



ORBIT TVET COLLEGE

APPOINTMENT OF A POTENTIAL SERVICE PROVIDER TO RENDER AUDIT READINESS AND ANNUAL FINANCIAL STATEMENT PREPARATION FOR THE YEAR ENDING 31 DECEMBER 2025 AND 31 DECEMBER 2026 (SERVICE FOR A PERIOD OF 24 MONTHS).

TENDER NUMBER: C03/2025.

ADVERTISEMENT DATE: 02 OCTOBER 2025.

CLOSING DATE: 24 OCTOBER 2025.

CLOSING TIME: 11H00 AM.

DATA SHEET FOR TENDERERS.

Contract Name	Appointment of a Potential Service Provider to render Audit Readiness and Annual Financial Statement Preparation for the Year Ending 31 December 2025 and 31 December 2026 (Service for a period of 24 Months).
Tender Closing Date:	24 October 2025 at 11:00 am.
Owner	ORBIT TVET College - Central Office.
Address	ORBIT TVET College, Central Office, Cnr Bosch and Fatima Bhayat Street, Rustenburg CBD, 0300.
Non-refundable tender document fee (cash)	<i>R50.00 (This amount is applicable only if the National Treasury website is not working.).</i>
Open for Acceptance:	90 days from Tender Closing.
Compulsory Briefing Meeting:	No Briefing Session will be held.

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1. INVITATION TO BID

1.1 ORBIT TVET College is inviting a Potential Service Provider to render Audit Readiness and Annual Financial Statement Preparation for the Year Ending 31 December 2025 and 31 December 2026 (Service for a period of 24 Months).

1.2 The tender documents will be issued as from:

- **02 October 2025**, and it must be downloaded/viewed on the National Treasury website (www.etenders.gov.za) and ORBIT TVET College website (www.orbitcollege.co.za)
- A tender document will be issued at the college on the condition that the National Treasury website is not functioning/working.

1.3 Closing date of tender is on **24 OCTOBER 2025 at 11:00 am**.

1.4 Tender must be submitted on the tender documentation that the College issues.

1.5 The bid/tender shall be valid and open for acceptance for a period of 90 days from the date of closing of tenders.

1.6 Bidders must make sure that the original completed bid document is in a sealed envelope, marked **TENDER NO: C03/2025: "APPOINTMENT OF A POTENTIAL SERVICE PROVIDER TO RENDER AUDIT READINESS AND ANNUAL FINANCIAL STATEMENT PREPARATION FOR THE YEAR ENDING 31 DECEMBER 2025 AND 31 DECEMBER 2026 (SERVICE FOR A PERIOD OF 24 MONTHS"** Is received and deposited in a tender box (**Security Gate**) on or before **24 OCTOBER 2025 at 11:00 am** at the following address: **ORBIT TVET College - Central Office, Corner Bosch and Fatima Bhayat Street, RUSTENBURG, 0299.**

2. Background

Following the Strategic Plans for the year 2025, ORBIT TVET College seeks to procure services for Audit Readiness and Annual Financial Statements Preparation for the financial years ending 31 December 2025 and 31 December 2026, for the External Audit, and for the financial years ending 31 December 2025 and 31 December 2026, to be conducted by the Auditor-General of South Africa (AGSA).

ORBIT TVET College is required to report its financial information following Standards of Generally Recognised Accounting Practice (GRAP) as prescribed and as such will prepare GRAP financial statements for the year ended 31 December 2025, for submission to Auditor General South Africa on or before 31 March 2026 and will also prepare GRAP financial statements for the year ended 31 December 2026, for submission to the Auditor General South Africa on or before 31 March 2027.

To this end, ORBIT TVET College invites suitably qualified, appropriately accredited, and interested bidders who have, and can demonstrate, the necessary capacity to submit proposals and/or quotations for the delivery of services as outlined in these terms of reference.

Please note: Any provider that submits late will not be allowed to partake in the Request for Proposals (RFP) process

The primary objective is to assist the College in obtaining a clean audit for the 2025 and 2026 financial periods.

3. Scope of Work

The RFP for the appointment of a suitable service provider to supply services for the preparation of the College's Annual Financial Statements ("AFS") and guidance and training to management as to the audit readiness through the procedures noted below in line with the requirements of Generally Recognised Accounting Principles ("GRAP"). ORBIT TVET College is audited by the Auditor General of South Africa.

