

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING							
BID NUMBER:	DHET165	CLOSING DATE:	13 August 2025	CLOSING TIME:	11:00		
DESCRIPTION	APPOINTMENT OF UP TO THREE EXPERIENCED SUITABLE SERVICE PROVIDERS TO SUPPLY STATIONERY CONSUMABLES FOR A PERIOD OF 36 MONTH DEPARTMENT OF HIGHER EDUCATION AND TRAINING AT HEAD OFFICE, SATELITE OFFICES AND NINE (9) REGIONAL OFFICES ONE AT EACH PROVINCE WITH COST EFFECTIVE (ECONOMIC) PRICES						
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
The Director: Demand, Acquisition and Contract Management							
Private Bag X174							
PRETORIA							
0001							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON				CONTACT PERSON			
TELEPHONE NUMBER				TELEPHONE NUMBER			
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	Tenders@dhet.gov.za			E-MAIL ADDRESS	Tenders@dhet.gov.za		
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE		NUMBER				
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE		NUMBER				
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.							

PART B

TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

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

DATE:



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES	NO	<i>Select (x) the correct box</i>
<input type="checkbox"/>	<input type="checkbox"/>	

- 2.1.1 If yes, 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 institution	State

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the Department of Higher Education & Training?

YES	NO	<i>Select (x) the correct box</i>
<input type="checkbox"/>	<input type="checkbox"/>	

--	--

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 related² enterprise whether or not they are bidding for this contract?

Select (x) the correct box

YES	NO

The department will use CSD and CIPC to verify information

2.3.1 If so, furnish particulars (an additional schedule with the heading "Additional Declaration" may be included:

.....

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 consortium³ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

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

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

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

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

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

² "related" as referred to in the Companies Act 2008, Act No 71 of 2008, section 2(1)(a)-(c). The Department reserves the right to access the Central Supplier Database (CSD), Companies Intellectual Property Commission (CIPC) or any other system to verify information

³ 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.



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 The applicable preference point system for this tender is the

1.2.1 80/20 preference point system;

1.2.2 90/10 preference point system.

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

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

1.4 The maximum points for this tender are allocated as follows:

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

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

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

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

2. DEFINITIONS

- (a) **“Consortium or joint venture”** means an association of individuals, companies, or organisations for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity to respond to a tender and participating in common activity of execution through concluding a contract or written agreement stipulating their roles and responsibilities.
- (b) **“tender or bid”** 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;
- (c) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“Sub-contracting”** means the primary contractor’s assigning or leasing or making out work to or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
- (f) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (g) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. Points awarded for price.

3.1.1 The 80/20 or 90/10 Preference Point Systems

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

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

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

3.2. Formulae for disposal or leasing Of State Assets and Income Generating

Procurement

3.2.1. Points awarded for Price

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

Table 1: The table below provides the specific goals, its criteria of measurement for a tenderer to qualify for a maximum of 20 points (80/20) OR 10 points (90/10) based on the proof submitted. Please complete the table selecting the relevant 80/20 OR 90/10 as advertised:



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

APPLICATION OF SPECIFIC GOALS IN THE WHITE PAPER ON RDP; & THE CODE OF GOOD PRACTICE IN B-BBEE: DHET PREFERENTIAL PROCUREMENT

N O	SPECIFIC GOAL	REFER ENCE	CRITERIA	80/20		CLAIM	90/10		CLAIM	EVIDENCE		
				Specific Goal Contrib ution	Poin ts Clai med	Bidder must tick (x) next to points claimed	Specif ic Goal Contri butio n	Points Claim ed	Bidder must tick (x) next to points claime d	PROOF/ EVIDENCE	Indicate if evidenc e is provide d, & specify	
1	Person historically disadvantag ed on the basis of race	RDP 1.4.4; 3.1.4	100% black owned	65.00	7.20		65.00	3.60		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Y	N
			75%-99% black owned	50.00	5.54		50.00	2.77			specify	
			60%-74% black owned	40.00	4.43		40.00	2.22				
			51%-59% black owned	30.00	3.32		30.00	1.66				
			0-50% black owned	10.00	1.11		10.00	0.55				
			None	0.00	0.00		0.00	0.00				
2	Persons historically disadvantag ed on the basis of gender	RDP 1.4.4; 3.1.4; 3.2.7; 7.7	100% women owned	40.00	4.43		40.00	2.22		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Y	N
			75%-99% women owned	30.00	3.32		30.00	1.66			specify	
			60%-74% women owned	20.00	2.22		20.00	1.11				
			51%-59% women owned	10.00	1.11		10.00	0.55				
			0-50% women owned	5.00	0.55		5.00	0.28				
			None	0.00	0.00		0.00	0.00				
3	Persons historically disadvantag ed on the basis of disability	RDP 7.7	100% owned by persons with disabilities	0.50	0.06		0.50	0.03		Certified medical certificate or substantive proof.	Y	N
			75%-99% owned by persons with disabilities	0.30	0.03		0.30	0.02			specify	
			60%-74% owned by persons with disabilities	0.20	0.02		0.20	0.01				
			0-59% owned by persons with disabilities	0.10	0.01		0.10	0.01				
			None	0.00	0.00		0.00	0.00				
4	Developmen t of Youth	RDP 1.4.6; 7.7	100% youth owned	25.00	2.77		25.00	1.39		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger	Y	N
			75%-99% youth owned	15.00	1.66		15.00	0.83			specify	
			60%-74% youth owned	10.00	1.11		10.00	0.55				
			51%-59% youth owned	5.00	0.55		5.00	0.28				
			0-50% youth owned	2.50	0.28		2.50	0.14				
			None	0.00	0.00		0.00	0.00				
5	Developmen t of SMMEs	RDP 3.10; 3.1.4	EME	50.00	5.54		50.00	2.77		BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.	Y	N
			QSE	20.00	2.22		20.00	1.11			specify	
			GEN	0.00	0.00		0.00	0.00				
			None	0.00	0.00		0.00	0.00				
			TOTAL	180.50	20.00		180.50	10				

***LEGEND FOR CLAIMING POINT IN TABLE 1**

- *Tenderer may claim points in respect of the five (5) specific goals in the table;*
- *The evidence provided will be verified by the Department, who reserves the right to amend or ignore points claimed if incorrect or no/irrelevant evidence provided.*
- *Points claimed- must be valid at the time of closing date of tender (excluding tax information that must be valid at the date of award);*
- *A tenderer that fails to claim points for specific goals as per Table 1 will not be disqualified but will not qualify points for specific goals;*
- *The following as a minimum requirement of valid evidence is to be submitted:*

Person historically disadvantaged on the basis of race	<ul style="list-style-type: none">• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Person historically disadvantaged on the basis of gender	<ul style="list-style-type: none">• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).
Persons historically disadvantaged on the basis of disability	<ul style="list-style-type: none">• Certified medical certificate or substantive proof.
Development of Youth	<ul style="list-style-type: none">• Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger
Development of SMMEs	<ul style="list-style-type: none">• BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.

