

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA		Provincial Supply Chain Management								
		INVITATION TO BID			Page 1 of 4					
BID NUMBER										
BID DESCRIPTION										
CUSTOMER DEPARTMENT										
CUSTOMER INSTITUTION										
BRIEFING SESSION	Y		N		SESSION COMPULSORY		Y		N	
					SESSION HIGHLY RECOMMENDED		Y		N	
BRIEFING VENUE					DATE			TIME		
COMPULSORY SITE INSPECTION	Y		N		DATE			TIME		
SITE INSPECTION ADDRESS										
TERM AGREEMENT CALLED FOR?	Y		N		TERM DURATION					
CLOSING DATE					CLOSING TIME					
TENDER BOX LOCATION										

NOTES

THE TENDER BOX IS OPEN

- Bids / tenders must be deposited in the Tender Box on or before the closing date and time.
- Bids / tenders submitted by fax will not be accepted.
- This bid is subject to the preferential procurement policy framework act, 2000 and the preferential procurement regulations, 2022, the general conditions of contract (gcc) 2010 and, if applicable, any other special conditions of contract.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL GPG BID FORMS – (NOT TO BE RE-TYPED) - ALL REQUIRED INFORMATION MUST BE COMPLETED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

THE TENDERING SYSTEM

The Invitation to Bid Pack consist of one Section (Section 1). This section must be submitted, clearly marked with the Tender Number.

TRAINING SESSIONS

Non-compulsory **"How to tender"** workshops are held every Wednesday from 10:00 to 13:00. Kindly follow our social media platforms / etenders@gauteng.gov.za (Publications) for the venue of the training.



Provincial Supply Chain Management

INVITATION TO BID

Page 2 of 4

PART A INVITATION TO BID

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

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.	



Provincial Supply Chain Management

INVITATION TO BID

Page 3 of 4

TENDER DOCUMENTS CAN BE OBTAINED FROM: <https://e-tenders.gauteng.gov.za/Pages/Advertised-Open-Tenders.aspx>
OR

ALTERNATIVELY SEND AN E-MAIL TO: Tender.admin@gauteng.gov.za

ANY ENQUIRIES REGARDING BIDDING PROCEDURE MAY BE DIRECTED TO:

DEPARTMENT	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILE	
E-MAIL ADDRESS	

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

DEPARTMENT	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILIE	
E-MAIL ADDRESS	



Provincial Supply Chain Management

INVITATION TO BID

Page 4 of 4

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

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

RETURNABLE ATTACHMENT**GAUTENG PROVINCE**EDUCATION
REPUBLIC OF SOUTH AFRICA

CONSENT FORM TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, NO 4 OF 2013 (POPIA)

1. In the furtherance of the relevant Department's operational requirements and for purposes of complying with its policies, procedures and privacy laws, we may be required to disclose, process and/or further process your personal information provided to us and/or made available by virtue of submission of this RFQ proposals.
2. For purposes contemplated in paragraph 1, the Gauteng Department of Education (Department), hereby requests your consent and/or authorisation for the disclosure, processing and/or further processing of any and/or all your personal information as may be necessary for reasons provided in paragraph 1.
3. By signing this Personal Information Processing Consent form, you hereby grant the Department permission, consent and/or authorisation to disclose, process and further process your personal information within our records, as may be required and/or necessary from time to time.

I, the undersigned, _____ (*INSERT FULL NAME AND SURNAME*) with Identity Number _____, in my personal capacity or acting on behalf of _____ (Registration Number: _____) (Company), confirm that:

4. I have read and understood the contents of this Personal Information Processing Consent form, the details of which have been further explained to me.
5. my or _____'s (*INSERT COMPANY'S NAME*) personal information and/or data may be disclosed, processed and/or further processed by the Department (including its employees, agents, contractors and representatives) and such other third parties contracted with the Department involved in the processing, verification and management of my and/or Company's Personal Information in accordance with the requirements set out in paragraph 1 (**Processors**);
6. any one or more of the above entities/representatives may utilise my and/or Company's personal information/data storage and/or any traffic data processing infrastructure located in and outside the borders of the Republic of South Africa (RSA), in which instance my and/or Company's personal information/data may be conveyed, processed and/or stored outside the borders of RSA;
7. I accept the data security and protection measures adopted and/or applied by the Processors in their retention, disclosure, processing and further processing of my and/or Company's personal information/data; and

8. The Department may retain any of my personal information/data as may be required by the Department or for purposes contemplated in paragraph 1.
9. By my signature below, do hereby give my or the Company's irrevocable consent, and/or authorisation for purposes required and/or detailed in this Personal Information Processing Consent form.

Privacy Laws Compliance Clause

I, the signatory to this document/form, further warrant and undertake:

10. to comply with all privacy laws (including the Protection of Personal Information Act 4 of 2013, as amended, (POPIA)) applicable to the processing of any Personal Information resultant from and/or pursuant to the terms of this Agreement. You further undertake to ensure that all security measures are in place, to:
 - ✓ ensure the lawful processing of Personal Information
 - ✓ secure the integrity and confidentiality of such Personal Information;
 - ✓ provide the appropriate and reasonable technical and organization measures to prevent any loss, damage or unauthorized destruction of Personal Information;
 - ✓ mitigate against any unlawful, data breach or unauthorised access to Personal Information;
 - ✓ identify any or potential risks related to data breaches or contravention with privacy laws;
 - ✓ apply the acceptable information security practices and procedures.
11. to indemnify the Department against any losses, howsoever arising, resultant from any breach or contravention of the privacy laws including your breach of this clause and shall, timeously, notify the Department, the data subject and the Information Regulator in the event of any contravention - a unauthorised disclosure of Personal Information.
12. In accordance with the requirements• of POPIA, I hereby give the Department the expressed and revocable consent to and/or authorisation to disclose, process and/or further process any Personal Information obtained by the Department pursuant to the terms of this Agreement.

Signed by: _____

ID Number: _____

Signature: _____

Designation: _____

Date: _____



PROVINCIAL SUPPLY CHAIN MANAGEMENT

INSTRUCTION TO BIDDERS

Page: 1 of 4

1.	The INVITATION TO BID Pack is drawn up so that certain essential information should be furnished in a specific manner. Any additional particulars shall be furnished in a separate annexure.
2.	The INVITATION TO BID forms should not be retyped or redrafted, but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question or on other forms obtainable from the relevant Department or Institution advertising this BID. Additional offers made in any other manner may be disregarded.
3.	Should the INVITATION TO BID forms not be filled in by means of electronic devices, bidders are encouraged to complete forms in a black ink.
4	Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regards to claims arising from the fact that pages are missing or duplicated.
5	The INVITATION TO BID forms shall be completed, signed and submitted with the bid. SBD 5 (National Industrial Participation Programme Form) will only be added to the INVITATION TO BID pack when an imported component in excess of US \$ 10 million is expected.
6	A separate SBD 3.1, SBD 3.2 or SBD 3.3 form (PRICING SCHEDULE per item) shall be completed in respect of each item. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this BID (not applicable for PANEL of BIDDERS).
7	Firm delivery periods and prices are preferred. Consequently, bidders shall clearly state whether delivery periods and prices will remain firm for the duration of any contract, which may result from this BID, by completing SBD 3.1 (PRICING SCHEDULE per item) (not applicable for PANEL of BIDDERS).
8	If non-firm prices are offered bidders must ensure that a separate SBD 3.2 (Non-Firm Prices per item) is completed in respect of each item for which a non-firm price is offered. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this BID (not applicable for PANEL of BIDDERS).



PROVINCIAL SUPPLY CHAIN MANAGEMENT

INSTRUCTION TO BIDDERS

Page: 2 of 4

9	Where items are specified in detail, the specifications form an integral part of the BID document (see the attached specification) and bidders shall indicate in the space provided whether the items offered are to specification or not (not applicable for PANEL of BIDDERS).
10	In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified" (see the attached specification) (not applicable for PANEL of BIDDERS).
11	In cases where the items are not to specification, the deviations from the specifications shall be indicated (see the attached specification).
12	In instances where the bidder is not the manufacturer of the items offered, the bidder must as per SBD 3.1 or SBD 3.2 (PRICING SCHEDULE per item) submit a Letter of Supply from the relevant manufacturer or his supplier (not applicable for PANEL of BIDDERS).
13	The offered prices shall be given in the units shown in the attached specification, as well as in SBD 3.1 or SBD 3.2 (PRICING SCHEDULE per item) (not applicable for PANEL of BIDDERS).
14	With the exception of imported goods, where required, all prices shall be quoted in South African currency. Where bids are submitted for imported goods, foreign currency information must be supplied by completing the relevant portions of SBD 3.1 (PRICING SCHEDULE per item) and SBD 3.2 (PRICING SCHEDULE per item) (not applicable for PANEL of BIDDERS).
15	Unless otherwise indicated, the costs of packaging materials (if applicable) are for the account of the bidder and must be included in the bid price on the (PRICING SCHEDULE per item) (not applicable for PANEL of BIDDERS).
16	Delivery basis (not applicable for PANEL of BIDDERS): a) Supplies which are held in stock or are in transit or on order from South African manufacturers at the date of offer shall be offered on a basis of delivery into consignee's store or on his site within the free delivery area of the bidder's centre, or carriage paid consignee's station, if the goods are required elsewhere. b) Notwithstanding the provisions of paragraph 16(a), offered prices for supplies in respect of which installation / erection / assembly is a requirement, shall include ALL costs on a "delivered on site" basis, as specified on the (PRICING SCHEDULE per item).



PROVINCIAL SUPPLY CHAIN MANAGEMENT

INSTRUCTION TO BIDDERS

Page: 3 of 4

17	Unless specifically provided for in the BID document, no bids transmitted by facsimile or email shall be considered.
18	Failure on the part of the bidder to sign any of the INVITATION TO BID forms and thus to acknowledge and accept the conditions in writing or to complete the attached INVITATION TO BID forms, Preference documents, questionnaires and specifications in all respects, may invalidate the bid.
19	Bids should preferably not be qualified by the bidder's own conditions of bid. Failure to comply with these requirements (i.e. full acceptance of the General Conditions of Contract or to renounce specifically the bidder's own conditions of bid, when called upon to do so, may invalidate the bid.
20	In case of samples being called for together with the bid, the successful bidder may be required to submit pre-production samples to the South African Bureau of Standards (SABS) or such testing authority as designated at the request of the relevant Department concerned. Unless the relevant Department decides otherwise, pre-production samples must be submitted within thirty (30) days of the date on which the successful bidder was requested to do so. Mass production may commence only after both the relevant Department and the successful bidder have been advised by the SABS that the pre-production samples have been approved.
21	Should the pre-production samples pass the inspections / tests at the first attempt, the costs associated with the inspections / tests will be for the account of the relevant Department. If the SABS or such testing authority as designated do not approve the pre-production samples, but requires corrections / improvements, the costs of the inspections / tests must be paid by the successful bidder and samples which are acceptable in all respects must then reach the SABS or such testing authority as designated within twenty-one (21) days of the date on which the findings of the SABS or such testing authority as designated were received by the successful bidder. Failure to deliver samples within the specified time and to the required standards may lead to the cancellation of the intended contract.
22	In case of samples being called for together with the bid, the samples must be submitted together with the bid before the closing time and date of the BID, unless specifically indicated otherwise. Failure to submit the requested sample(s) before the closing time and date of the BID may invalidate the bid.
23	In cases where large quantities of a product are called for, it may be necessary for the relevant item to be shared among two (2) or more suppliers.