The Scope of this project is to appoint a service provider to deliver the outlined services to ORBIT TVET College that meet the minimum specifications as outlined below:

1. Prepare the College for Audit Readiness.
2. Prepare GRAP-compliant Annual Financial Statements for the year ending 31 December 2025.
 - 2.1 Draft AFS to be presented to Management by 07 March 2026, and to provide for a period for oversight and review by the Audit & Risk Committee and Council by 14 March 2027.

The provider should consider:

 - a) Restatement requirements of all transactions and account balances resulting from audit findings of 2024 as per AGSA final management letter.
 - b) Significant judgements and sources of estimating uncertainty in preparation of AFS must be disclosed, and working papers thereto prepared.
3. Prepare GRAP-compliant Annual Financial Statements for the year ending 31 December 2025.
 - 3.1 Draft AFS to be presented to Management by 06 March 2027 and to provide a period for oversight and review by the Audit & Risk Committee and Council by 13 March 2027.

The provider should consider:

 - a) Restatement requirements of all transactions and account balances resulting from audit findings of 2025 as per AGSA final management letter.
 - b) Significant judgements and sources of estimating uncertainty in preparation of AFS must be disclosed, and working papers thereto prepared.
4. Prepare inventory stock counts and valuations for the above-mentioned financial periods as follows:
 - a. Conduct a stock count and reconcile to the inventory listing.
 - b. Ensure that the stock count is audited by the Auditor General.
 - c. Extract a final listing after processing of shortages.
 - d. Calculate shortages and journalise.
 - e. Prepare an item for approval to write off shortages.
 - f. Extract a report on slow-moving stock and consult with Campuses to determine if stock is still needed.
 - g. Cancel or carry over outstanding and partially delivered orders as of 31 December of each financial period.
 - h. Reconcile stock in transit.

- i. Identify inventories to be written down to and/or write down to be reversed from net realisable value, and determine the necessary adjustments.
 - j. Carry out the Inventory valuation according to the costing method selected and ensure that the calculation is recorded in the WPs and that the values used are supported by appropriate source documents.
 - k. Ensure all journals are done.
 - l. Reconcile the inventory management system on BMS with an Excel Spreadsheet. Prepare stock valuation lists for the year-end on 31 December of each financial period.
 - m. Reconcile inventory to the general ledger to determine accuracy, cut off, and completeness of inventory quantities and values.
 - n. Prepare the Inventory Disclosure Note in the Annual Financial Statements in accordance with GRAP.
 - o. Prepare an Audit File for Inventory for submission to the Auditor General of South Africa
 - p. Ensure there is a proper inventory housekeeping process for ease of count during the AGSA count and going forward for the College. That is the setup for stock count in various Campuses are in such a way that it is acceptable for inventory count.
5. Assist in ensuring that all required reconciliations are in place with relevant supporting documentation,
6. Prepare a specific reconciliation on:
- a) Transfer the inventory register and adjustments that relate to the BMS Inventory Module, and inventory stock listings to the Annual Financial Statements, and ensure that balances agree as per the reconciliation.
 - b) National Students Financial Aid Bursary Scheme (NSFAS) liability calculation to determine amounts owing to individual students and NSFAS.
 - c) Student Debtors Reconciliation, considering the adjustments to the NSFAS liability.
 - d) Calculation of Provision for doubtful debtors on students' and other debtors' accounts as per college policy. (inclusive of methodology of determining the doubtful debts and write-offs thereof).
 - e) Reconciliations of Income and Expenditure relating to Projects (i.e., Public Private Partnerships) and reconciling the related Debtors or related Income Received in Advance.
 - f) Payroll reconciliations to identify corrective adjustments on expenditure and liabilities.
 - g) Prepare calculation/amortization schedules for inclusion of finance and operating leases in AFS as per GRAP requirements.
 - h) Prepare Commitments Listing relating to Operational Expenditure and Capital Expenditure (inclusive of Lease Commitments) and reconcile to the Annual Financial Statements.