5. ADJUDICATION USING A POINT SYSTEM

- 5.1. The tenderer obtaining the highest number of points will be awarded the contract.
- 5.2. Preference points shall be calculated after prices have been brought to a comparative basis.
- 5.3. Points scored will be rounded off to 2 decimal places.

6. POINTS AWARDED FOR BLACK PEOPLE, YOUTH, WOMEN, SMMEs AND PEOPLE WITH DISABILITIES

- 6.1. Points for Black people, Youth, Women, SMME and People with Disabilities are calculated on their percentage shareholding in a business, provided that they are actively involved in and exercise control over the enterprise. The following formula is prescribed:

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership by Black people, Youth, Women, SMME and People with disabilities.

NOP = The maximum number of points awarded for equity ownership by Black people, Youth, Women, SMME and People with disabilities in that specific category.

EP = The percentage of equity ownership by Black people, Youth, Women, SMME and People with disabilities within the enterprise or business.

In case of sub-contracting, points will be awarded to the main contractor based on ownership.

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1. Name of 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
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

7.4.1. Describe principal business activities.

.....

.....

.....

.....

.....

7.4.2. Company classification

- ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional service provider
 - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

7.4.3. Total number of years the firm has been in business?

.....

7.5. Consortium / Joint Venture

- 7.5.1 A consortium or joint venture will qualify for points on evaluation of their specific goals as a legal entity, provided that the entity submits the requisite documents.
- 7.5.2 A consortium or joint venture will qualify for points on evaluation of their specific goals as an unincorporated entity, provided that each entity submits their requisite, information regarding points claimed.
- 7.5.3 Points for Black people, Youth, Women, SMME and People with Disabilities are calculated based on the percentage of the contract value managed or executed by their Black people, Youth, Women, SMME and People with disabilities. The following formula is prescribed:

$$NEP = NOP \times CVM/100$$

Where

NEP = Points awarded for equity ownership by Black people, Youth, Women, SMME and People with Disabilities

NOP = The maximum number of points awarded for equity ownership by Black people, Youth, Women, SMME and People with Disabilities in that specific category

CVM = The percentage of the contract value managed by JV partner.

8. BID DECLARATION

- 8.1. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) **If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –**
 - (a) disqualify the person from the tendering process;**
 - (b) recover costs, losses or damages it has incurred or suffered**

as a result of that person's conduct;

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

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



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

COMPULSORY DOCUMENT (PLEASE COMPLETE AND SIGN)

TO BE SUBMITTED WITH THE RFQ/BID RESPONSE.

PERMISSION BY BIDDER:

On behalf of:

_____ (Company name)

I, Prof/Dr/Mr/Ms _____ (duly authorized),

hereby grant permission, in terms of the **Protection of Personal Information Act, 2013 (Act 4 of 2013)**, (POPI Act), to the Department of Higher Education and Training, to utilise all information contained in the Bid documents and Quotation submitted to the Department of Higher Education and Training , for purposes of procurement.

Designation: _____

Signed: _____

Date: _____

NB: Bidder may be disqualified if completed form is not submitted with Bid Documents



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

REQUEST FOR TENDER

TERMS OF REFERENCE FOR THE APPOINTMENT OF UP TO THREE EXPERIENCED SUITABLE SERVICE PROVIDERS TO SUPPLY STATIONERY CONSUMABLES FOR A PERIOD OF 36 MONTH DEPARTMENT OF HIGHER EDUCATION AND TRAINING AT HEAD OFFICE, SATELITE OFFICES AND NINE (9) REGIONAL OFFICES ONE AT EACH PROVINCE WITH COST EFFECTIVE (ECONOMIC) PRICES

RFP NUMBER: **BID DHET165**

Date Issued: **16 July 2025**

Closing date and time: **13 August 2025 at 11:00**

Bid Validity Period: **240 days**

TENDER BOX ADDRESS:

Department of Higher Education and Training

117 - 123 Francis Baard Street

Pretoria

0002

CONTENT

PART A - INFORMATION ON THE TENDER

1. Background
2. Purpose of this tender
3. Scope and definition of work
4. Deliverables
5. Appropriate qualifications, experience, skills and knowledge
6. Duration of contract

PART B – LEGISLATIVE FRAMEWORK

1. Tax legislation
2. Procurement legislation
3. Technical legislation and/or standards

PART C – THE BIDDING PROCESS

1. Timeline of the bid process
2. Compulsory briefing session
3. Contact and communication
4. Late bids
5. Counter conditions
6. Fronting
7. Supplier due diligence
8. Submission of bid documents: Place
9. Mandatory bid documents

PART D – SUBMISSIONS

1. Submission of proposal
2. Content of the technical submission
3. Financial submission
4. Evaluation Criteria

PART E – CONDITIONS

1. General conditions of contract
2. Special conditions of contract
3. Governing law
4. Declaration
5. Conflict of interest, corruption and fraud
6. Misrepresentation
7. Preparation cost
8. Indemnity
9. Precedence
10. Limitation of liability
11. Tax compliance
12. Tender defaulters and restricted suppliers
13. Confidentiality
14. Proprietary information
15. Copyright and all other intellectual property rights
16. Responsibility of sub-contractors and bidders' personnel
17. Service Level Agreement
18. Pricing
19. Other important matters to note

PART F – MONITORING AND REPORTING

1. Monitoring
2. Reporting
3. Language
4. Submissions/comments timing

REQUEST FOR TENDER

Terms of Reference for the appointment of up to three experienced, suitable service providers to supply stationery consumables for a period of thirty-six months (36) to the Department of Higher Education and Training at head office, satellite offices and nine (9) regional offices one located at each province with cost effective (economic) prices.

The Department of Higher Education and Training (the Department) is requesting potential service providers to submit proposals for a tender to supply stationery consumables at its multiple locations as and when required for a period of thirty-six (36) months.

PART A – INFORMATION ON THE TENDER

1. BACKGROUND']

- 1.1 The Department of Higher Education and Training is a national government Department with its head office located at 123/117 Francis Baard Street, Pretoria Central. The Department has satellite offices at Olifantsfontein (Indlela) Examination Unit based at Pretoria, Struben Street, HRMA at Pretoria, Francis Baard Steet, Ndinaye Building and nine (9) regional offices one in each province where stationery should be delivered.
- 1.2 The appointed service providers are expected to supply and deliver stationery at appropriate locations specified when Purchase Orders (PO's) are issued for a period of thirty-six (36) months.
- 1.3 A list of stationery is attached as **Annexure A**, which also requires potential service providers to provide unit cost all-inclusive (delivery and packaging) per item because it is not practical for the Department to provide exact quantities over a period of three years. Total average costing proposed by service providers will be used for evaluation purpose.
- 1.4 In an instance where stationery items are not on a list of this tender, Annexure A, a request for quotations (RFQ) process will be followed, where other service providers from the CSD will be approached.

2. PURPOSE OF THE TENDER

- 2.1 The purpose of the tender is to appoint three competent, capable, experienced service providers who can supply and deliver stationery consumables with cost effective (economic) prices at specified locations as per Purchase Orders issued.

