for Proposals, General Conditions of Contract (GCC), the applicable SBD forms, and the Contractors Proposal constitute the entire agreement between the Parties in respect of the subject matter hereof and neither Party shall be bound by any undertakings, representations, warranties or promises not recorded in this Agreement, unless agreed to in writing by both Parties.

26. NO VARIATION

No variation or consensual cancellation of this Agreement, and no addition to this Agreement, including this Clause, shall be of any force or effect unless reduced to writing and signed by both Parties or their duly authorized representatives whether in terms of the Change Control Procedure or otherwise.

27. WAIVER

No latitude, extension of time, or waiver of any of the terms and conditions of this Agreement shall be binding unless expressed in writing and signed by the Party hereto giving the same, and any such waiver shall be effective only in the specific instance and for the purpose given. No failure or delay on the part of either Party hereto in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof, or the exercise of any other right, power or privilege.

28. SEVERABILITY

- 28.1. If any one or more of the Clauses, agreements, provisions or terms of this Agreement shall be held wholly or partly invalid, illegal or unenforceable for any reason whatsoever, then those Clauses, agreements, provisions or terms shall be deemed severable from the remaining Clauses, agreements, provisions or terms of this Agreement and shall in no way affect the validity, legality or enforceability of this Agreement.
- 28.2. The Parties shall meet as soon as possible and negotiate, in good faith, upon a replacement provision that is legally valid and achieves the objective of this Agreement and produces an equivalent effect.

29. GOVERNING LAW

- 29.1. The construction, interpretation and performance of this Agreement, as well as all disputes, actions and other matters relating thereto and/or arising hereunder, shall be governed by and construed in accordance with the laws of the Republic of South Africa.
- 29.2. Subject to clause 23, the Parties hereto consent and submit to the jurisdiction of the High Court of South Africa (Cape of Good Hope Division) in any dispute arising from or in connection with this Agreement.

30. SURVIVAL

Notwithstanding termination of this Agreement, any Clause, which, from the context, contemplates ongoing rights and obligations of the Parties, shall survive such termination and continue to be of full force and effect.

31. SIGNING AUTHORITY

The Parties warrant and represent that the person or party signing on their behalf is a duly authorized representative of that Party and is duly empowered and authorised to sign this Agreement.

32. COSTS AND EXPENSES

Except as otherwise specifically provided herein, each Party shall bear all costs and expenses incurred in the performance by it of its obligations hereunder.

33. SUBCONTRACTING

- 1.1. The Contractor shall not, without the prior written consent of the Department (which shall not be unreasonably withheld), subcontract or delegate any of the services to any parties other than to those listed as members of the Contractor as contained in the proposal and recorded in the Scope of Work, which is attached hereto and marked as Schedule 2.
- 1.2. The Contractor shall not be relieved of any obligation, responsibility or liability under the agreement by the appointment of any subcontractor or to carry out any part of the services as between the Contractor and the Department.
- 1.3. The Contractor shall be responsible for the payment, performance, act, defaults, omissions, breaches and negligence of all its subcontractors.
- 1.4. All references in the agreement to any performance payment, act, default, omission, breach or negligence of the Contractor shall be deemed to include any or the same by a subcontractor.

34. RELATIONSHIP OF THE PARTIES

- 1.5. The relationship of the Parties shall be governed by the terms of this Agreement and nothing contained herein shall be deemed to constitute a partnership between them and neither Party shall by reason of the actions of the other Party incur any personal liability as co-partner to any third Party and no Party shall be entitled or empowered to represent or hold out to any third Party that the relationship between them is that of partnership.
- 1.6. Except where expressly stated, nothing in this Agreement shall constitute or be construed so as to constitute any Party as the agent or representative of the other Party for any purpose.

35. GENERAL UNDERTAKING

- 35.1. The Parties undertake to perform all acts and required steps as may be necessary, incidental or conducive, to give effect to the terms, conditions and importance of this Agreement.
- 35.2. All statements and representations made to and by the Parties are, to the best of its knowledge, true and accurate and that it shall advise the other Party of any facts, matters or circumstances, of which it may become aware that could cause any such statement or representation to be false or misleading.

Signed at:-		Date:-		
Signed for and on behalf of the Department of Transport				
Full Name				
Designation				
	Who warrants that he/she is duly authorized thereto.			
As Witnesses	1.	2.		

Signed at:-		Date:-		
Signed for and on behalf of the Contractor				
Full Name				
Designation				
	Who warrants that he/she is duly authorized thereto.			
As Witnesses	1.		2.	