PROVINCIAL SUPPLY CHAIN MANAGEMENT

INSTRUCTION TO BIDDERS

Page: 4 of 4

24	In cases where the relevant Department or Institution advertising this BID may deem it necessary, a formal contract may be entered into with the successful bidder, in addition to a Letter of Acceptance and / or purchase order being issued.
25	If any of the conditions on the BID forms are in conflict with any special conditions, stipulations or provisions incorporated in the bid invitation, such special conditions, stipulations or provisions shall apply.
26	This BID is subject to the General Conditions of Contract and re-issues thereof. Copies of these conditions are obtainable from any office of the Gauteng Provincial Government (GPG).
27	Each bid must be submitted in a separate, sealed envelope on which the following must be clearly indicated: • NAME AND ADDRESS OF THE BIDDER; • THE BID (GT) NUMBER; AND • THE CLOSING DATE. The bid must be deposited or posted; • To the address as indicated on SBD1 and to reach the destination not later than the closing time and date; OR • deposited in the tender box as indicated on SBD1 before the closing time and date.
28	The Gauteng Provincial Government has become a member and as such a key sponsor of the Proudly South African Campaign. GPG therefore would like to procure local products of a high quality, produced through the practise of sound labour relations and in an environment where high environmental standards are maintained. In terms of the Proudly South African Campaign South African companies are encouraged to submit interesting and innovative achievements in the manufacturing field (if relevant to this BID) – including information on new products, export achievements, new partnerships and successes and milestones.
29	Compulsory GPG Contract: It is a mandatory requirement that successful bidder/s (to whom a tender is awarded) sign a GPG Contract upon award of any given contract.

	PROVINCIAL SUPPLY CHAIN MANAGEMENT	
	POINT SYSTEM	Page 1 of 1

BID NUMBER		CLOSING DATE	
VALIDITY OF BID		CLOSING TIME	

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

This BID will be evaluated on the basis of the under noted point system, as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000).

TYPE OF CONTRACT (COMPLETED BY PROJECT MANAGER)

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

	PROVINCIAL SUPPLY CHAIN MANAGEMENT	
	BIDDER'S DISCLOSURE	Page: 1 of 3

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 interest 1 in the enterprise, employed by the state?

YES		NO	
------------	--	-----------	--

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

Full Name	Identity Number	Name of State Institution

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

	PROVINCIAL SUPPLY CHAIN MANAGEMENT	
	BIDDER'S DISCLOSURE	Page: 2 of 3

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES		NO	
------------	--	-----------	--

2.2.1 If so, furnish particulars:

--

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES		NO	
------------	--	-----------	--

2.3.1 If so, furnish particulars:

--

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium 2 will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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

	PROVINCIAL SUPPLY CHAIN MANAGEMENT	
	BIDDER'S DISCLOSURE	Page: 3 of 3

- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

Signature		Date	
Position		Name of the Bidder	



GAUTENG PROVINCE
PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

PROVINCIAL SUPPLY CHAIN MANAGEMENT

EVALUATION METHODOLOGY PROCESS

Page 2 of 2

BIDDERS JOB CREATION ANALYSIS

Company Name		Vendor Number		Date Established	
--------------	--	---------------	--	------------------	--

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

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

Comments to include:

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

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

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



TERMS OF REFERENCE

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED TERM PERIOD OF THREE (3) YEARS.

Disclaimer

The GDE has produced this document in good faith. The GDE, its agents, employees, and associates do not warrant its accuracy or completeness. The GDE makes no representation, warranty, assurance, guarantee, or endorsement to any provider/bidder concerning the document, either with regard to its accuracy, completeness, or otherwise. GDE shall have no liability towards the responding Service Providers or any other party in connection therewith.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

TABLE OF CONTENTS

BACKGROUND	3
1. LEGAL FRAMEWORK	3
2. PROJECT BRIEF	4
3. SCOPE/ DELIVERABLES	5
4. EVALUATION CRITERIA	29
5. FORMAT AND SUBMISSION OF BIDS	37
6. TERMS AND CONDITIONS	37
7. TIME FRAMES	39
8. PENALTIES	39
9. INSTRUCTIONS FOR THE PROPOSAL	39
10. DECLARATION	42

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

BACKGROUND

The Gauteng Department of Education (GDE) is committed to delivering high-quality, equitable, and relevant education to learners in public schools across the province. To effectively fulfil this mandate, the Department recognises the critical importance of ongoing research, monitoring, evaluation, and educational audits. These initiatives are essential to assessing system performance, identifying key challenges, and developing evidence-based strategies to address them.

In support of this commitment, the GDE seeks to strengthen its decision-making, resource allocation, and policy formulation through scientifically grounded research interventions. These may include programme and policy evaluations, impact assessments, and education data quality audits. The insights gained from such interventions will contribute directly to achieving the Department's strategic goals, vision, and mission.

To this end, the GDE invites applications from suitably qualified and experienced external Service Providers to be included on a pre-qualified list. These Service Providers will be considered for both short- and long-term (within a period of three years) outsourced contracts as and when the need arises

1. LEGAL FRAMEWORK

The following legislative framework will be applicable but is not limited to:

- a) Constitution of the Republic of South Africa Act 108 of 1996, as amended;
- b) Preferential Procurement Policy Framework Act 5 of 2000, as amended;
- c) Preferential Procurement Regulations of 2022;
- d) Public Finance Management Act 1 of 1999, as amended;
- e) Treasury Regulations for Departments 2005;
- f) Broad Based Black Economic Empowerment (B-BBEE) Act 53 of 2003, as amended;
- g) Promotion of Access to Information Act 2 of 2000, as amended;
- h) Promotion of Administrative Justice Act 3 of 2000, as amended;
- i) Protection of Personal Information Act 4 of 2013, as amended;
- j) Disaster Management Act 57 of 2002, as amended;
- k) Public Servant Act 103 of 1994, as amended;

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

- l) Employment of Educators Act 76 of 1998, as amended;
- m) National Small Business Act 102 of 1996, as amended;
- n) Co-Operatives Management Act 14 of 2005, as amended;
- o) Employment Equity Act 55 of 1998; as amended;
- p) Skills Development Act 97 of 1998, as amended;
- q) National Economic Development & Labour Council Act 35 of 1994, as amended;
- r) South African Qualifications Authority Act 58 of 1995, as amended;
- s) Labour Relations Act 66 of 1995, as amended;
- t) National Education Policy Act 27 of 1996, as amended;
- u) South African Schools Act 84 of 1996, as amended and
- v) Gauteng Schools Education Act 6 of 1995, as amended.

2. PROJECT BRIEF

The GDE wishes to establish a pre-qualified list of Service Providers for a fixed term period of three (3) years. The purpose of this pre-qualified list is to support the Department through the provision of research studies, evaluation research, and educational data quality audits on an “as and when required” basis.

Service Providers to be considered must demonstrate the following core competencies:

- Proven expertise in educational research, programme evaluation, and data quality auditing.
- Demonstrated ability to operate effectively within the basic education sector, with specific reference to the South African public schooling context.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

3. SCOPE OF WORK

The appointed Service Providers must possess the necessary capacity and expertise to undertake a wide range of research studies, including evaluation research and educational data quality audits to address broad, systemic issues within the Gauteng education system.

The research studies may include both qualitative and quantitative methodologies, or adopt mixed methods approaches, depending on the nature and objectives of the study. These may include, but are not limited to:

- Desktop reviews
- Empirical studies
- Action research
- Longitudinal studies and projects

Furthermore, Service Providers must assess the accuracy, reliability, completeness, timeliness, consistency, and integrity of data collected, stored, and used by the GDE in various education management systems and databases. These audits will support evidence-based decision-making and ensure that planning, reporting, and policy formulation are grounded and credible.

3.1 Research and Evaluation**3.1.1 Research Design and Planning**

Service Providers must demonstrate expertise in designing and implementing research that applies one or more of the following methodological approaches:

Desktop Research

- Review of existing policies, reports, academic literature, and secondary datasets and must demonstrate the ability to critically synthesise findings and identify key insights relevant to the Gauteng context.

Quantitative Data Collection

- Administering structured surveys or tests using electronic or paper-based tools.

Qualitative Data Collection

- Conducting individual, focus groups, in-depth interviews, observations, or workshops.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

Action Research

- Facilitating school/ district/ head office-based collaborative that focuses on solving practical problems within specific educational settings.

Mixed-Methods Research

- Integration of both qualitative and quantitative techniques in a single study and must show ability to design complementary instruments, triangulate data, and interpret convergent and divergent findings.

Empirical Studies

- Primary data collection using tools such as questionnaires, interviews, focus groups, and observations.

Longitudinal Studies

- Research conducted over extended periods (e.g. three years) to track changes, progress, or programme impacts in the Gauteng education context.

3.1.2 Interpretation

Service Providers must be able to produce high-quality and professional outputs in a range of formats. These may include:

Descriptive Research Outputs:

- Focused on documenting and explaining current conditions or phenomena in the education system (e.g., how many learners are not meeting literacy benchmarks?).

Explanatory Research Outputs:

- Aimed at identifying causal relationships or explaining why certain issues exist (e.g., what factors contribute to high dropout rates in certain districts?).

Remedial Research Outputs:

- Aimed at providing recommendations, models, or frameworks for addressing identified issues (e.g., suggested interventions to improve teacher absenteeism).

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

3.1.3 Reporting

Service Providers must throughout the assignment:

- Provide regular progress updates to the GDE project manager.
- Submit interim reports, where applicable, for long-term or phased studies (within a period of three years).
- Attend scheduled project meetings and planning sessions.
- Flag any risks, delays, or changes to scope timeously.
- Ensure final sign-off on deliverables before project closure.

3.2 Data Quality Audits

3.2.1 To assess the validity and reliability of data collected by determining whether the data reported by schools/ districts/ head office accurately represents the reality on the ground and whether it can be trusted for decision-making, planning, and policy development.

Validity Checks:

- Verify that data (e.g., learner enrolment, attendance, assessment results) corresponds with original source documents such as registers, mark sheets, and attendance logs.