3. SCOPE AND DEFINITION OF WORK

- 3.1 The appointed service providers will upon receipts of Purchase Orders with listed stationery items, pack and deliver the items at physical address/location mentioned **within five calendar days (5) days after receipt** of Purchase Order/s. Deliveries should always be accompanied by copies of PO's and delivery notes.
- 3.2 Copy of purchase order and delivery notes for other sites should be attached on all invoices when sent to a Central Office at Head Office for processing payments. Exact details in this regard will be shared with appointed service providers.
- 3.3 No invoice/s should be left or send to other locations, because the Department has a Central Office at Head Office where invoices should be delivered/sent.
- 3.4 In instances where incorrect stationery items were delivered upon notification by the Department service providers **must within three (3) working days** replace incorrect items with correct stationery items and collect wrongly delivered items. The service provider will carry costs incurred for wrongly delivered items if not in compliance with specifications as stated in the tender.

4. DELIVERABLES

- 4.1 Pack, supply, and deliver stationery items within five (5) calendar days after receipt of a Purchase Orders,
 - 4.1.1 In instances where incorrect stationery items were delivered, upon notification the appointed service provider should replace incorrectly delivered items within

three (3) working days. The service provider should also collect incorrectly supplied items at the time of replacement.

4.1.2 Provide invoices and delivery notes for correctly delivered items,

4.1.3 Provide monthly statements reflecting paid, outstanding invoices and credits.

5. APPROPRIATE EXPERIENCE, SKILLS, KNOWLEDGE, AND CAPACITY

5.1 The appointed service providers must have:

5.1.1 Maximum five (5) years' experience in providing stationery or similar service at cost effective prices; (provide company's profile reflecting years of experience at cost efficient/ economic prices.

5.1.2 Account Manager with financial, accounting skills, knowledge of supplying stationery to organs of the state with maximum five (5) years' experience. CV should be submitted with a proposal.

5.1.3 Sufficient stock on hand or have access to such so that deliveries are not delayed. Must have in minimum stock on hand of twenty (20) items as per **Annexure A** list or have access for contract duration. Proof should be submitted with a proposal.

5.1.4 Five (5) x Driver/s with valid licences, PDPs and five (5) one-ton panel van vehicles to deliver stationery or formal arrangements with courier companies. Proof should be submitted with a proposal, refer exhibit 1 and evaluation criteria.

5.1.5 Demonstration of company's capable infrastructure to deliver at 9 provinces (national), including own warehouse/s; stock on hand, or formal arrangements; Provide evidence of own resources i.e., lease agreements, or formal agreements.

Physical addresses where stationery should be delivered tick Yes or No:

DELIVERY ADDRESSES:	Capable of delivering? (Yes/ No)	Comments
123/ 117 Francis Baard Street Pretoria Central, 0001		
Ndinaye Building 178 Francis Baard Street, Pretoria Central,0001		

Sol Plaatje Building 222 Struben Street, Pretoria Central, 0001		
INDLELA 14 Old Pretoria-Kempton Park Road, Olifantsfontein, 1655		
Gauteng Province: 20 Albert Street, Marshalltown, Braamfischer Tower, 10 th Floor Johannesburg		
Free State Province: 73 Aliwal Street, 2 nd Floor, Omni Building Bloemfontein		
Kwa Zulu Natal: uMgungundlovu, 47 Prince Alfred Street, Pietermaritzburg		
Limpopo: C/O 113 Biccard & 24 Excelsior Streets, Polokwane		
Mpumalanga: 02 Tambourine Avenue, Stanfield Hill Standerton		
Noth West: 21 Corner Molopo & Robinson Mahikeng		
Western Cape: 9 Adderley Street, Golden Acre Building 6 th Floor, Cape Town		
Northern Cape: Northern Cape Urban TVET College, 35-39 Long Street, Albertynshof, Kimberly		
Eastern Cape: C/O Oxford and Union Streets, FNB Building East London Buffalo City		

N.B. It is a condition that service providers must be capable to deliver to the above physical locations, if not they will be disqualified.

No	Broad Tasks	Envisaged number of Days
1	Deliver required stationery items upon receipt of purchase orders.	Within five (5) calendar days.

No	Broad Tasks	Envisaged number of Days
2	Replace incorrectly delivered items with correct stationery items upon notification.	Within three (3) working days.
3	Monthly provide a reconciled consolidated statement linking purchase orders and invoice numbers with status whether paid, outstanding, or credited.	Within thirty (30) days calendar days

6. DURATION OF THE CONTRACT

- 6.1 The successful service providers will be appointed to render the requisite service portfolio for a maximum period of thirty-six (36) months.
- 6.2 Work will commence upon the signing a contract which will be followed with purchase orders for specific stationery items as may be needed, reflecting Cost Centre Codes and delivery locations.

PART B – LEGISLATIVE FRAMEWORK

1. TAX LEGISLATION

- 1.1 Bidders must be vigilant of compliance measures and requirements when submitting a proposal to the Department and remain compliant in terms of all applicable tax legislation for the entire contract period, including but not limited to the application parameters of the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).
- 1.2 It is a pre-condition of this bid document that the tax affairs of the successful bidder will be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) in meeting the bidder's pending tax obligations.
- 1.3 The relevant tax compliance status requirements are also applicable to any foreign bidders / individuals who wish to participate during the bidding process.
- 1.4 It is a requirement that bidders when submitting a bid, provide written confirmation that SARS may on an ongoing basis and for the duration of the tenure of the contract, disclose the bidder's tax compliance status. By the very act of submitting a bid, such a confirmation therefore is also deemed to have been granted by the potential bidder.
- 1.5 Bidders must be registered on the National Treasury Central Supplier Database (CSD) prior to the submission of bidding documentation and National Treasury will accordingly verify the bidder's tax compliance status through screening of the requisite information provided on the Central Supplier Database.
- 1.6 Where consortia / joint ventures and/or sub-contractors are involved in the bidding process, each party must be registered individually on the Central Supplier Database and their tax compliance status will accordingly be verified by National Treasury through the Central Supplier Database.

2. PROCUREMENT LEGISLATION

- 2.1 The Department utilises a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated phased under Section 76 of the *Public Finance Management Act, 1999 (Act, No. 1 of 1999)*, the *Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000)*; the *Preferential Procurement Regulations, 2022* and the *Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003)*.

3. TECHNICAL LEGISLATION AND/OR STANDARDS

- 3.1 Bidder(s) should at all times be cognisant of the relevant legislation and/or standards specifically applicable to the service portfolio to be rendered in terms of this tender.