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SCHEDULE 1-CHANGE CONTROL PROCEDURE

1. The primary objective of the Change Control Procedure is to ensure that all requirements for changes to the Services are adequately authorized and controlled.
2. If either Party requires any amendment, alteration or addition to the provisions of the Schedule, that Party shall inform the other Party of such request by written notice ("Change Request"). The notice shall set out full particulars of such proposed amendment, alteration or addition.
3. The Party issuing the Change Request shall, submit a written request to the other Party ("Change Note") , which notice shall set out the following:
 - 3.1. The title of the change;
 - 3.2. The originator and date of the Change Request;
 - 3.3. The proposer's reason for the change;
 - 3.4. Full details of the proposed change, including any specifications;
 - 3.5. The impact on the price structure, if any;
 - 3.6. A timetable for the implementation of the change together with any proposals for acceptance of the change;
 - 3.7. A schedule of payments, if appropriate;
 - 3.8. Details of the likely impact, if any of the change on other aspects of the Services, including without being limited to:
 - 3.8.1. The human resources to be made available;
 - 3.8.2. The amount payable if any by the Department in respect of such change;
 - 3.8.3. The impact of the change on the Agreement and the likelihood of the proposed Change extending this Agreement beyond the initial period contemplated in Clause 3;
 - 3.8.4. The payment profile;
 - 3.8.5. Documentation and training to be provided by the Contractor as a result of such change;
 - 3.8.6. Service levels and working arrangements;
 - 3.8.7. Any other contractual issues;
 - 3.8.8. The date of expiry of validity of the Change Note;
4. The Party receiving the Change Note shall, within a period of fourteen (14) days from the date of receipt by it of the Change Note, evaluate the Change Note and by written notice to the other Party:
 - 4.1.1. Request such further information as may be required and/or request additional time within which to evaluate the Change Note;
 - 4.1.2. Approve the Change Note with or without modification (provided that any modification is approved by the other Party);
 - 4.1.3. Reject the Change Note.

5. Once both Parties have approved the Change Note, a duly authorized representative of each of the Parties shall sign two copies of the Change Note, and any other contract documents directed by the Department.
6. A Change Note signed by both Parties shall constitute an amendment to this Agreement.
7. Each of the Parties shall be required to maintain a file in chronological order of all amendments after the signature date of the Agreement.
8. Neither the Department nor the Contractor shall unreasonably withhold its consent to any Change Note, provided the neither Party shall be obliged to consent to any Change Note increasing the price or requiring the Party to incur any expenditure not provided for in this Agreement.
9. Until both Parties have agreed to, and signed a Change Note, the obligations of the Contractor to the Department in terms of this Agreement, shall not be affected and the Contractor shall continue to provide the Services and fulfil all of its obligations to the Department in terms of this Agreement in full, unless otherwise agreed to by the Parties, in writing.
10. Any discussion between the Parties in connection with a request by the Department or a recommendation by the Contractor shall be without prejudice to the rights of each Party under this Agreement.
11. Any costs or expenditure incurred by the Contractor or its personnel that have not been authorized in advance by the Department for a change in the Services pursuant to this Schedule, shall be for the sole account of the Contractor.

CHANGE NOTE

Reference Number			
Title of Change:			
Date:			
Details of Change:			
Reason for Change:			
Impact of Change:			
Timetable:			
Cost & fee Impact:			
Contractor:			
Signed:			
Signed:			
	Name		Office
Department's Response:			
Accept/Reject			
Signed:			
	Name		Office

SCHEDULE 2- SCOPE OF WORK**SCOPE OF WORK****TABLE OF CONTENTS****EXECUTIVE SUMMARY****36. CONTENTS**

- 1. PROJECT BACKGROUND AND OVERVIEW**
- 2. MAIN OBJECTIVES OF THE PROJECT**
- 3. GOVERNANCE STRUCTURE**
- 4. PROJECT PHASES, TASKS AND DELIVERABLES**
- 5. ADDITIONAL REQUIREMENTS**

LIST OF MAPS**LIST OF DIAGRAMS**

1. The Project Management Fees is are based on the budgeted time per professional staff to be spent on the Project.
2. Project Management Fees will paid by the Department of Transport.

Table 1.1: Price Summary

Description	Proposed Remuneration Amount (R)
Total	

3. A remuneration schedule in the timing of payments as a percentage of the fixed fee for Project is as follows:

Table 1.2: Fee Breakdown Structure Based on the Scope of Work

Deliverable	Proposed Remuneration	Proposed Remuneration %
Task 1:		10
Task 2:		10
Task 3:		10
Task 4:		10
Task 5:		10
Task 6:		20
Task 7:		20
Task 8:		10
Total		100

SCHEDULE 4 – PROJECT LIFECYCLE

Spec to be attached

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