Reliability Checks

- Assess the consistency of data over time and across similar institutions or geographic areas.

Cross-System Comparison:

- Compare data reported across different systems (e.g., SASAMS vs LURITS vs Data Driven Districts Dashboard) for consistency.

Sampling:

- Conduct random sampling at schools/ districts/ head office to verify reported data against actual records.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

3.2.2 To identify systemic issues contributing to poor data quality by going beyond surface-level data errors and uncover root causes and patterns that repeatedly affect data quality within the education system.

Process Mapping:

- Analyse how data is collected, captured, cleaned, and reported at each level (school/ district/ head office).

Capacity Assessment:

- Evaluate the skills, qualifications, and workload of staff responsible for data handling.

Infrastructure Review:

- Investigate the adequacy of ICT infrastructure, connectivity, and system functionality.

Policy and SOP Gaps:

- Identify lack of or outdated standard operating procedures (SOPs), unclear reporting lines, or ambiguous data definitions.

Audit Trails:

Check for unauthorized access, data manipulation, or missing data change logs.

3.2.3 To recommend interventions to improve data collection, processing, and reporting by providing practical, actionable, and sustainable solutions for improving data quality management practices at all levels.

Capacity Development Recommendations:

- Suggest targeted training programs for school-level data capturers, district/ head office officials, and education planners.

System Enhancements:

- Recommend modifications or upgrades to education management information systems (EMIS), including validation checks and user access controls.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

Policy and Procedure Improvements:

- Propose updates to data collection protocols, reporting schedules, and data governance frameworks.

Monitoring and Evaluation Tools:

- Suggest performance indicators or dashboards to monitor the quality and timeliness of data reporting.

3.2.4 To ensure compliance with National and Provincial Data Management Policies and Standards by verifying that data practices within the GDE align with existing legal, regulatory, and operational frameworks governing education data.

Policy Alignment Review:

- Assess compliance with DBE frameworks such as the EMIS Norms and Standards, LURITS reporting requirements, and provincial data protocols.

Legal Compliance:

- Check adherence to the Protection of Personal Information Act (POPIA), including how learner and staff data is stored, accessed, and protected.

Audit Against Standards:

- Benchmark GDE data practices against recognised data quality frameworks, such as the United Nations' Fundamental Principles of Official Statistics or OECD Data Quality Guidelines.

Documentation Review:

- Examine whether data policies, SOPs, and training manuals are available, understood, and applied consistently.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

3.3 Possible studies to be undertaken.

It should be noted that the research studies, evaluation, and data quality to be undertaken are not limited to the descriptions provided in the referenced tables (Table 1: Research and Evaluation Areas and Table 2: Data Quality Audits). The scope of work may extend to any additional areas that impact the schooling system within the Gauteng Province.

TABLE 1: Research and Evaluation

RESEARCH/ EVALUATION AREAS	FOCUS AREA	DESCRIPTION OF THE FOCUS AREA	SKILLS	QUALIFICATION & EXPERIENCE	ROLES & RESPONSIBILITIES
1. Whole School Evaluation	i. Basic functionality of the school. ii. Leadership, management, and communication. iii. Governance and relationships. iv. Quality of teaching and learning, and educator development. v. Curriculum provision and resources. vi. Learner achievement. vii. School safety, security, and discipline. viii. School Infrastructure ix. Parents and community	- o Research/ Evaluation of projects that focus on how schools operate. - o Research/ Evaluation projects that will assist in identifying areas of improvement. - o Research/ Evaluation projects that will promote the continuous improvement of educational quality, effectiveness, and accountability throughout the school system.	- o The knowledge and application of research design principles and methodologies. - o Vast understanding of different research approaches (quantitative, qualitative, mixed methods) - o Ability to conduct desktop and empirical research studies. - o Ability to use analytical and statistical software analysis tools.	Project Manager: - o Minimum of a Masters degree, in research and evaluation as per the focus area on the scope. - o Minimum of 3 years relevant experience in research and evaluation. Project Coordinator: - o Minimum of an Honours degree in research and evaluation as per the focus area on the scope. - o Minimum of 3 years relevant experience in research and evaluation.	Project Manager: - o Lead the research team to complete the project within the allotted timelines. - o Acts as a primary contact with GDE. - o Is responsible for the successful initiation, planning, design, execution, monitoring, controlling, and closure of a project. Project Coordinator: - o Is responsible for coordinating research work and a liaison between the Project Manager and the field workers.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

RESEARCH/ EVALUATION AREAS	FOCUS AREA	DESCRIPTION OF THE FOCUS AREA	SKILLS	QUALIFICATION & EXPERIENCE	ROLES & RESPONSIBILITIES
				Field Workers: Minimum of an NQF Level 7 degree, as per the focus area on the scope.	Field Workers: Responsible for collecting data
2. Whole School Evaluation	i. Educational expenditure relative to GDP ii. Share of education in public spending iii. Current and capital expenditure iv. Expenditure per learner and by level v. Expenditure per learner relative to GDP vi. Index of expenditure per learner and by level vii. Deficiency of the system, i.e., rationalisation and management of small schools, viii. Resource allocation	- Research/ Evaluation projects that are related to Resource Allocation in Education - Research/ Evaluation studies that focus on crucial investment in human capital development. - Research/ Evaluation Studies that focus on shaping the quality of education and promoting societal progress.	- The knowledge and application of research design principles and methodologies. - Vast understanding of different research approaches (quantitative, qualitative, mixed methods) - Ability to conduct desktop and empirical research studies. - Ability to use analytical and statistical software analysis tools.	Project Manager: - Minimum of a Masters degree, in research and evaluation as per the focus area on the scope. - Minimum of 3 years relevant experience in research and evaluation. Project Coordinator: - Minimum of an Honours degree in research and evaluation as per the focus area on the scope. - Minimum of 3 years relevant experience in research and evaluation. Field Workers: - Minimum of an NQF Level 7 degree, as per the focus area on the scope.	Project Manager: - Lead the research team to complete the project within the allotted timelines. - Acts as a primary contact with GDE. - Is responsible for the successful initiation, planning, design, execution, monitoring, controlling, and closure of a project. Project Coordinator: - Is responsible for coordinating research work and a liaison between the Project Manager and the field workers. Field Workers: - Responsible for collecting data

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

RESEARCH/ EVALUATION AREAS	FOCUS AREA	DESCRIPTION OF THE FOCUS AREA	SKILLS	QUALIFICATION & EXPERIENCE	ROLES & RESPONSIBILITIES
3. Human Resource	i. Teacher Development i.e. In-service training ii. Staff employment in education iii. Teacher-learner ratio i. Employee Self-Service Portal	o Research/ Evaluation Studies that are related to teacher development programmes, the impact of overcrowding in schools, and the functionality of school-based and office-based GDE human resources in GDE.	- o The knowledge and application of research design principles and methodologies. - o Vast understanding of different research approaches (quantitative, qualitative, mixed methods) - o Ability to conduct desktop and empirical research studies. - o Ability to use analytical and statistical software analysis tools.	Project Manager: - o Minimum of a Masters degree, in research and evaluation as per the focus area on the scope. - o Minimum of 3 years relevant experience in research and evaluation. Project Coordinator: - o Minimum of an Honours degree, in research and evaluation as per the focus area on the scope. - o Minimum of 3 years relevant experience in research and evaluation. Field Workers: - o Minimum of an NQF Level 7 degree, as per the focus area on the scope.	Project Manager: - o Lead the research team to complete the project within the allotted timelines. - o Acts as a primary contact with GDE. - o Is responsible for the successful initiation, planning, design, execution, monitoring, controlling, and closure of a project. Project Coordinator: - o Is responsible for coordinating research work and a liaison between the Project Manager and the field workers. Field Workers: - o Responsible for collecting data

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

RESEARCH/ EVALUATION AREAS	FOCUS AREA	DESCRIPTION OF THE FOCUS AREA	SKILLS	QUALIFICATION & EXPERIENCE	ROLES & RESPONSIBILITIES
4. Participation in Education	i. Participation in formal education ii. Curriculum delivery including Language and Mathematics iii. Information Communication Technology (ICT) in schools iv. Early childhood education v. All secondary education vi. Transition characteristics vii. Post-schooling opportunities and Skills Development viii. Entry ratio to tertiary education ix. Homeschooling iv. Efficiency of the systems, i.e. Dropouts, Progression, Flow through, Retention, and Completion rates.	- o Research/ Evaluation studies that are related to: • Curriculum delivery, • instructional leadership, • quality education that ensures that GDE is able to prepare FET learners for quality of life beyond matric. - o Research/ Evaluation studies that explore the Functionality of Home Education. - o Research/ Evaluation studies that are related to learner dropouts, learner progression, flow-through, retention, and completion rates.	- o The knowledge and application of research design principles and methodologies. - o Vast understanding of different research approaches (quantitative, qualitative, mixed methods) - o Ability to conduct desktop and empirical research studies. - o Ability to use analytical and statistical software analysis tools.	Project Manager: - o Minimum of a Masters degree, in research and evaluation as per the focus area on the scope. - o Minimum of 3 years relevant experience in research and evaluation. Project Coordinator: - o Minimum of an Honours degree in research and evaluation as per the focus area on the scope. - o Minimum of 3 years relevant experience in research and evaluation. Field Workers: - o Minimum of an NQF Level 7 degree, as per the focus area on the scope.	Project Manager: - o Lead the research team to complete the project within the allotted timelines. - o Acts as a primary contact with GDE. - o Is responsible for the successful initiation, planning, design, execution, monitoring, controlling, and closure of a project. Project Coordinator: - o Is responsible for coordinating research work and a liaison between the Project Manager and the field workers. Field Workers: - o Responsible for collecting data

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

RESEARCH/ EVALUATION AREAS	FOCUS AREA	DESCRIPTION OF THE FOCUS AREA	SKILLS	QUALIFICATION & EXPERIENCE	ROLES & RESPONSIBILITIES
5. Context of Education	Demographic context i. Out-of-school youth ii. Out-of-school children iii. Out-of-school children and out-of-school youth iv. Universalization of Early Childhood Development (ECD), Grade R and Schooling v. Schools of Specialisation Social and economic context i. Home and school language ii. Multilingualism iii. Online admissions iv. School Nutrition v. School Health vi. Psychosocial issues vii. School and learner safety viii. Scholar transport Social Cohesion i. Race, Gender, Class, ii. Twinning of schools	- o Research/ Evaluation studies that focus on the factors that shape and influence the educational system, such as social, cultural, economic, and political aspects. - o Research/ Evaluation studies that focus on the understanding of the context of education is essential for designing effective educational policies, programs, and practices.	- o The knowledge and application of research design principles and methodologies. - o Vast understanding of different research approaches (quantitative, qualitative, mixed methods) - o Ability to conduct desktop and empirical research studies. - o Ability to use analytical and statistical software analysis tools.	Project Manager: - o Minimum of a Masters degree, in research and evaluation as per the focus area on the scope. - o Minimum of 3 years relevant experience in research and evaluation. Project Coordinator: - o Minimum of an Honours degree in research and evaluation as per the focus area on the scope. - o Minimum of 3 years relevant experience in research and evaluation. Field Workers: - o Minimum of an NQF Level 7 degree, as per the focus area on the scope.	Project Manager: - o Lead the research team to complete the project within the allotted timelines. - o Acts as a primary contact with GDE. - o Is responsible for the successful initiation, planning, design, execution, monitoring, controlling, and closure of a project. Project Coordinator: - o Is responsible for coordinating research work and a liaison between the Project Manager and the field workers. Field Workers: - o Responsible for collecting data.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