PART C – THE BIDDING PROCESS

1. TIMELINE OF THE BID PROCESS

- 1.1 The validity period and possible withdrawal of offers, subsequent to the closing date and time of this tender is 240 days. The relevant project timeframes in terms of this bid are indicated as follows:

Activity	Due Date
Advertisement of the bid via the Department e-tender portal / Department's website	16 July 2025
Non-compulsory briefing session	25 July 2025 Time: 10:00am Via Microsoft Teams Online Meeting: Follow a link on the Department website Meeting ID: 393 910 700 169 7 Passcode: iW9Nt2pP
Questions related to the bids received from bidder(s)	30 July 2025
Collated answers from end user published on website	5 August 2025
The bid closing date	13 August 2025 at 11:00

- 1.2 All dates and times in this bid are determined in accordance with South African standard time.
- 1.3 Any time or date reflected in this bid is subject to change at the Department's discretion. The determination of a time or date in this bid does not presuppose an obligation on the part of the Department in taking action or creating by any manner rights in terms of which bidders may demand that specific action(s) be

undertaken on the date(s) accordingly reflected in this bid. The bidder therefore accepts that, in the event of the Department extending the deadline for bid submissions (the closing date) based on and influenced by whichever circumstance, the conditions and requirements attached to this bid remain unaltered and apply equally with regard to the revised deadline.

2. **NON-COMPULSORY VIRTUAL BRIEFING SESSION**

2.1 A compulsory virtual briefing session for all prospective bidders will be held via MS Teams.

2.2 The details of the compulsory virtual briefing session are as follows:

Date: 25 July 2025

Time: **10:00**

Virtual

Meeting ID: 393 910 700 169 7

Passcode: iW9Nt2pP

2.3 No reimbursement of expenses incurred by prospective bidders to attend the session will be possible.

2.4 Failure to attend the compulsory briefing session will result in disqualification of a proposal.

3. **CONTACT AND COMMUNICATION**

3.1 A nominee on behalf of the bidder may make enquiries in writing, up to and until 4pm on **30 July 2025**, to the Directorate: Supply Chain Management, via email at Tenders@dhet.gov.za . The delegated office of the Department is entitled to communicate with Bidders whenever further clarity is sought regarding information provided in bid proposals.

3.2 Any communication by Bidders addressed to or with an official or person acting in an advisory capacity on behalf of the Department, in so far as it has relevance

to bid proposal, during the period commencing from the bid closing date and that of awarding of the tender is strongly discouraged.

- 3.3 All communication between Bidders and the Department must be provided in writing.
- 3.4 While due care has been taken regarding the finalisation of this bid, the Department duly makes no representations or provides any warranty that the contents thereof, or any part of the information accordingly communicated or provided to Bidders during the bidding process is accurate, current and/or complete. The Department and its employees/advisors therefore will not be liable in relation to any information communicated and proves to be inaccurate, outdated and/or incomplete.
- 3.5 In the event of bidders reasonably believing there to be substantive discrepancy, ambiguity, error or inconsistency contained in this bid or any part of other information provided by the Department (excluding any minor clerical matters), bidders must promptly bring such a discrepancy, ambiguity, error or inconsistency, in writing, to the attention of the Department before the closing date with the aim of affording the Department an opportunity to consider the issue(s) and where required, take the requisite corrective action.
- 3.6 All bidders (including any other relevant persons) obtaining or receiving the bid and/or any other information in relation to the bid or the tender process are obliged to keep the entire contents of the bid and all related information confidential and may not disclose or use the information in any other manner than for the express purpose of developing a proposal in response to this bid.
- 3.7 Any actual discrepancy, ambiguity, error or inconsistency in relation to the bid or part of any other information provided by the Department will, where possible, be corrected and the revised documentation be published.

4. **LATE BIDS**

- 4.1 Bids received at the address indicated in the bid documents after the specified closing date and time, will not be accepted for consideration and where practical, will be returned unopened to the bidder(s).

5. **COUNTER CONDITIONS**

- 5.1 Bidders are advised that subsequent **amendments to any of the Bid Conditions, the proposals of any counter conditions by bidders or qualifications made in respect of the Bid Conditions shall result in the immediate disqualification of such bids**. Bidders should therefore adapt their standard conditions in line with those that are issued by the Department.

6. **FRONTING**

- 6.1 The Department supports the spirit of broad - based black economic empowerment and recognises that true empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and garnering opportunities in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Department strongly condemns any form of fronting.
- 6.2 The Department, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations in determining the accuracy of the representations made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be determined during such an enquiry/investigation, the onus rests on the bidder/contractor to prove that the allegation of fronting does in fact not exist. Failure to do so within a period of 14 days and determined from the date of notification may invalidate the bid/contract and also result in the restriction of the Bidder/contractor to conduct business with the public sector for a subsequent period of up to ten years and in addition to any other actions the Department may have at its disposal and accordingly wish to institute against such bidders/contractors.

7. SUPPLIER DUE DILIGENCE

- 7.1 The Department reserves the right to conduct rolling out due diligence on suppliers prior to final awarding of the contract, or on an occasional basis during the implementation of the mandated contract period. These actions may also include site visits and requests for the provision of additional information.

8. SUBMISSION OF PROPOSALS

- 8.1 Bid documents must be placed in the Department's tender box situated in **123/117 Francis Baard Street, Pretoria, 0001** (Opposite Pretoria Magistrate Court) on or before the closing date and time.

Closing Date: 13 August 2025

Closing Time: 11:00

- 8.2 Bid documents will only be considered if received by the Department before or on the closing date and time, regardless of the method used to send or deliver such documents to the Department.
- 8.3 Bidder(s) are required to submit 2 copies of each file, one (1) original and (1) copy. Each file must be marked correctly and sealed separately for ease of reference during the evaluation process.
- 8.4 Bidders are requested to initial the bottom right-hand corner of each page of the tender document. On pages where bidders are required to provide full signatures, initialling at the bottom of these pages is not required.

9. PHASES OF EVALUATION

- 9.1 The Department has set minimum standards that bidders need to meet as a precursor to evaluation and selection as the successful bidder.
- 9.2 The minimum standards consist of the following criteria:

The Department has set minimum standards that bidders need to meet as a precursor to evaluation and selection as the successful bidder.

The minimum standards consist of the following criteria:

Pre-qualification Criteria (Phase 0)	Technical Evaluation Criteria (Phase 1)	Price and specific goals Evaluation (Phase 2)
Bidders must submit all documents as outlined in paragraph 9.3 below. Only bidders that comply with ALL these criteria will proceed to Phase 1.	Bidders are required to achieve a minimum of 70 points out of 100 points to proceed to Phase 2 (Price and specific goals considerations).	Bidders will be evaluated out of 100 points and Phase 2 will only apply to bidders who have met and/or exceeded the threshold of 70 points .

9.3 Phase 0: Pre-Qualification Criteria:

9.3.1 Pre-Qualification Requirements / Mandatory Requirements

- 9.3.1.1 Proof of company registration on Central Supplier Database Registration (CSD).
- 9.3.1.2 Fully completed and duly signed pricing schedule: **Annexure A**
- 9.3.1.3 Fully completed and comply to deliver at all physical addresses (**Page 6-7 of these terms of reference**)
- 9.3.1.4 In the case of a Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement must be submitted. The agreement must clearly set out the roles and responsibilities of the lead partner, alongside the joint venture and/or consortium.
- 9.3.1.5 For unincorporated consortia / joint ventures and/or sub-contractors, each party must be registered individually on the Central Supplier Database and their tax compliance status will accordingly be verified.
- 9.3.1.6 For incorporated consortia / joint ventures and/or sub-contractors, the bidder must be submitting proof of Central Supplier Database registration and tax compliance status will accordingly be verified.