- i) Transfer the Fixed Assets Register and adjustments that relate to the BMS Asset Module, and the Fixed Asset Register to the Annual Financial Statements, and ensure that balances agree as per the reconciliation.
 - j) Reconcile Revenue from Non-Exchange Transactions Accounts.
 - k) Reconcile Revenue from Exchange Transactions Accounts.
 - l) Reconcile Revenue from Residential Fees to the supporting admission signed.
 - m) Reconcile suspense accounts and provide support for adjustments relating to the suspense accounts.
 - n) Reclassify and correct prior year errors and disclosure on AFS.
 - o) Perform cut-off procedures for all classes of transactions to identify incorrect period allocation.
 - p) Assess declarations and perform what is necessary for disclosure of related party note on AFS.
 - q) Ensure the Annual Financial Statements are supported with working papers and source documentation that clearly explain where amounts are taken from, indicating calculation breakdowns.
 - r) Review of the college financial records and transactions, to identify required reconciliations that are not in place and assist in completing those.
7. Prepare and recommend adjusting journals with sufficient supporting documentation to ensure accuracy and completeness of the Trial Balance and General Ledger amounts.
 8. Provide a management file for all supporting working papers in gathering information and calculations made to determine balances on AFS.
 9. Compile audit file for the year ending 31 December audit in line with National Treasury guidelines (refer to Annexure A: Audit File Specifications).
 10. Prepare weekly progress reports based on the work plan to be submitted in quotation and report upfront on any expected increased cost for prior approval by the council.
 11. Attend weekly audit steering committees during the audit period to assist with audit findings (Audit to commence 01 January 2026 to end 31 May 2026 for the 2025 Audit and 01 January 2027 to 31 May 2027 for the 2026 Audit).
 12. Compile a skills transfer plan that requires the identification of skills needs and assists the transfer of such skills to the college employees who will be directly involved in the audit readiness and preparation of the AFS to create future self-sustainability for the college in the matters above.

4. Delivery of Goods

It is expected that the appointed service provider be able to deliver these services by the due dates, with an additional eight (8) weeks' availability on request during the audit period as per the scope to answer on prepared working papers. The proposal from the service should clearly indicate the total hours and a detailed schedule of planned hours for each item 1-11.

Team members should be technically proficient in GRAP and have relevant technical experience to correct and address any material audit issues, including any of the prior year.

5. Profile of The Service Provider

The Service Provider must clearly demonstrate the capacity to deliver the services for which they are quoting. ORBIT TVET College reserves the right to ask for documentation to prove the financial capacity of the Services Provider appointed.

6. Evaluation Criteria

ORBIT TVET COLLEGE APPLIES THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, NO 5 OF 2000, and the Preferential Procurement Regulations, 2017.

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

- The minimum qualifying score for functionality will be **60 points**, and submissions that fail to achieve the minimum qualifying score will be disqualified.
- Only submissions that achieve the minimum qualifying score for functionality will be evaluated further under the 80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.

The evaluation criteria for functionality will be as follows:

No	Qualifying Criteria for Short Listing	Points
1	<p>Proof of similar projects and references to be provided. A minimum of three contactable references is required, not older than 3 years in similar GRAP environments</p> <ul style="list-style-type: none"> • One Reference Letter (10 points). • Two Reference Letters (20 points). • Three Reference Letters (30 points). 	30
2	<p>The delivery of these services is time-sensitive. As such, the successful bidder will be required to have all services delivered within 6 months of the awarding of the contract for each of the respective financial periods indicated in the scope (2025 and 2026).</p> <p>The service provider must be able to provide a team that:</p> <ul style="list-style-type: none"> • Have been involved in the preparation of GRAP AFS where an unqualified opinion was obtained (similar environment: educational or related institute), (15 points). ➤ Previously been involved in the preparation of GRAP annual financial statements and have intimate knowledge of the accounting reporting framework (10 points). ➤ Must be fully conversant with GRAP and demonstrate a high level of technical understanding and approach (5 points). ➤ Work experience with the external auditors. (10 points). 	40
3	<p>Detailed Work Plan comprising the following:</p> <ul style="list-style-type: none"> • Methodology. • Stages of Completion (i.e., Timeframes and Due Dates). • Planned Hours. 	05
4	<p>Detailed Skill Transfer Plan.</p> <ul style="list-style-type: none"> • Methodology. • Stages of Completion (i.e., Timeframes and Due Dates). • Planned Hours. 	05
5	<p>Proof of capacity to perform the required service(s).</p> <ul style="list-style-type: none"> ➤ Registered Chartered Accountants (CA (SA)) must lead the team (proof to be provided). ➤ The team must be comprised of individuals appropriately qualified with a B Com in Accounting/Auditing and must have a minimum of 2 years' experience in the accounting/audit profession. ➤ At least one member (Besides the Partner) must have 5 years or more experience in the accounting/audit profession. 	20
	Total Points	100

Prospective suppliers must provide sufficient proof/documents to justify awarding the above points, and such proof should include details of contactable references. Points will be awarded on a sliding scale, depending on the evidence provided.