RESEARCH/ EVALUATION AREAS	FOCUS AREA	DESCRIPTION OF THE FOCUS AREA	SKILLS	QUALIFICATION & EXPERIENCE	ROLES & RESPONSIBILITIES
6. Results of Education: Labour Market Outcome	Learner outcomes i. Performance in reading ii. Performance in mathematics iii. Performance in science iv. Matric Exams System outcomes i. Systemic evaluation ii. National and International testing	- o Research/ Evaluation studies that focus on the results of education across different contexts in GDE. - o Research/ Evaluation studies exploring the challenges such as educational inequities, limited access to quality education, and the need for ongoing improvements, persist. - o Focus on exploring/ evaluating inclusive and equitable education for all. - o Focus on how to maximize the positive results of education.	- o The knowledge and application of research design principles and methodologies. - o Vast understanding of different research approaches (quantitative, qualitative, mixed methods) - o Ability to conduct desktop and empirical research studies. - o Ability to use analytical and statistical software analysis tools.	Project Manager: - o Minimum of a Masters degree, in research and evaluation as per the focus area on the scope. - o Minimum of 3 years relevant experience in research and evaluation. Project Coordinator: - o Minimum of an Honours degree in research and evaluation as per the focus area on the scope. - o Minimum of 3 years relevant experience in research and evaluation. Field Workers: - o Minimum of an NQF Level 7 degree, as per the focus area on the scope.	Project Manager: - o Lead the research team to complete the project within the allotted timelines. - o Acts as a primary contact with GDE. - o Is responsible for the successful initiation, planning, design, execution, monitoring, controlling, and closure of a project. Project Coordinator: - o Is responsible for coordinating research work and a liaison between the Project Manager and the field workers. Field Workers: - o Responsible for collecting data

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

RESEARCH/ EVALUATION AREAS	FOCUS AREA	DESCRIPTION OF THE FOCUS AREA	SKILLS	QUALIFICATION & EXPERIENCE	ROLES & RESPONSIBILITIES
7. Mood surveys and Perception surveys	i. Client Satisfaction Studies	Mood surveys and perception surveys will be the tools that will be used to gather information about individuals' feelings, attitudes, and perceptions in specific contexts (learners or employees) i.e. organizational assessments.	- The knowledge and application of research design principles and methodologies. - Vast understanding of different research approaches (quantitative, qualitative, mixed methods) - Ability to conduct desktop and empirical research studies. - Ability to use analytical and statistical software analysis tools.	Project Manager: - Minimum of a Masters degree, in research and evaluation as per the focus area on the scope. - Minimum of 3 years relevant experience in research and evaluation. Project Coordinator: - Minimum of an Honours degree in research and evaluation as per the focus area on the scope. - Minimum of 3 years relevant experience in research and evaluation. Field Workers: - Minimum of an NQF Level 7 degree, as per the focus area on the scope.	Project Manager: - Lead the research team to complete the project within the allotted timelines. - Acts as a primary contact with GDE. - Is responsible for the successful initiation, planning, design, execution, monitoring, controlling, and closure of a project. Project Coordinator: - Is responsible for coordinating research work and a liaison between the Project Manager and the field workers. Field Workers: - Responsible for collecting data

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

RESEARCH/ EVALUATION AREAS	FOCUS AREA	DESCRIPTION OF THE FOCUS AREA	SKILLS	QUALIFICATION & EXPERIENCE	ROLES & RESPONSIBILITIES
8. The GDE 30-Year Review.	i. Review of Gauteng Department of Education's performance in the past 30 years.	- Comprehensive assessment conducted after a period of 30 years to examine the progress, achievements, and challenges within a GDE educational system, policy, and initiatives. - Reflection on the changes, developments, and outcomes that have occurred over the three-decade timeframe - Assessment of the long-term (within a period of three years) impact and effectiveness of educational initiatives, policies, or reforms. - Re-analysis of the successes, shortcomings, and lessons learned from the implementation of various strategies or interventions over the course of 30 years.	- The knowledge and application of research design principles and methodologies. - Vast understanding of different research approaches (quantitative, qualitative, mixed methods) - Ability to conduct desktop and empirical research studies. - Ability to use analytical and statistical software analysis tools.	Project Manager: - Minimum of a Masters degree, in research and evaluation as per the focus area on the scope. - Minimum of 3 years relevant experience in research and evaluation. Project Coordinator: - Minimum of an Honours degree in research and evaluation as per the focus area on the scope. - Minimum of 3 years relevant experience in research and evaluation. Field Workers: - Minimum of an NQF Level 7 degree, as per the focus area on the scope.	Project Manager: - Lead the research team to complete the project within the allotted timelines. - Acts as a primary contact with GDE. - Is responsible for the successful initiation, planning, design, execution, monitoring, controlling, and closure of a project. Project Coordinator: - Is responsible for coordinating research work and a liaison between the Project Manager and the field workers. Field Workers: - Responsible for collecting data

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

RESEARCH/ EVALUATION AREAS	FOCUS AREA	DESCRIPTION OF THE FOCUS AREA	SKILLS	QUALIFICATION & EXPERIENCE	ROLES & RESPONSIBILITIES
9. Evaluation of GDE strategies, policies, and programs commissioning any type of evaluations	i. Formative Evaluation ii. Summative Evaluation. iii. Implementation Evaluation. iv. Outcome Evaluation v. Impact Evaluation vi. Cost-Benefit Analysis.	- o Evaluation and research in this area will focus on effectively gathering, evaluating, analyzing, and synthesizing information for the purpose of conducting evaluations, research, and inquiry to advance knowledge and solve GDE problems with regard to intervention programs. - o They will also assist in making informed decisions. In this way, GDE's programmes and projects will be informed by evidence-based research and evaluation.	- o The knowledge and application of research design principles and methodologies. - o Vast understanding of different research approaches (quantitative, qualitative, mixed methods) - o Ability to conduct desktop and empirical research studies. - o Ability to use analytical and statistical software analysis tools.	Project Manager: - o Minimum of a Masters degree, in research and evaluation as per the focus area on the scope. - o Minimum of 3 years relevant experience in research and evaluation. Project Coordinator: - o Minimum of an Honours degree in research and evaluation as per the focus area on the scope. - o Minimum of 3 years relevant experience in research and evaluation. Field Workers: - o Minimum of an NQF Level 7 degree, as per the focus area on the scope.	Project Manager: - o Lead the research team to complete the project within the allotted timelines. - o Acts as a primary contact with GDE. - o Is responsible for the successful initiation, planning, design, execution, monitoring, controlling, and closure of a project. Project Coordinator: - o Is responsible for coordinating research work and a liaison between the Project Manager and the field workers. Field Workers: - o Responsible for collecting data

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

RESEARCH/ EVALUATION AREAS	FOCUS AREA	DESCRIPTION OF THE FOCUS AREA	SKILLS	QUALIFICATION & EXPERIENCE	ROLES & RESPONSIBILITIES
10. Evaluation of the use of electronic School Administration and Management Systems	i. Evaluation of the use of electronic School Administration and Management Systems	To systematically conduct evaluations to provide information that is credible and useful in improving performance and accountability, about the functionality of School Administration and Management Systems.	- The knowledge and application of research design principles and methodologies. - Vast understanding of different research approaches (quantitative, qualitative, mixed methods) - Ability to conduct desktop and empirical research studies. - Ability to use analytical and statistical software analysis tools.	Project Manager: - Minimum of a Masters degree, in research and evaluation as per the focus area on the scope. - Minimum of 3 years relevant experience in research and evaluation. Project Coordinator: - Minimum of an Honours degree in research and evaluation as per the focus area on the scope. - Minimum of 3 years relevant experience in research and evaluation. Field Workers: - Minimum of an NQF Level 7 degree, as per the focus area on the scope.	Project Manager: - Lead the research team to complete the project within the allotted timelines. - Acts as a primary contact with GDE. - Is responsible for the successful initiation, planning, design, execution, monitoring, controlling, and closure of a project. Project Coordinator: - Is responsible for coordinating research work and a liaison between the Project Manager and the field workers. Field Workers: - Responsible for collecting data

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

RESEARCH/ EVALUATION AREAS	FOCUS AREA	DESCRIPTION OF THE FOCUS AREA	SKILLS	QUALIFICATION & EXPERIENCE	ROLES & RESPONSIBILITIES
11. Knowledge Management	i. Where knowledge resides/ is located ii. How knowledge is transferred iii. How knowledge is accessed. ii. How knowledge is utilised.	- o Investigating the kind of knowledge that exists in the Department, where it is located, and in what form/format, whether it is paper-based or electronically stored, where it is stored, how it is utilised, and who has access to it. - o Benchmarking of the best Knowledge Management systems that other Organisations are using provincially, nationally, and internationally.	- o The knowledge and application of research design principles and methodologies. - o Vast understanding of different research approaches (quantitative, qualitative, mixed methods) - o Ability to conduct desktop and empirical research studies. - o Ability to use analytical and statistical software analysis tools.	Project Manager: - o Minimum of a Masters degree, in research and evaluation as per the focus area on the scope. - o Minimum of 3 years relevant experience in research and evaluation. Project Coordinator: - o Minimum of an Honours degree in research and evaluation as per the focus area on the scope. - o Minimum of 3 years relevant experience in research and evaluation. Field Workers: - o Minimum of an NQF Level 7 degree, as per the focus area on the scope.	Project Manager: - o Lead the research team to complete the project within the allotted timelines. - o Acts as a primary contact with GDE. - o Is responsible for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project. Project Coordinator: - o Is responsible for coordinating research work and a liaison between the Project Manager and the field workers. Field Workers: Responsible for collecting data/ knowledge audit.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