FAILURE TO ADHERE & COMPLY WITH PAR 9.3.1. ABOVE SHALL LEAD TO DISQUALIFICATION

9.3.2 Documents required for Administrative Compliance

- 9.3.2.1. Duly completed and signed invitation to bid – SBD 1

- 9.3.2.2. Duly completed and signed declaration of interest–SBD 4
- 9.3.2.3. Duly completed and signed preference Point Claim Form – SBD 6.1
- 9.3.2.4. Duly completed and signed POPI Act form to utilise information contained in documents for procurement purpose.
- 9.3.2.5. CSD report to verify tax compliance status.

9.4 **Phase 1: Technical Evaluation Criteria = 100 points:**

- 9.4.1 All bidding companies are required to fully adhere to the technical evaluation criteria scorecard and compliance checklist.
- 9.4.2 Only Bidding companies that have fully met the Pre-Qualification Criteria in Phase 0 will accordingly be evaluated in Phase 1 for determination of functionality.
- 9.4.3 Bidding companies will be evaluated on an overall score of 100 points.
- 9.4.4 The Department as part of on-site reference checks for allocating points, will at its own discretion choose a site at one of the bidding company's clients for validation of the services rendered. The choice of site will remain Department's sole discretion.
- 9.4.5 Bidders are required to score a minimum of **70 points** to proceed to **Phase 2: Price and specific goals Evaluation**
- 9.4.6 **Phase 1: Technical Evaluation Criteria:** The bidders' information will be scored according to the points determination system.

9.5 **Phase 2: Price and specific goals Evaluation (80 + 20) / (90+10) = 100 points:**

- 9.5.1 Only prospective bidders that have attained the **70-points allocation** threshold in phase 1 will subsequently progress for evaluation in phase 2 in relation to pricing options and **specific goals** qualification criteria.
- 9.5.2 The following formula must be used to calculate the points out of 80 for price in respect of a tender with a rand-value equal to or below R50 million, inclusive of all applicable taxes:

9.5.3 Stage 1 - Price Evaluation (80 Points):

80/20

OR

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ OR } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where-

Ps = Points scored for price of tender under consideration.

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender

9.5.4 Stage 2 – Specific goals (20/10 Points):

9.5.4.1 A maximum of 20/10 points may be awarded to a bidder for specific goals specified in the tender.

9.5.4.2 The points scored for specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

9.5.4.3 The table below provides the specific goals, its criteria of measurement and the proof to be offered by tenderers for a tenderer to qualify for 20/10 points:

APPLICATION OF SPECIFIC GOALS IN THE WHITE PAPER ON RDP; & THE CODE OF GOOD PRACTICE IN B-BBEE: DHET PREFERENTIAL PROCUREMENT												
N O	SPECIFIC GOAL	REFE REN CE	CRITERIA	80/20		CLAIM	90/10		CLAI M	EVIDENCE		
				Specifi c Goal Contri bution	Poi nts Clai me d	Bidder must tick (x) next to points claimed	Speci fic Goal Contri bution	Point s Clai med	Bidder must tick (x) next to point s clai med	PROOF/ EVIDENCE	Indicate if evidence is provided, & specify	
1	Person historically disadvantaged on the basis of race	RDP 1.4.4; 3.1.4	100% black owned	65.00	7.20		65.00	3.60		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	Y	N
			75%-99% black owned	50.00	5.54		50.00	2.77			specify	
			60%-74% black owned	40.00	4.43		40.00	2.22				
			51%-59% black owned	30.00	3.32		30.00	1.66				
			0-50% black owned	10.00	1.11		10.00	0.55				
			None	0.00	0.00		0.00	0.00				
2	Persons historically disadvanta	RDP 1.4.4; 3.1.4;	100% women owned	40.00	4.43		40.00	2.22		Copy of CIPC (Companies and Intellectual Property	Y	N
			75%-99% women owned	30.00	3.32		30.00	1.66			specify	

	ged on the basis of gender	3.2.7; 7.7	60%-74% women owned	20.00	2.22		20.00	1.11		Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database).	
			51%-59% women owned	10.00	1.11		10.00	0.55			
			0-50% women owned	5.00	0.55		5.00	0.28			
			None	0.00	0.00		0.00	0.00			
3	Persons historically disadvantaged on the basis of disability	RDP 7.7	100% owned by persons with disabilities	0.50	0.06		0.50	0.03		Certified medical certificate or substantive proof.	Y N
			75%-99% owned by persons with disabilities	0.30	0.03		0.30	0.02			specify
			60%-74% owned by persons with disabilities	0.20	0.02		0.20	0.01			
			0-59% owned by persons with disabilities	0.10	0.01		0.10	0.01			
			None	0.00	0.00		0.00	0.00			
4	Development of Youth	RDP 1.4.6; 7.7	100% youth owned	25.00	2.77		25.00	1.39		Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration, copies of ID's as well as CSD (Central Supplier Database) to be 35 years and younger	Y N
			75%-99% youth owned	15.00	1.66		15.00	0.83			specify
			60%-74% youth owned	10.00	1.11		10.00	0.55			
			51%-59% youth owned	5.00	0.55		5.00	0.28			
			0-50% youth owned	2.50	0.28		2.50	0.14			
			None	0.00	0.00		0.00	0.00			
5	Development of SMMEs	RDP 3.10; 3.1.4	EME	50.00	5.54		50.00	2.77		BBBEE certificate or sworn affidavit for EME or QSE; Copy of CIPC (Companies and Intellectual Property Commission) shareholder registration.	Y N
			QSE	20.00	2.22		20.00	1.11			specify
			GEN	0.00	0.00		0.00	0.00			
			None	0.00	0.00		0.00	0.00			
			TOTAL	180.50	20.00		180.50	10			

9.5.4.4 A tenderer must submit proof or evidence for claiming points for specific goals as indicated above. A bidder must also complete a preference form (SBD 6.1) in detail to claim points for specific goals.

9.5.4.5 A tenderer failing to submit proof or evidence may not be disqualified but-

9.5.4.5.1 May only score 0 point out of 80 for price; and

9.5.4.5.2 Score 0 points out of 20 for specific goals.

9.5.4.6 The points scored by a tenderer for specific goals must be added to the points scored for price for total points.

9.5.4.7 The points scored must be rounded off to the nearest TWO decimal places.

10. JOINT VENTURES, CONSORTIUMS AND TRUST

- 10.1 A trust, consortium, or joint venture will qualify for points on evaluation of their Specific Goals status level as a legal entity, provided that the entity submits the requisite information as stated.
- 10.2 A trust, consortium or joint venture will qualify for points on evaluation of their Specific Goals status level as an unincorporated entity, provided that the entity submits their requisite, consolidated Specific Goals documents as if they were a group structure and on condition that such a consolidated is prepared for every separate bid application.
- 10.3 Bidding agencies must submit substantive proof of the existence of joint ventures and/or consortium arrangements. The Department will accept signed agreements as satisfactory proof for the existence of a joint venture and/or consortia arrangement.
- 10.4 Joint venture and/or consortia agreements must clearly set out the roles and responsibilities of the lead partner, alongside the joint venture and/or consortium. The agreement must also clearly identify the lead partner that is accordingly provided with a power of attorney to bind the other co-parties in all matters pertaining to the joint venture and/or consortia arrangement.