NOTE: Along with each submission, a list of projects involving the compilation of GRAP-compliant AFS completed within the past 3 years must be provided. Furthermore, for each of these projects, the audit opinion needs to be clearly stated. ORBIT TVET College will use this information, along with the evaluation criteria listed above, to secure a service

provider that has the capacity to assist in achieving an improved audit finding compared to previous years. Exposure in the Education sector will be advantageous.

7. Condition for Completing Bid Documents

If any of the following bid forms are not completed and signed or not handed in with your bid on the closing date and time, your bid will be immediately disqualified.

- SBD 1 (Invitation to bid) (make sure it is signed).
- SBD 3 Pricing Schedule: if not filled, please refer to Annexure or Addendum where the price is mentioned.
- SBD 4 (Declaration of interest, ensure that it is signed).
- SBD 6.1(Preferential Claim Form) must be signed regardless of whether points are claimed or not, to ensure that it is signed.
- SBD 8 (Declaration of bidder past supply chain management practices ensures that it is signed).
- SBD 9 (Bid Rigging) Make sure it is signed and completed.
- B-BBEE Status level verification certificate (original or valid certified copy).

8. Special Terms and Conditions

- It is expected that the appointed bidder must be able to deliver the services within the agreed date from the day of the tender awarded.
- **The period of the contract shall be for 24 Months. The second-year extension will depend on the auditor's outcomes.**
- The College reserves the right to terminate the contract by giving one month's notice in writing.
- ORBIT TVET College reserves the right to ask for documentation to prove the financial capacity of the bidder.
- Along with each submission, a list of projects involving the compilation of GRAP-compliant AFS completed within the past 3 years must be provided. Furthermore, for each of these projects, the audit opinion needs to be clearly stated.
- ORBIT TVET College reserves the right to amend the specification before the closing date of the bid or to award the whole or part of the bid to one or more service providers or to cancel the bid in its entirety, as well as to adjust the quantities before the financial award is made.
- No telephone, fax, or email will be accepted for submission.

- Any means of attempting to influence the adjudication process or the outcome of the adjudication process will result in the immediate disqualification of the entire bid.
- Penalties will be charged should the necessary timelines and quality not be adhered to:
 - a. 5% penalty for missing the 28 February deadline in terms of submission of a complete asset register and notes to the financial statements.
 - b. 5% penalty for material adjustments required to the asset register and/or notes to the AFS after submission on 28 February.
 - c. 5% penalty for any material misstatements identified by the external auditors after submission of Annual Financial statements.
- Inquiries should be made in writing.
- Bid Documents for participation can be downloaded from www.etenders.gov.za

Note: Blacklisted companies appearing on the national treasury database are prohibited from conducting business with public entities and will be disqualified.

9. Statutory Non-Technical Mandatory Requirements

If any of the following bid forms are not fully completed and signed or not handed in with your bid on the closing date and time, your bid will be immediately disqualified.

- Valid Proof of business ownership/CIPC certificate.
- Valid tax-compliant status with PIN.
- Be registered on the National Treasury Central Supplier Database and provide the summary report.
- Registered Chartered Accountants (**CA (SA) and IRBA certified** must lead the team (proof to be provided).
- Valid proof of business address (Lease Agreement or Utility Bill in the Company Name).
- Valid certified copies of the directors' identity documents.
- Valid Certified **B-BBEE/Sworn Affidavit** Certificate (**to qualify for preference points**) on condition that you confirm by completing **SDB 6.1**.
- Company profile.
- Certificate of Good Standing, Compensation Commissioner/Public liability cover.

Please note: Proper Certification of Documents means:

- A copy of the original document must be certified with an original certification stamp.
- No Copies of certified documents will be accepted.
- No certified copies of copies will be accepted.

- Certification must be dated, and the date must not be older than three months.

NOTE: It is the responsibility of the bidder to ensure that all bid documents, as described above, reach the ORBIT TVET College at the above address, on or before the closing time.

NO telephonic or any other form of communication relating to this bid will be permitted with any other ORBIT TVET College member of staff, either by Bidders (as a collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below.

ANY MEANS OF ATTEMPTING TO INFLUENCE THE ADJUDICATION PROCESS OR OUTCOMES OF THE ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID.

Please note: ORBIT TVET College will be closed for the December holiday from 15 December 2025 till 2 January 2026.