TABLE 2: Data Quality Audit

DATA QUALITY AUDIT AREAS	FOCUS AREA	DESCRIPTION OF THE FOCUS AREA	SKILLS	QUALIFICATION	EXPERIENCE AND ROLES
1. Whole School Evaluation	i. Basic functionality of the school. ii. Leadership, management, and communication. iii. Governance and relationships. iv. Quality of teaching and learning, and educator development. v. Curriculum provision and resources. vi. Learner achievement. vii. School safety, security, and discipline. viii. School infrastructure. ix. Parents and community.	- What the school has been provided with in order to carry out its task. - The main characteristics of each grade of learners, the school's infrastructure. - Funding and professional, and support staff. - The main characteristics of each cohort of learners on arrival at the school, with a focus on socio-economic background, attainment at entry, range of languages, numbers by age and gender per school and class.	- Data quality audit skills. - Data analysis. - Monitoring and evaluation. - Spatial analysis - Data quality audit skills. - Data analysis. - Monitoring and evaluation.	Project Manager: - Minimum of a Masters Degree in Data Science or related educational data quality audits equivalent qualification. Project Coordinator: - Minimum of an Honours Degree in Data Science or related educational data quality audits equivalent qualification. Fieldworkers: - Minimum of a Degree in Data Science or a related educational data quality audits equivalent qualification.	Project Manager: - Minimum of 3 years relevant experience in Data quality audits. - Lead the Data quality audit team to complete the project within the allotted timelines. - Acts as a primary contact with GDE. - Is responsible for the successful initiation, planning, design, execution, monitoring, controlling, and closure of a project. Project Coordinator: - Minimum of 3 years relevant experience in Data quality audits. - Is responsible for coordinating Data quality audit work and a liaison between the Project Manager and the field workers.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

DATA QUALITY AUDIT AREAS	FOCUS AREA	DESCRIPTION OF THE FOCUS AREA	SKILLS	QUALIFICATION	EXPERIENCE AND ROLES
					Field Workers: Responsible for collecting data/ verification and validation, documentation and communication, and reporting.
2. Resource Allocation	i.Educational expenditure relative to GDP. ii.Share of education in public spending. iii.Current and capital expenditure. iv.Expenditure per learner and by level. v.Expenditure per learner relative to GDP vi.Index of expenditure per learner and by level. vii.Deficiency of the system i.e., rationalization and management of small schools. viii.Resource allocation.	The focus area will look at among other things: - Physical resources such as classrooms, common purpose rooms and areas, external premises. - Teaching aids, materials and equipment. - Professional and support staff numbers by gender. - Qualifications and experience. - Educator development and capacity building.	- Data quality audit skills. - Data analysis. - Monitoring and evaluation. - Spatial analysis - Data quality audit skills. - Data analysis. - Monitoring and evaluation.	Project Manager: - Minimum of a Masters Degree in Data Science or related educational data quality audits equivalent qualification. Project Coordinator: - Minimum of an Honours Degree in Data Science or related educational data quality audits equivalent qualification. Fieldworkers: - Minimum of a Degree in Data Science or a related educational data quality audits equivalent qualification.	Project Manager: - Minimum of 3 years relevant experience in Data quality audits. - Lead the Data quality team to complete the project within the allotted timelines. - Acts as a primary contact with GDE. - Is responsible for the successful initiation, planning, design, execution, monitoring, controlling, and closure of a project. Project Coordinator: - Minimum of 3 years relevant experience in Data quality audits.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

DATA QUALITY AUDIT AREAS	FOCUS AREA	DESCRIPTION OF THE FOCUS AREA	SKILLS	QUALIFICATION	EXPERIENCE AND ROLES
					- Is responsible for coordinating Data quality audit work and a liaison between the Project Manager and the field workers. Field Workers: - Responsible for collecting data/ verification and validation, documentation and communication, and reporting.
3. Participation in education	i.Participation in formal education ii.Curriculum delivery including Language and Mathematics iii.Information Communication Technology (ICT) in schools iv.Early childhood education v.All secondary education vi.Transition characteristics vii.Post schooling opportunities and Skills Development viii.Entry ratio to tertiary education	- Participation of learners in formal education. - Curriculum delivery in languages and mathematics. - ICT in schools. - Early childhood education and the universalization of ECD.	- Data quality audit skills. - Data analysis. - Monitoring and evaluation. - Spatial analysis - Data quality audit skills. - Data analysis. - Monitoring and evaluation.	Project Manager: - Minimum of a Masters Degree in Data Science or related educational data quality audits equivalent qualification. Project Coordinator: - Minimum of an Honours Degree in Data Science or related educational data quality audits.	Project Manager: - Minimum of 3 years relevant experience in Data quality audits. - Lead the Data quality team to complete the project within the allotted timelines. - Acts as a primary contact with GDE. - Is responsible for the successful initiation, planning, design, execution, monitoring, controlling, and closure of a project.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

DATA QUALITY AUDIT AREAS	FOCUS AREA	DESCRIPTION OF THE FOCUS AREA	SKILLS	QUALIFICATION	EXPERIENCE AND ROLES
	ix.Home schooling. x.Efficiency of the systems, i.e., Dropouts, Progression, Flow through, Retention, and Completion rates	System efficiencies with a focus on dropout rates, learner progression, flow through rates, retention, and completion rates.		Fieldworkers: Minimum of a Degree in Data Science or related educational data quality audits.	Project Coordinator: - Minimum of 3 years relevant experience in Data quality audits. - Is responsible for coordinating Data quality audit work and a liaison between the Project Manager and the field workers. Field Workers: - Responsible for collecting data/ verification and validation, documentation and communication, and reporting.
4. Context of Education	Demographic context - i.Out-of-school youth. - ii.Out-of-school children. - iii.Out-of-school children and out-of-school youth. - iv.Universalization of Early Childhood Development (ECD), Grade R and Schooling.	- The democratic context, socio-economic context as well as matters of social cohesion. - The above-mentioned contexts will reflect on the universalisation of ECD, Grade R, and general Schooling.	- Data quality audit skills. - Data analysis. - Monitoring and evaluation. - Spatial analysis - Data quality audit skills. - Data analysis. - Monitoring and evaluation.	Project Manager: - Minimum of a Masters Degree in Data Science or related educational data quality audits equivalent qualification. Project Coordinator: - Minimum of an Honours Degree in Data Science or related educational data quality audits equivalent qualification.	Project Manager: - Minimum of 3 years relevant experience in Data quality audits. - Lead the Data Quality team to complete the project within the allotted timelines. - Acts as a primary contact with GDE.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

DATA QUALITY AUDIT AREAS	FOCUS AREA	DESCRIPTION OF THE FOCUS AREA	SKILLS	QUALIFICATION	EXPERIENCE AND ROLES
	v.Schools of Specialization. Social and economic context i.Home and school language. ii.Multilingualism. iii.Online admissions. iv.School Nutrition. v.School Health. vi.Psychosocial issues. vii.School and learner safety. viii.Scholar transport. Social Cohesion i.Race, Gender, Class. ii.Twinning of schools	- o The impact of home and school language; issues of multilingualism. - o Online admissions in relation to access to education and the schooling system. - o School nutrition, health, safety, and scholar transport. - o Consideration of race, gender, class, and potential twinning of schools.		Fieldworkers: o Minimum of a Degree in Data Science or a related educational data quality audits equivalent qualification.	- o Is responsible for the successful initiation, planning, design, execution, monitoring, controlling, and closure of a project. Project Coordinator: - o Minimum of 3 years relevant experience in Data quality audits. - o Is responsible for coordinating Data quality audit work and a liaison between the Project Manager and the field workers. Field Workers: - o Responsible for collecting data/ verification and validation, documentation and communication, and reporting.
5. Data Quality Audits (DQA) of Education Management Information Systems (EMIS) and Performance Information.	Evaluation and Assessment of the: i. EMIS Data value chain: systems, processes, and procedures that underpin the data management	- o Updating the full School General Information to bring it to full currency. - o Eliminating Missing learner identification numbers.	- o Data quality audit skills. - o Data analysis. - o Monitoring and evaluation. - o Spatial analysis	Project Manager: o Minimum of a Masters Degree in Data Science or a related educational data quality audits equivalent qualification.	Project Manager: o Minimum of 3 years relevant experience in Data quality audits.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

DATA QUALITY AUDIT AREAS	FOCUS AREA	DESCRIPTION OF THE FOCUS AREA	SKILLS	QUALIFICATION	EXPERIENCE AND ROLES
	processes of the EMIS Sub-directorate.	○ Correcting all Invalid ID numbers. ○ Correcting all incorrect birthdates and inputting all missing birthdates, utilising valid and reliable data sources. ○ Updating all Parent details to bring them up to date. ○ Correcting all Physical addresses that have been captured poorly. ○ Completing all Missing Contact numbers. ○ Completing all Missing immigrant and asylum seeker data. ○ Ensuring that the schools' Archiving practices are consistent and regular. ○ Updating all educator and staff data to bring it up to currently.	○ Data quality audit skills. ○ Data analysis. ○ Monitoring and evaluation.	Project Coordinator: ○ Minimum of an Honours Degree in Data Science or a related educational data quality audits equivalent qualification. Fieldworkers: ○ Minimum of a Degree in Data Science or a related educational data quality audits equivalent qualification.	○ Lead the Data Quality team to complete the project within the allotted timelines. ○ Acts as a primary contact with GDE. ○ Is responsible for the successful initiation, planning, design, execution, monitoring, controlling, and closure of a project. Project Coordinator: ○ Minimum of 3 years relevant experience in Data quality audits. ○ Is responsible for coordinating Data quality audit work and a liaison between the Project Manager and the field workers. Field Workers: ○ Responsible for collecting data/ verification and validation, documentation and communication, and reporting.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

DATA QUALITY AUDIT AREAS	FOCUS AREA	DESCRIPTION OF THE FOCUS AREA	SKILLS	QUALIFICATION	EXPERIENCE AND ROLES
6. Evaluation of the use of electronic School Administration and Management Systems.	Critically evaluate the purpose and functionality of the South African School Administration and Management System (SASAMS).	- o Undocumented Learners in the system. - o Curriculum Related Data. - o Modular Usage of SA-SAMS (in-depth) - o Duplicate learners in the system. - o Duplicate ID numbers. - o Missing ID numbers. - o Invalid learner Birthdates. - o Immigrant learners defaulted to SA-Citizen status.	- o Data quality audit skills. - o Data analysis. - o Monitoring and evaluation. - o Spatial analysis - o Data quality audit skills. - o Data analysis. - o Monitoring and evaluation.	Project Manager: - o Minimum of a Masters Degree in Data Science or related educational data quality audits equivalent qualification. Project Coordinator: - o Minimum of an Honours Degree in Data Science or related educational data quality audits equivalent qualification. Fieldworkers: - o Minimum of a Degree in Data Science or related educational data quality audits equivalent qualification.	Project Manager: - o Minimum of 3 years relevant experience in Data quality audits. - o Lead the Data quality team to complete the project within the allotted timelines. - o Acts as a primary contact with GDE. - o Is responsible for the successful initiation, planning, design, execution, monitoring, controlling, and closure of a project. Project Coordinator: - o Minimum of 3 years relevant experience in Data quality audits. - o Is responsible for coordinating Data quality audit work and a liaison between the Project Manager and the field workers.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

DATA QUALITY AUDIT AREAS	FOCUS AREA	DESCRIPTION OF THE FOCUS AREA	SKILLS	QUALIFICATION	EXPERIENCE AND ROLES
					Field Workers: ○ Responsible for collecting data/ verification and validation, documentation and communication, and reporting.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

3.4 Other required physical resources

3.4.1 Capacity to Deliver

The service providers must provide a methodology to be used when conducting the research/ evaluation study and/ or data quality audit.