PART D – SUBMISSIONS

1. SUBMISSION OF PROPOSAL

- 1.1 The two-envelope procedure must be followed for tender submissions.
- 1.2 The first envelope must clearly state TECHNICAL SUBMISSION, wherein the bidder should address all aspects of the required scope of services.
- 1.3 The second envelope must clearly state FINANCIAL SUBMISSION, wherein the bidder should include proposed costs, including packaging and delivery for three years life cycle of the project.
- 1.4 Proposals must be submitted in hard copy format: One original and one copy.

2. CONTENT OF THE TECHNICAL SUBMISSION

The technical submission should include the following:

- 2.1 Cover Page
- 2.2 Mandatory documents
- 2.3 Introduction and Executive Summary
- 2.4 Company and contact information of the bidder, including all parties/team members to the consortium where applicable
- 2.5 **Exhibit 1:**

The proposal must include all the following documents:

APPROPRIATE EXPERIENCE, SKILLS, AND KNOWLEDGE

The proposal must include all the following documents:

- Company's profile reflecting relevant experience in providing stationery or similar service at cost effective (economic) prices.
- Account Manager's detailed CV, must be provided, should have a maximum five (5) years' relevant working experience, knowledge in business of supplying stationery or similar service, with financial/ accounting skills.
- Five (5) x Driver/s with valid licences, PDPs and 5x 1ton panel vans vehicles to deliver stationery or formal arrangement with courier companies. PDP's of driver/s, vehicle registration/s documents or formal arrangement with courier company/s as proof must be submitted with a bid).

- Five References on client's letter heads stating contracts duration, level of service rendered, contracts amount of:

- R01 - R50 000
- R50 001 - R200 000
- R200 001 - R500 000
- R500 001 – R800 000
- R800 001 - and Above

2.6 **Exhibit 2: APPROACH AND METHODOLOGY**

Demonstrate approach and methodology to deliver at nine (9) provinces:

The service providers should provide their approach and methodology and explain how they will supply stationery from company's premises to DHET locations. (Refer Part A Information on the tender: Background, Purpose of the tender, Scope and Definition of work and Deliverables as highlighted in Paragraphs 1, 2, 3 and 4 of the TOR's).

2.7 **Exhibit 3: SUFFICIENT STOCK ON HAND OR HAVE ACCESS TO SUCH**

- 2.7.1 Sufficient stock on hand or have access to such so that deliveries are not delayed. Must have in minimum stock on hand of twenty (20) items as per **Annexure A** list or have access for a duration of contract. Proof should be submitted with a proposal.

3. **FINANCIAL SUBMISSION**

- 3.1 The financial submission should include the proposed unit costs for all listed stationery items for year one (1), two (2) and three (3), (thirty-six (36) months period.
- 3.2 The average total price provided per item will be regarded as the cost of the item, all inclusive of VAT, packaging, delivery and any applicable taxes, other costs such as S&T's and possible fuel hikes.
- 3.3 Proposed unit prices should include all costs that will be incurred by the service provider, such as VAT, applicable taxes, costs for human resources, packaging, delivery, toll-fees, subsistence expenses, etc.
- 3.4 Average total costs for all items listed will be used during price evaluation.

- 3.5 If service provider fails or omit to provide a unit costing per item for a specific year, proposal will be disqualified because it will be impossible to evaluate and compare prices of other bidders.
- 3.6 **Failure to provide costs on any item/s as listed for each year will lead to immediate disqualification.**
- 3.7 Rates/ unit costs proposed, or prices offered will apply for a duration of contract, first year (12) months, year two (month 13-24), and third year (month 25-36).

4. EVALUATION CRITERIA

- 4.1 The following table reflects the evaluation criteria that will be used in evaluating the technical submission.

No	Element	Total Points	
1	<p>Exhibit 1:</p> <p>APPROPRIATE EXPERIENCE, SKILLS, AND KNOWLEDGE</p> <p>(a) Company's relevant experience in providing stationery or similar services at cost (economic prices) (10 points)</p> <p>i) Five (5) years' experience = 10 points</p> <p>ii) Four (4) years' experience = 8 points</p> <p>iii) Three (3) years' experience = 6 points</p> <p>iv) Two (2) years' experience = 4 points</p> <p>v) One (1) experience = 2 points</p> <p>vi) Zero (0) experience = 0 points</p> <p>(b) Account Manager's with relevant experience, knowledge in business of supplying stationery or similar service with financial and accounting skills (20 points) (attach comprehensive CV)</p> <p>i) Five (5) years and more relevant experience, financial and accounting skills = 20 points</p> <p>ii) Four (4) years relevant experience financial and accounting skills = 15 points</p> <p>iii) Three (3) years' relevant experience, financial and accounting skills = 10 points</p> <p>iv) Two (2) years' relevant experience, financial and accounting skills = 5 points</p> <p>v) One (1) year relevant and less experience, financial and accounting skills = 0 points</p> <p>(c) Five (5) x Driver/s with valid licences, PDP's and five (5) x one-ton panel vans / vehicles to deliver stationery or formal arrangement with courier companies (15 points)</p> <p>i) 5 x Driver/s with valid licences, PDP's and 5 x one ton panel vans /vehicles to deliver stationery or formal arrangement with courier companies: provide copies of driver licences, PDPs, copies of</p>	70	

No	Element	Total Points	
	<p>vehicle registration documents or formal agreement/s with courier companies:</p> <p>ii) 5 x drivers (with licences, PDPs, and 5 x vehicles with required documents to score. = 15 points</p> <p>iii) 4 x drivers (with licences, PDPs, and 4 x vehicles with required documents to score. = 10 points</p> <p>iv) 0 - 3 x drivers and 0 -3 x vehicles will score. = 0 points</p> <p>NB. If formal arrangements are with courier companies (Drivers copies (licences, PDP documents, and copies of vehicles registration and agreement/s must be submitted as proof to score points.</p> <p>(d) Five (5) references on client's letter heads stating contract duration level of service rendered, contracts amount of R01-R50 000, R50 001-R200 000, R200 001-R500 000, R500 001-R800 000 and R800 001 and above.</p> <p>(25 points)</p> <p>i) Five (5) references on company's letter heads stating contract duration, level of service rendered, amounting to R800 001 and above = 25 points</p> <p>ii) Four (4) references, contracts duration, level of service rendered, amounting to R500 001 – R800 000 = 20 points</p> <p>iii) Three (3) references, contracts duration, level of service rendered, amounting to R200 001- R500 000 = 15 points</p> <p>iv) Two references, contracts duration, level of service rendered, amounting to R50 001 - R200 000 = 10 points</p> <p>v) One (1) reference, contract duration, level of service rendered, amounting to R01-R50 000 = 5 points</p> <p>vi) Zero reference = 0 points</p> <p>NB. Scoring will be once on highest contract/s amounts handled and required number of references. Please make sure that contract/s durations and level of service rendered are provided to score points.</p>		
2	<p>Exhibit 2:</p> <p>Project approach and methodology (Total points 15)</p> <p>Demonstrate approach and methodology on how the project will be executed, making specific references to following:</p> <p>(a) Procedures, processes to supply and deliver required stationery.</p> <p>(b) Replacement of incorrectly supplied stationery items.</p> <p>(c) Administration how the financials / account will be handled.</p> <ul style="list-style-type: none"> The service providers should in their approach and methodology explain procedures, processes to be followed in supplying and delivery stationery from company's premises to DHET locations with turnaround times'. Administration, financial, accounting methods should be explained i.e., at what stage will a company deliver required stationery items, what evidence will the company provide to proof that delivery took place; what will happen if incorrect items were delivered, 	15	