Please note: *Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities will be disqualified.*

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (ORBIT TVET COLLEGE – RUSTENBURG CAMPUS)					
BID NUMBER:	C03/2025	CLOSING DATE:	24 OCTOBER 2025	CLOSING TIME:	11H00am
DESCRIPTION	APPOINTMENT OF A POTENTIAL SERVICE PROVIDER TO RENDER AUDIT READINESS AND ANNUAL FINANCIAL STATEMENT PREPARATION FOR THE YEAR ENDING 31 DECEMBER 2025 AND 31 DECEMBER 2026 (SERVICE FOR A PERIOD OF 24 MONTHS).				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
ORBIT TVET COLLEGE – CENTRAL OFFICE					
CNR FATIMA BHAYAT AND BOSCH STREET					
RUSTENBURG					
0299					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MR. C. CHAAUKE (SCM MANAGER)		CONTACT PERSON	Mr. M SEBAETSE (C.F.O)	
TELEPHONE NUMBER	014 597 5515		TELEPHONE NUMBER	014 597 5512	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	cchaaue@orbitcollege.co.za		E-MAIL ADDRESS	msebaetse@orbitcollege.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>
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TICK APPLICABLE BOX]

☐ Yes☐ NoB-BBEE STATUS LEVEL SWORN
AFFIDAVIT

[TICK APPLICABLE BOX]

☐ Yes☐ No

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN-BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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☐ Yes☐ No

[IF YES, ENCLOSE PROOF]

ARE YOU A FOREIGN-BASED
SUPPLIER FOR **THE GOODS**
/SERVICES /WORKS
OFFERED?

1

Yes

☐

No

[IF YES, ANSWER THE QUESTIONNAIRE BELOW 1

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTERED AS PER 2.3 BELOW.

☐ 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 REGISTERED AS PER 2.3 BELOW.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000, AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC), AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted, e.g., a company resolution)

DATE:

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.: C03/2025

CLOSING TIME 11:00 CLOSING DATE: 24 OCTOBER 2025

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

ITEM CURRENCY NO INCLUDED)	DESCRIPTION	BID PRICE IN RSA **(ALL APPLICABLE TAXES
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1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases, including all expenses, inclusive of all applicable taxes for the project.
R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE
(CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY	RATE
-----	R
-----	R
-----	R
-----	R
-----	R

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

-----	R-----	---- days
-----	R-----	---- days
-----	R-----	---- days
-----	R-----	---- days

5.1 Travel expenses (specify, for example, rate/km and total km, class of travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	R
-----	R
-----	R
-----	R

TOTAL: R.....

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

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

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	R
-----	R
-----	R
-----	R

TOTAL: R.....

6. Period required for commencement of the project after acceptance of the bid.....

7. Estimated man-days for completion of project.....

8. Are the rates quoted firm for the full period of the contract?

***YES/NO**

9. If not firm for the full period, provide details of the basis on which adjustments will be applied, for example, the consumer price index.

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DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). Given possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorized representative declare his/her position about the evaluating/adjudicating authority where-
 - The state employs the bidder; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **To give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
 - 2.4 Company /Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors/trustees/shareholders/members, their identity numbers, tax reference numbers, and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.¹“State” means –
 - (a) Any national or provincial department, national or provincial public entity, or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
 - (b) any municipality or municipal entity;
 - (c) provincial legislature;
 - (d) National Assembly or the National Council of Provinces; or
 - (e) Parliament.

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

enterprise.

2.7 Are you or any person connected with the bidder

YES / NO

Presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person/director/trustee/shareholder/member:.....

Name of state institution at which you or the person connected to the bidder is employed:

Position occupied in the state institution:.....

Any other particulars:

2.7.1.1 If you are currently employed by the state, did you obtain

YES / NO

Is the appropriate authority to undertake remunerative Work outside employment in the public sector? If yes, did you attach proof of such authority to the bid document?

YES/ NO

(Note: Failure to submit proof of such authority, where Applicable, may result in the disqualification of the bid.

2.7.1.2 If no, furnish reasons for non-submission of such proof:

.....

2.7.2 Did you or your spouse, or any of the company's directors /

YES / NO

Trustees/shareholders/members or their spouses conduct Business with the state in the previous twelve months?

2.7.3 If so, furnish particulars:

.....

.....

Do you, or any person connected with the bidder, have

YES/NO

Any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.....

2.10 Are you, or any person connected with the bidder,

YES/NO

Aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.....