3.4.2 Human Resources

The service providers must submit CVs capturing the experience and qualifications of Project managers, Project Co-ordinators and field workers in research, evaluation or educational data quality.

3.4.3 Company Experience

The service providers must provide an executive report with a signed and dated reference/ testimonial letter on the client's letter head detailing the nature of the project.

3.4.4 Bidders must indicate their preferred category(ies) in line with their expertise and resources.

Category	Bidders to indicate using (X) to select their preferred category (ies)
Research and Evaluation	
Data Quality Audit	

4. EVALUATION CRITERIA

The evaluation of the bids will be conducted in two stages as per the Preferential Procurement Regulations, 2022, issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act number 5 of 2000 (PPPFA), as follows:

Stage One will be the evaluation of bids on **Administrative Compliance** and **Functionality**. During these stages of evaluation, the bidder/s that do not meet the mandatory requirements and/ or the minimum threshold/s for functionality will be disqualified and will not be considered for further evaluation.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

4.1 Stage 1a: Administrative Evaluation

A paper-based administrative evaluation will be carried out on all the bids received, and if any of the under-mentioned documents are not signed and/or attached, such a bid will be eliminated from further evaluation.

Mandatory Documents: (eliminating criteria)

- a) Submit a fully completed and duly signed bid in the original tender document (RFP pack section 1) with all the pages included.

Note: An incomplete RFP pack will result in the disqualification of the bidder. Where information required is not applicable to the bidder, the bidder must indicate "Not Applicable or N/A". The bidder must not leave blank spaces, as it will be regarded as "not fully completed" for evaluation purposes.

Other Required Documents: (non-eliminating criteria)

- a) Proof of an original and valid Broad-Based Black Economic Empowerment (B-BBEE) Status Verification Certificate, issued by a SANAS-accredited agency (or certified copy thereof). In the case of a Joint Venture, proposals must contain a teaming agreement signed by all parties with a proposed revenue split and a consolidated B-BBEE status verification certificate issued by SANAS accredited agency.
- b) Recent/ latest Proof of a Central Supplier Database (CSD) registration.
- c) SARS Tax Compliance Status (TCS) pin.

4.2 Stage 1b: Functionality

A bidder that scores less than **80** points out of **100** in respect of **functionality** will be regarded as submitting a non-responsive proposal and will be disqualified. Bidders who meet the minimum functionality score will be short-listed.

Functionality evaluation will be based on the following criteria:

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

RESEARCH AND EVALUATION

NO	CRITERIA	WEIGHT															
1.	CAPACITY TO DELIVER	10															
1.1	If given an opportunity to conduct a research/ evaluation study for the Department, indicate your approach and methodology in relation to the following: (10) i. Problem statement ii. Research/Evaluation question(s) and objectives iii. Research methodology (qualitative, quantitative, mixed methods) showing detailed sampling strategy and data collection tools iv. Data analysis plan v. Detailed Action Plan <table border="1"> <thead> <tr> <th>Score</th><th>Meaning</th><th>Explanation</th></tr> </thead> <tbody> <tr> <td>10</td><td> - o Exceeds requirements - o Very good / Best practice </td><td>Exceeds the specification requirements. The bidder demonstrates an excellent understanding of all five aspects in Section 1.1, indicating that the bidder is undoubtedly capable of delivering the service.</td></tr> <tr> <td>8</td><td> - o Good - o Fully meet requirements </td><td>Fully meets the specification requirements. The bidder demonstrates a good (above-average) understanding of all four aspects in Section 1.1, showcasing their clear capabilities and/or experience to deliver the service.</td></tr> <tr> <td>6</td><td> - o Satisfactory - o Average </td><td>Satisfactory. The bidder demonstrates a fair understanding of the three aspects in Section 1.1, showing sufficient capabilities and/or experience to deliver the service.</td></tr> <tr> <td>0</td><td> - o Poor - o Inadequate </td><td>The bidder does not display an understanding of the aspects in Section 1.1.</td></tr> </tbody> </table>	Score	Meaning	Explanation	10	- o Exceeds requirements - o Very good / Best practice	Exceeds the specification requirements. The bidder demonstrates an excellent understanding of all five aspects in Section 1.1, indicating that the bidder is undoubtedly capable of delivering the service.	8	- o Good - o Fully meet requirements	Fully meets the specification requirements. The bidder demonstrates a good (above-average) understanding of all four aspects in Section 1.1, showcasing their clear capabilities and/or experience to deliver the service.	6	- o Satisfactory - o Average	Satisfactory. The bidder demonstrates a fair understanding of the three aspects in Section 1.1, showing sufficient capabilities and/or experience to deliver the service.	0	- o Poor - o Inadequate	The bidder does not display an understanding of the aspects in Section 1.1.	
Score	Meaning	Explanation															
10	- o Exceeds requirements - o Very good / Best practice	Exceeds the specification requirements. The bidder demonstrates an excellent understanding of all five aspects in Section 1.1, indicating that the bidder is undoubtedly capable of delivering the service.															
8	- o Good - o Fully meet requirements	Fully meets the specification requirements. The bidder demonstrates a good (above-average) understanding of all four aspects in Section 1.1, showcasing their clear capabilities and/or experience to deliver the service.															
6	- o Satisfactory - o Average	Satisfactory. The bidder demonstrates a fair understanding of the three aspects in Section 1.1, showing sufficient capabilities and/or experience to deliver the service.															
0	- o Poor - o Inadequate	The bidder does not display an understanding of the aspects in Section 1.1.															
2.	HUMAN RESOURCES	50															
2.1	Project Manager: 2.1.1 Submit a certified copy of the Project Manager's qualifications in line with research and evaluation (15)	15															

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

NO	CRITERIA	WEIGHT
	i. PhD Degree or National Research Foundation (NRF) rating certificate. (15) ii. A Masters degree (10) iii. Any qualification below a Masters (0) The Project Manager's qualifications should be in line with Paragraph 3.1. under the Scope of work.	
	2.1.2 Submit the Project Manager's CV that captures the skills and experience in research and evaluation (10) i. 5 years and more experience (10) ii. 4 to less than 5 years' experience (7) iii. 3 to less than 4 years' experience (5) iv. 1 to less than 3 years' experience (0) <i>Any CV without certified certificates of qualifications will score zero points. (Certification must not be older than 6 months)</i> The Project Manager's CV should be in line with Paragraph 3.1. under the Scope of work.	10
2.2.	Project Co-ordinator 2.2.1 Submit a certified copy of the Project Co-ordinator's qualifications in line with research and evaluation (7) i. Masters Degree (7) ii. Honours Degree (4) iii. Any qualification below Honours Degree (0) The Project Co-ordinator's qualifications should be in line with Paragraph 3.1. under the Scope of work.	7
	2.2.2 Submit the Project Co-ordinator's CV that captures the skills and experience in the coordination of research and evaluation work (8) i. 5 years and more experience (8) ii. 4 to less than 5 years' experience (5) iii. 3 to less than 4 years' experience (3) iv. 1 to less than 3 years' experience (0) <i>Any CV without certified certificates of qualifications will score zero points. (Certification must not be older than 6 months)</i> The Project Co-ordinator's CV should be in line with Paragraph 3.1. under the Scope of work.	8

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

NO	CRITERIA	WEIGHT
2.3	Field Workers 2.3.1 Submit certified copies of ten (10) Field Workers' qualifications in line with research and evaluation (10) i. 10 Field Workers with Honours or Bachelor's degree (undergraduate academic qualification) (10) ii. Less than 10 Field Workers with Honours or Bachelor's degree (undergraduate academic qualification) (0) Any qualifications submitted that are not certified will score zero points (Certification must not be older than 6 months) The Field workers' qualifications should be in line with Paragraph 3.1. under the Scope of work.	10
3.	COMPANY EXPERIENCE	40
3.1	Submit a comprehensive Portfolio of Evidence (POE) presented in a form of an executive report. The POE must be accompanied by a signed and dated reference letter with contactable details on the client's letterhead stating the following: a) The nature of the project by briefly describing the research and evaluation studies that were executed. Provide the executive reports with contactable references letters i. 5 or more studies or projects with reference letters (40) ii. 3 to 4 studies or projects with reference letters (30) iii. 1 to 2 studies or projects with reference letters (20) iv. 0 projects with reference letters (0) Failure to include the Executive reports with contactable references letters will result in the bidder forfeiting the points. The research studies or projects in the POE should be in line with Paragraph 3.1. under the Scope of work.	
TOTAL		100
MINIMUM THRESHOLD		80