No	Element	Total Points	
	<ul style="list-style-type: none"> Financial / accounting systems to be deployed, the service provider should explain how invoices and credit notes will be handled. <p>(d) Demonstration all elements in (a), (b) and (c) = (15 points) (e) Demonstration of any two elements = (10 points) (f) Demonstration of any one of the three elements = (5 points)</p>		
3	<p>Exhibit 3:</p> <p>Sufficient stock on hand or have access to such so that deliveries are not delayed. Must have a minimum stock on hand of twenty (20) quantities per item as per Annexure A list or have access for contract duration. (Provide proof that you have minimum stock on hand 20 quantities per item as per the list and attach to score 15 points.</p> <ul style="list-style-type: none"> ➤ Proof of minimum 20 quantities to score = 15 points ➤ Proof of less than 20 quantities to score = 0 points 	15	
	Total		100

N.B. Only bidding companies who score **70 points and above** on functionality will proceed to the next phase of evaluation (price and specific goals).

PART E – CONDITIONS

1. GENERAL CONDITIONS OF CONTRACT

- 1.1 Any subsequent award/concession made to a prospective bidder in terms of this TOR is conditional on, (among others):
 - 1.1.1 The bidding party accepting the terms and conditions as contained in the General Conditions of Contract as the minimum terms and conditions on which the Department is prepared to enter into a contract with the successful Bidders.
 - 1.1.2 The bidder submitting the General Conditions of Contract to the Department together with its bid, has ensured that the document has duly been signed by an authorised representative on its behalf.

2. SPECIAL CONDITIONS OF CONTRACT

The Department reserves the right to:

- 2.1 Award this tender to three highest scoring bidders or any bidder that did not score the highest (cumulative total) number of points and only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000);
- 2.2 Negotiate with one or more preferred bidders identified in the evaluation process, regarding any terms and conditions, including pricing without offering the same opportunity to any other bidder(s) who had not been awarded the status of a preferred bidder;
- 2.3 Accept any part of a tender in lieu of the whole tender;
- 2.4 Carry out at its discretion, site inspections, product evaluations or facilitate explanatory meetings in order to verify the nature and quality of the services offered by the potential bidders, either before, during or subsequent to adjudication of the Bid;
- 2.5 Correct mistakes during any stage of the tender evaluation process which may already have been apparent in the bid documents or subsequently occurred during any stage of the tender evaluation process;
- 2.6 At any stage during the evaluation of bids, cancel and/or terminate the tender process, even subsequent to the tender closing date and/or after presentations by selected bidders have been made, and/or after tenders have been evaluated

and/or after the preferred bidders have as such been notified of their status;
and

- 2.7 Award the tender to multiple bidders based either on organisational capacity, specialisation and size, as well as geographic considerations.
- 2.8 Distribute business based on highest scoring bidder, where the highest bidder will get highest percent of purchase orders based allocated budget, followed by a second bidder and lastly third bidder.
- 2.9 In instances where stationery items are not listed as part of this bid, source quotations from any supplier listed on Central Supplier Database (CSD).

3. GOVERNING LAW

- 3.1 South African law will in its full extent govern the Application parameters of this bid and the bid response process.
- 3.2 The bidder agrees to submit to the exclusive jurisdiction of the South African court system in any dispute of any kind that may arise out of- or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

4. DECLARATION

Bidders as part of their respective technical responses, are required to declare the following and confirm that they will:

- 4.1 At all times for the duration of the tender, act honestly, fairly and with due skill, care and diligence in the best interest of the Department;
- 4.2 Manage, effectively utilise and apply the resources, procedures and appropriate technological systems to ensure the proper performance of the services for the duration of the tender;
- 4.3 Act with circumspection and treat the Department fairly in all situations where conflicting interests may become apparent;
- 4.4 Comply with all applicable statutory or common law requirements related to the conduct of its business;
- 4.5 Make adequate disclosures regarding relevant and material information, including the disclosure of actual or potential interests the company may acquire, in relation to its dealings with the Department;

- 4.6 Avoid any form or instance of fraudulent and misleading advertising, canvassing and marketing for the duration of the tender;
- 4.7 Conduct business activities transparently and consistently uphold the interests and needs of the Department as a client, before any other consideration; and
- 4.8 Ensure that for the duration of the tender no information acquired from the Department will be utilised and/or disclosed to any third party/ies unless written consent from the Department has been obtained to do so.

5. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

- 5.1 The Department reserves the right to disqualify any potential bidder who either itself, or through any of its members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of the Department or any other Department organ or entity and whether from the Republic of South Africa or otherwise ("Department "):
 - 5.1.1 Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
 - 5.1.2 Seeks any assistance, other than assistance officially provided by a Department, from any employee, advisor or other representative of a Department in order to obtain any unlawful advantage in relation to the procurement or services provided or to be provided to the Department;
 - 5.1.3 Makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of the Department's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Department;
 - 5.1.4 Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Department;

- 5.1.5 Pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the awarding of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to the Department;
- 5.1.6 Has in the past engaged in any matter referred to above; or
- 5.1.7 Has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such a bidder, member or director's name(s) not specifically appearing on the List of Tender Defaulters kept at National Treasury.

6. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

- 6.1 The bidder should note that the terms of its tender will be incorporated in the proposed contract by reference and that the Department relies upon the bidder's tender as a material representation in making an award to a successful bidder and in concluding an agreement with said bidder.
- 6.2 It follows therefore that misrepresentations in a tender may give rise to service termination and a claim by the Department against the bidder notwithstanding the conclusion of the Service Level Agreement between the Department and the bidder for the provision of the service(s) in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the contents of the Service Level Agreement will prevail.

7. PREPARATION COSTS

- 7.1 The Bidder will bear all its costs in preparing, submitting and presenting any response or tender to this bid and all other costs incurred by it throughout the bidding process.
- 7.2 Furthermore, no statement in this bid will be construed as placing the Department, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their responses to this bid.

8. INDEMNITY

- 8.1 If a bidder breaches the conditions of this bid and as a result of that breach, the Department incurs costs or damages (including, without limitation, the cost(s) of any investigations, procedural impairment, repetition of all- or any part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), the bidder then indemnifies and holds the Department harmless from any and all such costs which the Department may incur and for any damages or losses the Department may suffer.