2.11 Do you or any of the directors/trustees/shareholders/members

YES/NO

Does the company have any interest in any other related companies

whether or not they are bidding for this contract.

2.11.1 If so, furnish particulars:.....

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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4 DECLARATIONS

I, THE UNDERSIGNED (NAME).....
CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3
ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID
OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL
CONDITIONS OF CONTRACT, SHOULD THIS DECLARATION PROVE TO BE
FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems apply to invitations to tender the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals, with the tender will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require either of a tenderer, before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) “**Tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process, or any other method envisaged in legislation.

(b) “**price**” means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.

(c) “**Rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

(d) “**The Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 80/20

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

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of the lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2), 5(2), 6(2), and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For this tender, the tenderer will be allocated points based on the goals stated in Table 1 below, as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply, and that the highest acceptable tender will be used to determine the applicable preference point system: or

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

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

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

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

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

The specific goals allocated points in terms of this tender		Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Category A- Evaluation on B-BBEE points: Highest points to be scored			Claim points below
B-BBEE status 1	= 5 points		
B-BBEE status 2	=2 points		
B-BBEE status 3 to 8	= 1 point		
Category B - Enterprise located within Northwest Province (Locality), Highest points to be scored			Claim points below
Companies in the townships/ remote areas of the Northwest Province, within the local municipality, where goods and services are required. Where goods and services are delivered within the Orbit TVET College, some points are allocated within the District Municipal area. Companies located in the Northwest Province, where multiple delivery points are required.		5	
The company is located within the borders of the Northwest Province, but not within the local municipal area where goods and services are required.		3	
Companies located outside the borders of Northwest Province		0	
Category C, Historically Disadvantaged Individuals, Youth, People living with disabilities, women, Highest points to be scored =10 (Points will be according to the number of shares held by Directors)			
Historically Disadvantaged (HDI)		0	
Youth		3	

People living with disabilities (attach medical report)	2	
Women	2	
Total points	20	

DECLARATION ABOUT COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Public Company

☐ Personal Liability Company

☐ (Pty) Limited

☐ Non-Profit Company

☐ State-Owned Company

[Tick applicable box]

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

i) The information furnished is true and correct.

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.

iii) In the event of a contract being awarded because of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of the contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process.

(b) recover costs, losses, or damages it has incurred or suffered because of that person's conduct.

(c) Cancel the contract and claim any damages that it has suffered because of having to make less favourable arrangements due to such cancellation.

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

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

4. BID DECLARATION

4.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

5. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

5.1 B-BBEE Status Level of Contributor:.....=(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be reflected in the table reflected in paragraph 4.1 and must be substantiated by the relevant proof of B-BBEE status level of the contributor.

6. SUB-CONTRACTING

6.1 Will any portion of the contract be subcontracted?

(***Tick applicable box***)

--	--	--	--

6.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(***Tick applicable box***)

--	--	--	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of the Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE that is at least 51% owned by: EME ☒ QSE ☒

Black people

Black people who are youth

Black people who are women

Black people with disabilities

Black people living in rural or underdeveloped areas or townships

A cooperative owned by black people

Black people who are military veterans

OR

Any EME

Any QSE

7. DECLARATION CONCERNING COMPANY/FIRM

7.1 Name of company/firm:.....

7.2 VAT registration number:.....

7.3 Company registration number:.....

7.4 TYPE OF COMPANY/ FIRM

☐ Partnership/Joint Venture / Consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

7.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES.....

7.6 COMPANY CLASSIFICATION

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g., a transporter, etc.

[TICK APPLICABLE BOX]

7.7 Total number of years the company/firm has been in business:.....

7.8 I/we, the undersigned, who are duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualify the company/ firm for the preference(s) shown, and I/we acknowledge that:

- v) The information furnished is true and correct.
- vi) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- vii) In the event of a contract being awarded because of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- viii) If the B-BBEE status level of the contributor has been claimed or obtained on a fraudulent basis or any of the conditions of the contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have
 - (f) disqualify the person from the bidding process.
 - (g) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct.
 - (h) cancel the contract and claim any damages which it has suffered because of having to make less favourable arrangements due to such cancellation.
 - (i) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (j) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
6.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	<input type="checkbox"/>	<input type="checkbox"/>
6.1.1	If so, furnish particulars:		
6.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register, enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to the facsimile number (012) 3265445.	<input type="checkbox"/>	<input type="checkbox"/>
6.2.1	If so, furnish particulars:		
6.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	<input type="checkbox"/>	<input type="checkbox"/>
6.3.1	If so, furnish particulars:		