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

DATA QUALITY AUDITS

NO	CRITERIA	WEIGHT															
1.	CAPACITY TO DELIVER	10															
1.1	If given an opportunity to conduct Data Quality Audit for the Department, indicate your approach and methodology in relation to the following: i. Problem Statement. ii. Audit questions and objectives. iii. Audit study design (qualitative, quantitative, mixed methods) with detailed data collection methods and tools. iv. Detailed data analysis plan. v. Detailed project implementation plan. <table border="1"> <thead> <tr> <th>Score</th><th>Meaning</th><th>Explanation</th></tr> </thead> <tbody> <tr> <td>10</td><td> - o Exceeds requirements - o Very good / Best practice </td><td>Exceeds the specification requirements. The bidder displays an excellent understanding of all five aspects in Section 1.1. displaying that the bidder is without a doubt capable of delivering the service</td></tr> <tr> <td>8</td><td> - o Good - o Fully meet requirements </td><td>Fully meets the specification requirements. The bidder demonstrates a good (above-average) understanding of four aspects in Section 1.1, showcasing their clear capabilities and/or experience in delivering the service.</td></tr> <tr> <td>6</td><td> - o Satisfactory - o Average </td><td>Satisfactory. The bidder displays a fair understanding of the three aspects in Section 1.1. displaying enough capabilities and/or experience to deliver the service.</td></tr> <tr> <td>0</td><td> - o Poor - o Inadequate </td><td>The bidder does not display an understanding of the aspects in Section 1.1.</td></tr> </tbody> </table>	Score	Meaning	Explanation	10	- o Exceeds requirements - o Very good / Best practice	Exceeds the specification requirements. The bidder displays an excellent understanding of all five aspects in Section 1.1. displaying that the bidder is without a doubt capable of delivering the service	8	- o Good - o Fully meet requirements	Fully meets the specification requirements. The bidder demonstrates a good (above-average) understanding of four aspects in Section 1.1, showcasing their clear capabilities and/or experience in delivering the service.	6	- o Satisfactory - o Average	Satisfactory. The bidder displays a fair understanding of the three aspects in Section 1.1. displaying enough capabilities and/or experience to deliver the service.	0	- o Poor - o Inadequate	The bidder does not display an understanding of the aspects in Section 1.1.	
Score	Meaning	Explanation															
10	- o Exceeds requirements - o Very good / Best practice	Exceeds the specification requirements. The bidder displays an excellent understanding of all five aspects in Section 1.1. displaying that the bidder is without a doubt capable of delivering the service															
8	- o Good - o Fully meet requirements	Fully meets the specification requirements. The bidder demonstrates a good (above-average) understanding of four aspects in Section 1.1, showcasing their clear capabilities and/or experience in delivering the service.															
6	- o Satisfactory - o Average	Satisfactory. The bidder displays a fair understanding of the three aspects in Section 1.1. displaying enough capabilities and/or experience to deliver the service.															
0	- o Poor - o Inadequate	The bidder does not display an understanding of the aspects in Section 1.1.															
2.	HUMAN RESOURCES	50															
2.1	Project Manager: 2.1.1 Submit a certified copy of the Project Manager's qualifications in line with data science or related educational data quality audit (10) i. Masters degree (10) ii. Any qualification below a Masters degree (0)	10															

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

NO	CRITERIA	WEIGHT
	The Project Manager's qualifications should be in line with Paragraph 3.2. under the Scope of work.	
	2.1.2 Submit the Project Manager's CV that captures the skills and experience in data science or related educational data quality audits (10) i. 5 years and more experience (10) ii. 4 to less than 5 years' experience (7) iii. 3 to less than 4 years' experience (5) iv. 1 to less than 3 years' experience (0) <i>Any CV without certified certificates of qualifications will score zero points. (Certification must not be older than 6 months)</i> The Project Manager's CV should be in line with Paragraph 3.2. under the Scope of work.	10
2.2.	Project Co-ordinator 2.2.1 Submit a certified copy of the Project Co-ordinator's qualifications in line with data science or related educational data quality audits (10) i. Masters Degree (10) ii. Honours Degree (5) iii. Any qualification below an Honours Degree (0) The Project Co-ordinator's qualifications should be in line with Paragraph 3.2. under the Scope of work.	10
	2.2.2 Submit the Project Co-ordinator's CV that captures the skills and experience in data science or related educational data quality audits (10) i. 5 years and more experience (10) ii. 4 to less than 5 years' experience (6) iii. 3 to less than 4 years' experience (4) iv. 1 to less than 3 years' experience (0) <i>Any CV without certified certificates of qualifications will score zero points. (Certification must not be older than 6 months).</i> The Project Co-ordinator's CV should be in line with Paragraph 3.2. under the Scope of work.	10

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

NO	CRITERIA	WEIGHT
2.3	Field Workers 2.3.1 Submit certified copies of ten (10) Field Workers' qualifications in line with data science or related educational data quality audits, or equivalent (10) i. 10 Field Workers with Honours or Bachelor's degree (undergraduate academic qualification) (10) ii. Less than 10 Field Workers Honours or Bachelor's degree (undergraduate academic qualification) (0) Any qualifications submitted that are not certified will score zero points (Certification must not be older than 6 months) The Field workers' qualifications should be in line with Paragraph 3.2. under the Scope of work.	10
3.	COMPANY EXPERIENCE	40
3.1	3.1.1 Submit a comprehensive Portfolio of Evidence (POE) presented in the form of an executive report. The POE must be accompanied by a signed and dated reference letter with contactable details on the client's letterhead stating the following: a) The nature of the project by briefly describing the data quality audit studies that were executed. <i>Provide the executive reports with contactable references</i> i. 5 or more projects (40) ii. 3 to 4 projects (30) iii. 1 to 2 projects (20) iv. 0 projects (0) <i>Failure to include the Executive Reports with contactable references letters will result in the bidder forfeiting the points.</i> The projects in the POE should be in line with Paragraph 3.2. under the Scope of work.	
TOTAL		100
MINIMUM THRESHOLD		80

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

5. FORMAT AND SUBMISSION OF BIDS

Each RFP shall comprise at least the following, bound and clearly indexed: -

Section A	a) Standard RFP (Section 1) document: b) Publications and Project Confirmation.
Section B	a) Proof of an original and valid Broad-Based Black Economic Empowerment (B-BBEE) Status Verification Certificate, issued by a SANAS accredited agency (or certified copy thereof) In the case of a Joint Venture, proposals must contain a teaming agreement signed by all parties with a proposed revenue split and a consolidated B-BBEE status verification certificate issued by SANAS accredited agency. b) Recent/ latest Proof of a Central Supplier Database (CSD) registration. c) SARS Tax Compliance Status (TCS) pin. d) The latest financial statements for the last two years are required.
Section C	a) CVs and certified copies of qualifications for Project Manager, Project Coordinator, and Field Workers b) Reference letters and a comprehensive Portfolio of Evidence (POE) presented in the form of an executive report.

6. TERMS AND CONDITIONS

- 6.1** The GDE reserves the right to terminate the contract in the event that there is clear evidence of deviations as per agreed specifications.
- 6.2** The appointment does not imply guaranteed work from the GDE, but rather an opportunity to participate in future procurement related to this project.
- 6.3** The successful Service Providers will have to enter into a service level agreement (SLA) with the GDE.
- 6.4** GDE will use its discretion for the vetting of the successful bidder.
- 6.5** The successful bidder cannot cede the contract to any other provider after appointment unless a written approval is obtained from GDE.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

- 6.6** Bidders should ensure that the resources that they have provided in the bid will be available to carry out the duties and responsibilities when required by GDE.
- 6.7** In a case where there is a change to the Project Team, the changes should be communicated and agreed to by GDE beforehand. The Project Team that has replaced the previous team should also possess the same required qualifications and experience.
- 6.8** Provide a meaningful capacity building for the GDE Research/ Evaluation / Data Quality
- 6.9** All intellectual property rights relating to any work produced by the Service Provider in relation to the performance of this contract shall belong to GDE. The Service Provider shall give GDE all the required assistance in protecting such intellectual property rights. All material in paper, electronic or any recorded format produced by the Service Provider in the performance of this contract shall remain the property of GDE and must be handed over to GDE within one month of the completion of the contract.
- 6.10** All Service Providers undertake not to infringe on the intellectual property of third parties. Should any action or claim be instituted by GDE, emanating from an infringement of intellectual property or an alleged infringement of intellectual property, the Service Providers hereby indemnify GDE against such claims or action as well as all costs (including legal costs on an Attorney and client scale).
- 6.11** GDE may request primary data at any given time.

6.12 Ethical Compliance

Service Providers are expected to uphold the highest standards of ethics throughout the stages of the research process. This includes:

- Obtaining ethical clearance from recognised bodies for any work involving learners or vulnerable populations.
- Maintain confidentiality and integrity of all data collected, analysed, and stored.
- Adhere to data protection and privacy laws, including the Protection of Personal Information Act (POPIA).

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.**7. TIME FRAMES**

Output	Period
Establishment of a pre-qualified list of Service Providers to conduct related research studies and projects for the Gauteng Department of Education (GDE) for a fixed term period of three (3) years.	Three (3) Years fixed period

8. PENALTIES

- 8.1** If it is shown that errors or shortcomings exist within the service provided, the bidder shall be notified in writing and shall be required to perform corrective measures within seven (7) days to remedy such errors at no cost to the Departments of Education.
- 8.2** The GDE reserves the right to reject work that does not meet the required standard and engage a different Service Provider to complete the work. The Departments shall serve thirty (30) days written notice for termination of contract in the case of non-performance.
- 8.3** The GDE reserves the right to inspect or audit any document pertaining to this contract. This may also include queries and complaints.
- 8.4** Should any audit or inspection reveal that the Service Provider has not complied with any of the terms of this contract, the Service Provider will be liable for the cost of the audit or inspection as well as the cost of any losses incurred by the GDE associated with such non-compliance.
- 8.5** The GDE also has the right to terminate the contract at any stage if there is substantive proof of inefficiency in the delivery of the service.

9. INSTRUCTIONS FOR THE PROPOSAL

- 9.1** This Request for Proposal does not constitute an offer. The RFP intends to provide enough information for the preparation and submission of comparable proposals by the Bidders.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

- 9.2** The GDE requires a clear, concise and factual response. Bidders shall consult, in writing, with the GDE official responsible should there appear to be any discrepancy, ambiguity or uncertainty pertaining to the meaning or effect of any description, dimension, quality, quantity or any other information contained in this RFP.
- 9.3** Proposals (Bid Submission) must be compiled in the following manner:
- Clear indexing of the proposal content must be included.
 - One (1) original proposal (marked 'original') must be submitted.
 - One (1) electronic copy of the proposal on a memory stick.
- 9.4** All proposals must be delivered sealed. The following information must appear on the outside of the sealed proposal.
- Name of Bidder
 - Description of proposal
 - Closing date
- 9.5** In the case of a joint venture, consortium or partnerships, a signed and dated teaming agreement is required including the following:
- Proposed revenue split and,
 - A consolidated B-BBEE status verification certificate issued by SANAS accredited agency and
 - Proof of CSD registration of all members of the Joint Venture.
- 9.6** The Bidder will be liable for all costs incurred in response to this request.
- 9.7** The Bidder is expected to fully acquaint themselves with the conditions, requirements, and specifications of the GDE before submitting a completed response. Failure to do so will be at the Bidder's own risk and the Bidder cannot secure relief on the grounds of any mistake.
- 9.8** Bidders shall take into account that the GDE's total requirements may not be allocated to only one Bidder.
- 9.9** The GPG Departments reserves the right to engage in post tender negotiations with the Bidder(s) on the short list and to do business with the bidders (s) that best meet the requirements and will not be obliged to give reasons for such exclusions.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

- 9.10** The selected Bidder(s) will be required to enter into a written agreement with GDE. This RFP or any part thereof may be incorporated into and made part of such an agreement. GDE shall not incur any obligation or liability towards the selected Bidder(s) until a written contract has been signed by the duly authorised GDE representative and the Bidder(s).
- 9.11** This tender has a validity period of 180 days. In the event that there is a need to extend this period, the extension will be published on the National Treasury and GPG e-tender portals.
- 9.12** It is the responsibility of the bidder to check the extension of validity when published as there will be no individual correspondence.
- 9.13** Bidders who fail to respond on the request for validity of extension within the stipulated date, the Department will consider such a bid to have accepted the extension of validity in the same terms and conditions as per the submitted bid
- 9.14** The bids of those bidders who respond by confirming the extension of the validity period of their bids on the same terms and conditions must be evaluated accordingly.
- 9.15** Bidders that decline the extension of validity will invalidate their specific bids and not the entire bid process.
- 9.16** Service Providers must ensure that they are registered for e-invoicing on eisregistration@gauteng.gov.za
- 9.17** The latest financial statements for the last two years are required. In cases where an entity has operated for a period of less than a year, the Management Accounts Report for the period in operation must be submitted, In cases where the entity has operated for a period of more than a year but less than two years, then the Management Accounts Reports for the first year of operation, If it is a new or dormant entity must submit a letter from the Managing Director or the Owner (in the case of companies) or the accounting officer (in the case of close corporations) stating that the entity has not yet traded. Financial statements must be in compliance with the Companies Act.
- 9.18** Proposals submitted after the specified closing date and time will not be considered.