6.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description) In response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that: (Name of Bidder)

1. I have read and understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate and to submit the accompanying bid on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) Has been requested to submit a bid in response to this bid invitation.
 - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities, or experience; and
 - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:
 - (a) prices.
 - (b) the geographical area where the product or service will be rendered (market allocation)
 - (c) Methods, factors, or formulas used to calculate prices.
 - (d) The intention or decision to submit or not to submit a bid.
 - (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, before the date and time of the official bid opening or of the awarding of the contract
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, suspicious bids will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

GENERAL CONDITIONS OF CONTRACT.

1. Definitions

The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced, or from which the services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance with the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock on hand.

1.10 "Delivery into the consignee's 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 markets its goods on its own initiative in the RSA at lower prices than those of the country of origin, which has 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 are 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 to influence a procurement process or the execution of a contract to the detriment of any bidder and includes collusive practice among bidders (before 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 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 the 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 that 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 apply 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 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 the GCC clause

5.1 Except for purposes of performing the contract.

5.3 Any document, other than the contract itself, mentioned in the GCC clause

5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

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

6. Patent rights

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

7. Performance Security.

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the

bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests, and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should, at any stage during production or execution or on completion, be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests, and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests, and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests, or analyses shall be defrayed by the supplier.

8.6 Supplies and services that 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 analysed 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 that do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the supplier's 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 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' destination and the absence of heavy handling facilities at all transit points.

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 on 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 Service.

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 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 about 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 upon fulfilment 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, except for 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 a 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 these 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 according to the schedule prescribed by the purchaser in the contract.

21.2 If at any time during the performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding the 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 the 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 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 supplies contract, the purchaser shall, without cancelling 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 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 like 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 to restrict a supplier or any person associated with the supplier, the supplier will be allowed a 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 to 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 apply 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 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 into 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 a 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 antidumping or countervailing duties are imposed, or the amount of a provisional payment or antidumping 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 regarding 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 its delay in Performance or other failure to perform its 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 that 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 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 their 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 wilful 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 about the contract that are 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. Before the award of a bid, the Department must have 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 apply to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive Practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is/are
or a contractor(s) was/were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has/have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible

Imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s) has/have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s)

Offered, and/or terminate the contract in whole or part, and/or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years, and/or claim damages from the bidder(s) or contractor(s) concerned.

SPECIAL CONDITIONS OF THE CONTRACT

1. GENERAL

- **SEALED TENDERS** will be accepted by the Supply Chain Management Unit for:
- **APPOINTMENT OF A POTENTIAL SERVICE PROVIDER TO RENDER AUDIT READINESS AND ANNUAL FINANCIAL STATEMENT PREPARATION FOR THE YEAR ENDING 31 DECEMBER 2025 AND 31 DECEMBER 2026 (SERVICE FOR A PERIOD OF 24 MONTHS).**
- Tender Number: **C03/2025**
- Tenders shall be submitted in an envelope provided by the service provider not later than **11:00 AM** on **24 October 2025**.
- Envelopes containing Tenders should be sealed and marked on the outside as to their contents.
- All index and reference numbers in the Tender Documents are given for the convenience of the Contractor, and such must be taken only as a general guide to the items referred to.
- It must not be assumed that such numbering is the only reference to each item, but the tender documents must be read in detail for each item.
- Tenders received by the Supply Chain Management Division later than the specified closing time will not be accepted and will be returned unopened to the tenderer.

2. TENDERERS MAY OBTAIN INTERPRETATION OF TENDER DOCUMENTS

- Should any person contemplating submitting a tender for the proposed Contract require additional information concerning the scope of the work or the manner in which it must be carried out, or should he be in doubt as to the meaning of the Specifications, he may submit a written request to the Supply Chain Management for such additional information or for such interpretation.
- **INFORMATION FOR TENDERERS:** The request will be responsible for its prompt delivery.
- Any information or interpretation for all tenders will not be permitted within 48 hours of closing.
- The Supply Chain Management reserves the right to issue any additional Addenda.
- All Addenda issued during the time of tendering shall be considered in preparing the Tender and in closing the Tender; they shall become a part thereof.
- The College will not be responsible for any verbal instruction given to the service provider during the tendering period.

3. PRICES SUBMITTED

- The tender price or prices quoted in the tender shall be in full compensation for all labour, equipment, materials, utility, and transportation services necessary to perform and complete all work under the Contract, including all miscellaneous work, whether specifically included in the tender documents or not.
- Any items omitted therefrom that are necessary for the completion of the work shall be considered part of the work, though not directly specified in the Tender Documents.

4. INSURANCE

- Insurance requirements shall be by Provincial Section INSURANCE, PROTECTION, AND DAMAGE, as amended in General Conditions of Contract (GCC).

5. REQUIREMENTS AT THE TIME OF TENDERING

- Failure of the tenderer to comply with any of the following shall result in the tender being rejected
 - The tenderer shall submit original signed and sealed tender documents.
 - The tenderer shall submit the Pricing Schedule issued with the tender document.
- The name and the signature of the person authorized to bind the tenderer shall be inserted in the space provided in the tender document.

6. TENDER OPEN FOR ACCEPTANCE

- The tenderer shall keep his tender open for acceptance and irrevocable until 90 days have elapsed from the closing date of the tender or a formal contract is executed based on a tender other than this one.

7. NOTIFICATION OF CONTRACT AWARD

- The awarding of the Contract, based on this tender, shall constitute and be an acceptance of this tender, and the College shall notify the successful tenderer of the contract award.

8. INFORMAL OR UNBALANCED TENDERS

- In addition to those errors in the tender that shall result in the tender being rejected, as indicated in Clause 9 of the General Conditions of Contract "REQUIREMENTS AT TIME OF TENDERING", tenders which are incomplete, illegible or obscure, or that contain additions not called for, erasures, alterations, errors or irregularities of any kind, or contain prices which appear

to be unbalanced as to be likely to adversely affect the College, may be rejected as informal.

- Tenderers who have submitted tenders that have been rejected by the College because of informalities will be notified of the reasons for rejection. When checking tenders, the following procedures shall be used:
 - If the amount tendered for a unit price item does not agree with the extension of the estimated quantity and the tendered unit price, or if the extension has not been made, the unit price shall govern, and the total price shall be corrected accordingly.
- If both the unit price and the total price are left blank, then both shall be considered as zero.
- If the unit price is left blank but a total price is shown for the item, the unit price shall be established by dividing the total price by the estimated quantity.
- If the total price is left blank for a lump sum item, it shall be considered as zero.
- If the tender contains an error in addition and/or subtraction and/or transcription, the error shall be corrected, and the corrected total contract price shall be governed.

9. WITHDRAWAL OF TENDERS

- A tenderer may withdraw their tender at any time up to the official closing time by letter bearing the signature of any person authorized by the tenderer.
- All withdrawn or superseded tenders will be returned unopened.

10. ABILITY AND EXPERIENCE OF TENDERERS

- To help the College in determining the ability of any tenderer, the tenderer shall, within 48 hours after being requested in writing by the Supply Chain Management, furnish evidence satisfactory to the College of the tenderer's experience and familiarity with the work of the character specified and their financial ability to prosecute the proposed work properly to completion within the specified time.
- The evidence requested may, without being limited thereto, include the following:
 - The tenderer's performance record with a listing of work of a similar character and proportions, which he has constructed, giving the name of the owner, date built, and construction cost.
 - A tabulation of other work now under contract, giving the location, type, size, required date of completion, and the percent of completion to date of each job.
 - An itemized list of the tenderer's equipment available for use on the proposed Contract.
 - A listing of the major parts of the work, which are proposed to be sublet.
 - The tenderer's latest financial statement.

11. EXCLUSION OF TENDERERS DUE TO POOR PERFORMANCE

- The Unit Manager shall document evidence and advise Supply Chain Management in writing where the performance of a supplier has been unsatisfactory in terms of failure to meet contract specifications, terms, and conditions, or for Health and Safety violations.

12. SINGLE TENDER

- A single tender may be opened, and the College reserves the right to accept or reject it.

13. WARRANTY

- Warranties shall remain valid for 12 months after the goods have been delivered. Refer to paragraph 15 of GCC.
- The supplier warrants that the goods supplied under this tender are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials.
- The Supplier further warrants that the goods supplied shall have no defect arising from design, materials, or workmanship, or from any act or omission of the Supplier that may develop under normal use of the supplied goods

14. PAYMENT

- The College undertakes to pay out within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made where there is outstanding information/work not submitted by the Service Provider/s until that outstanding information is submitted.