ESTABLISHMENT OF A PRE-QUALIFIED LIST OF SERVICE PROVIDERS TO CONDUCT RELATED RESEARCH STUDIES AND PROJECTS FOR THE GAUTENG DEPARTMENT OF EDUCATION (GDE) FOR A FIXED PERIOD OF THREE (3) YEARS.

10. DECLARATION

I/We the undersigned hereby declare that I/We have read and understand the above and agree to be bound by the stated terms and conditions.

Name of bidder:

Name of contact person:

Capacity:

Signature:.....

Date:



Provincial Supply Chain Management

Financial Statements

Page 1 of 1

Submission of Financial Statements

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

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



INTEGRITY PACT FOR BUSINESSES

FIGHTING CORRUPTION, PROMOTING INTEGRITY

1. INTRODUCTION

This agreement is part of the tender document, which shall be signed and submitted along with the tender document. The Chief Executive Officer of the bidding company or his/her authorised representative shall sign the integrity pact. If the winning bidder has not signed this integrity pact during the submission of the bid, the tender/proposal shall be disqualified.

2. OBJECTIVES

Now, therefore, the Gauteng Provincial Government and the Bidder agree to enter into this pre-contract agreement, hereinafter referred to as an integrity pact, to avoid all forms of corruption by following a system that is fair, transparent, and free from any influence/unprejudiced dealings before, during and after the currency of the contract to be entered, with a view to:

- 2.1 Enable the Gauteng Provincial Government to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works, goods and services; and
- 2.2 Enable bidders to abstain from bribing or any corrupt practice to secure the contract by assuring them that their competitors will refrain from bribing and other corrupt practices and the Gauteng Provincial Government will commit to preventing corruption, in any form by their officials by following transparent procedures.

3. GOVERNANCE

- 3.1 The integrity pact seeks to ensure that both parties comply with all applicable provincial, national, continental, and international laws and regulations regarding fair competition and anti-corruption.

4. ENVIRONMENT

- 4.1 The integrity pact requires that both parties comply with all applicable environmental, health, and safety regulations.

5. PROTECTION OF INFORMATION

- 5.1 The integrity pact seeks to ensure that both parties undertake to protect the confidentiality of information. Each party, when given access to confidential information as part of the business relationship should not share this information with anyone unless authorised.

6. REPUTATION

- 6.1 The Gauteng Provincial Government wants to work with bidders who are proud of their reputation for fair dealing and quality delivery.
- 6.2 The Gauteng Provincial Government wants to ensure that working with government is reputation enhancing for the supplier.
- 6.3 The Gauteng Provincial Government expects bidders/suppliers to be protective of government's reputation, and ensure that neither they, nor any of their partners or subcontractors, bring government to disrepute by engaging in any act or omission which is reasonably likely to diminish the trust that the public places in government.

- 6.4 The Gauteng Provincial Government further requires its bidders/suppliers to always adhere to ethical conduct even outside their contractual obligation with the Gauteng Provincial Government.

7. VALUES OF THE GAUTENG PROVINCIAL GOVERNMENT

- 7.1 The value system of the Gauteng City Region is shown below:

GAUTENG CITY REGION VALUES SYSTEM	
CORE VALUES	ETHICAL VALUES
Patriotism Purposefulness Team focused Integrity Accountability Passionate Activism	Integrity Accountability Dignity Transparency Respect Honesty

- 7.2 The Gauteng Provincial Government commits to ensure that the values system is embedded into the day-to-day operations of its institutions.

8. COMMITMENTS OF THE GAUTENG PROVINCIAL GOVERNMENT

The Gauteng Provincial Government commits itself to the following:

- 8.1 The GPG commits that its officials will at all times conduct themselves in accordance with Treasury Regulations 16A.8¹, copy of which is attached marked Annexure A, and that:
- 8.1.1 The GPG is committed to doing business with integrity and proper regard for ethical business practices.
- 8.1.2 The GPG hereby undertakes that no official of the GPG, connected directly or indirectly with the contract will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour, or any material or immaterial benefit or any other advantage from the bidder, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
- 8.1.3 The GPG further confirms that its officials have not favoured any prospective bidder in any form that could afford an undue advantage to that bidder during the tendering stage and will further treat all bidders alike.
- 8.1.4 The GPG will during the tender process treat all Bidder(s) with equity.
- 8.1.5 All officials of the GPG shall report any attempted or completed violation of clauses to the following details:

¹ Government Notice No. R. 225 of 2005 published under Government Gazette No. 27388 of 15 March 2005, as amended

	Gauteng Ethics Hotline	National Anti-Corruption Hotline
Toll-free number	080 1111 633	0800 701 701
SMS call-back	49017	N/A
E-mail	gpethics@behonest.co.za	nach@psc.gov.za
Fax	086 726 1681	0800 204 965
Website	www.thehotline.co.za	www.publicservicecorruptionhotline.org.za
Post	Chief Directorate: Integrity Management Private Bag X61 Marshalltown 2001	Public Service Commission Private X121 Pretoria 0001
Walk-in	Office of the Premier 55 Marshall Street Marshalltown Johannesburg 2001	Gauteng Provincial Office Public Service Commission Schreiner Chambers 6 th Floor 94 Pritchard Street Johannesburg

8.1.6 Following the report on the violation of the above clauses by the official(s), through any source, the GPG shall investigate allegations of such violations against the official or other role players and when justified:

- a) Take steps against such official and other role players (necessary disciplinary proceedings, and/or any other action as deemed fit, bar such officials from further dealings related to the contract process). In such a case, while an enquiry is being conducted by the Gauteng Provincial Government the proceedings under the contract would not be stalled.
- b) Inform the relevant Treasury of steps taken in 8.1.5(a) against such officials; and
- c) Report any conduct by such official and other role players that may constitute an offence to the South African Police Service.

9. COMMITMENTS OF THE BIDDERS

The bidder commits himself/herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of his/her bid or during any pre-contract or post contract stage to secure the contract or in furtherance to secure it and commits himself/herself to the following:

- 9.1 The bidder is committed to doing business with integrity and proper regard for ethical business practices.

- 9.2 The bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducements to any official of the Gauteng Provincial Government, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 9.3 The bidder further undertakes that he/she has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducements to an official of the Gauteng Provincial Government or otherwise in procuring the contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Gauteng Provincial Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Gauteng Provincial Government.
- 9.4 The bidder will not collude with other parties interested in the contract to preclude the competitive bid price, impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 9.5 The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- 9.6 The Bidder(s)/Contractor(s) will, when presenting his / her bid, disclose any and all payments he /she has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- 9.7 In case of sub-contracting, the Principal Contractor shall take the responsibility of adoption of Integrity Pact by the Sub-Contractor.
- 9.8 The bidder shall report any attempted or completed violation of clauses 9.1 to 9.7 including any alleged unethical conduct to the Gauteng Ethics Hotline (details are provided at clause 8.1.4).
- 9.9 The bidder (or anyone acting on its behalf) warrants that:
- 9.9.1 It has not been convicted by a court of law for fraud and/or corruption with respect to the procurement/tendering processes; and/or
- 9.9.2 It has not been convicted by a court of law for theft or extortion; and/or
- 9.9.3 It is not listed on the National Treasury's database of Restricted Suppliers or Register of Tender Defaulters.

10. SANCTIONS FOR VIOLATION

- 10.1 The breach of any aforesaid provisions or providing false information by employers, including manipulation of information by evaluators, shall face administrative charges and penal actions as per the existing relevant rules and laws.
- 10.2 The breach of the Pact or providing false information by the Bidder, or any one employed by him, or acting on his behalf (whether without the knowledge of the

Bidder), or acting on his/her behalf, shall be dealt with as per the provisions of the Prevention and Combating of Corrupt Activities Act (12 of 2004).

10.3 The Gauteng Provincial Government shall also take all or any one of the following actions, wherever required:

- To immediately call off the pre-contract negotiations without giving any compensation to the bidder. However, the proceedings with the other bidder(s) would continue.
- To immediately cancel the contract, if already awarded/signed, without giving any compensation to the bidder.
- To recover all sums already paid by the Gauteng Provincial Government.
- To cancel all or any other contracts with the bidders and GPG shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value.
- To submit the details of the bidder to the National Treasury to register on the database for tender defaulters.

11. CONFLICT OF INTEREST

11.1 A conflict of interest involves a conflict between the public duty and private interest (for favor or vengeance) of a public official, in which the public official has private interest which could improperly influence the performance of their official duties and responsibilities. Conflicts of interest would arise in a situation when any concerned members of both parties are related either directly or indirectly, or has any association or had any confrontation. Thus, conflict of interest of any tender committee must be declared in a prescribed form.

11.2 The bidder shall not lend or borrow any money from or enter any monetary dealings or transactions, directly or indirectly, with any member of the tender committee or officials of the Gauteng Provincial Government, and if he/she does so, the Gauteng Provincial Government shall be entitled forthwith to rescind the contract and all other contracts with the bidder.

12. LEGAL ACTIONS

12.1 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

13. VALIDITY

13.1 The validity of this Integrity Pact shall cover the tender process and extend until the completion of the contract to the satisfaction of both the Gauteng Provincial Government and the bidder (service provider).

13.2 Should one or several provisions of the Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

GPG INTEGRITY PACT FOR BUSINESSES

BIDDER/SUPPLIER/SERVICE PROVIDER	
Signature of the CEO	
Full name of the CEO	
Tender number	
Date	

Annexure A

GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

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

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

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

security

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

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

8. Inspections, tests and analyses

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

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

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

9. Packing

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

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

may have against the supplier under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

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

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily

available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (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.

Js General Conditions of Contract (revised July 2010)