9. PRECEDENCE

- 9.1 This document will prevail over any information provided during any stage whether oral, electronically or written, unless such written information provided, expressly amends this document by reference.

10. LIMITATION OF LIABILITY

- 10.1 A bidder participates in this bid process entirely at its own risk and cost. The Department shall not be liable to compensate a bidder on any grounds whatsoever, for any costs incurred or any damages suffered as a result of the Bidder's participation in this bidding process.

11. TAX COMPLIANCE

- 11.1 No tender shall be awarded to any bidder which is not tax compliant. The Department reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award or has submitted a fraudulent Tax Clearance Certificate to the Department, or whose verification against the Central Supplier Database (CSD) proves non-compliant.
- 11.2 The Department further reserves the right to cancel a contract with a successful bidder in the event that such a bidder does not remain tax compliant for the full term of the contract.

12. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

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

13. CONFIDENTIALITY

- 13.1 Except as may be required by the operation of law, by a court or by any regulatory authority having appropriate jurisdiction, no information contained in- or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with the Department's examination and evaluation of a tender.
- 13.2 No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronically, or by way of photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a tender. This bid and any other documents supplied by the Department remain proprietary to the Department and must be promptly returned to the Department upon request, together with all copies, electronic versions, excerpts or summaries thereof or work as a consequence derived there from.
- 13.3 Throughout this bid process and thereafter, bidders must secure the Department's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

14. PROPRIETARY INFORMATION OF THE DEPARTMENT

- 14.1 Bidders will declare in their respective bid cover letters that they did not have access to any departmental proprietary information, or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

15. COPYRIGHT AND ALL OTHER INTELLECTUAL PROPERTY RIGHTS

- 15.1 All copyright and all other intellectual property rights in respect of any documents and materials (works) developed by the service provider during this project, shall vest in the Department.**
- 15.2 The Department will have the right to release the works under an appropriate copyright license, including an open license, that will allow any individual, official, company, agency or organisation to use or modify the works for any purpose as stated in the open licence.

16. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

- 16.1 A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid.
- 16.2 In the event that the Department allows a bidder to make use of sub-contractors, the actions and activities of such sub-contractors will at all times remain the responsibility of the bidder and the Department will not under any circumstances, be liable for any losses or damages incurred by or caused by such sub-contractors.

17. SERVICE LEVEL AGREEMENT

- 17.1 Subsequent to the Department's decision on awarding the tender the successful bidder **may be required to sign a Service Level Agreement** aimed at regulating the specific terms and conditions applicable to the services required by the Department and as far as possible.
- 17.2 The Department reserves the right to revise and amend any part of the proposed Service Level Indicators during the course of contract with a bidder.
- 17.3 The Department reserves the right to accept or reject additional service proposals, proposed by a successful bidder.

18. OTHER IMPORTANT MATTERS TO NOTE

- 18.1 The Department reserves the right to conduct background/probity check on key management of the bidder.
- 18.2 The Department reserves the right to conduct due diligence exercises as part of evaluating the implementing capacity of the bidder.
- 18.3 The shortlisted bidders may be called to present to the evaluation committee before a final selection is made.
- 18.4 The Department will not be liable to reimburse any costs incurred by the bidder during this tender process.
- 18.5 Bidders must identify and disclose any conflict or perceived conflict of interest caused by current assignments, relationships or other dealings, and indicate how such conflicts would be addressed.
- 18.6 Only one proposal per bidder can be submitted and must indicate a (period) implementation.
- 18.7 As the intention of this bid is to appoint up to three (3) capable highest scoring bidders, appointed service provider/s will be rotated:
 - 18.7.1 The department will apply a rotational procurement system.
 - 18.7.2 Therefore, the department cannot guarantee an equal distribution procurement process. The quantities per procurement process is likely to vary per request/requisition.

PART F – MONITORING AND REPORTING

1. MONITORING

- 1.1 All monitoring of the project will be conducted by the Directorate: Supply Chain Logistics Management.
- 1.2 A Project Management Team consisting of warehouse and transit officials may be established to facilitate the smooth implementation of the project and to ensure that the objectives of the project are met. The Project Management Team will comprise officials from the Department and the service providers. Meetings will be arranged as agreed.

2. REPORTING

- 2.1 The service provider will report to the Director: Supply Chain Logistics Management (or his/her delegate) and submit work-in progress reports by email to the Office of the Director monthly.
- 2.2 For each deliverable, as identified in Part A – Information on the Tender, paragraph 4.1.3, the service provider should comply with timeframes. The reports/statements should be in MS Word or excel submitted electronically to the Director: Supply Chain Logistics Management or his/her delegate.
- 2.3 In addition to the above and in conjunction with deliverables submitted, you may report on any matter which may intervene with smooth implementation of a project.

3. LANGUAGE

- 3.1 All correspondence including reports must be written in English.

4. SUBMISSIONS/COMMENTS TIMING

- 4.1 The submission of the project implementation plan, and project charter shall be submitted to the Director: SCM within 30 days after the commencement of the project for approval by the Department.
- 4.2 Other reports shall be submitted as per the agreed project implementation plan.
- 4.3 The Department, shall within 15 days of receipt of deliverables, notify the service provider/s of the approval or not of the deliverable.

- 4.4 The Department shall, within 30 days of receipt of the monthly statements notify the service provider/s of its position concerning a statement. If the Department does not give any comments on the statements within such time limit of 30 days, the statement shall be deemed to have been as correct by the Department if they do not expressly inform the service provider/s of any comments or delays. New timeframes will then be negotiated between the service provider/s and the Director: Supply Chain Logistics Management.

ANNEXURE A

STATIONERY LIST AND OTHER CONSUMABLES: DHET165

PLEASE NOTE THAT ONLY OFFERS COMPLYING WITH SPECIFICATION SHOULD BE SUPPLIED. IF THERE IS NON-COMPLIANCE WITH ONE ITEM, YOUR PROPOSAL WILL BE DISQUALIFIED, UNIT PRICES PER ITEMS SHOULD BE PROVIDED AND FAILURE TO PROVIDE COSTING WILL LEAD TO IMMEDIATE DISQUALIFICATION, AS THIS WILL BE USED FOR EVALUATION AND COMPARISON PURPOSES

DESCRIPTION	UNIT	PRICE PER UNIT (VAT INCL)				COMPLY	
		YEAR ONE R	YEAR TWO R	YEAR THREE R	FIRM PRICE YEAR 1 - 3	YES	NO
2 Hole Metal 30 Sheet /paper Punch	EACH						
9,5X20mm Map pins (20 piece)	BOX						
A4 Laminating pouches (100's)	Pack						
A4 Board File Dividers 10-Tab (Assorted colours)	PACK						
A4 Clear Sheet Protector For Documents, Files, Booklets	PACK						
A4 Clipboard (355 x 230mm)	EACH						
A4 Index 10 Tab Rainbow Dividers A4 PVC - Printed	PACK						
A4 Premium colour Paper 500 sheets (assorted colours)	Ream						
Adhesive (Glue) Prestik Strips 100Gram Packet	EACH						
Adhesive (Glue) Stick Pritt 40 Gram	EACH						
Arch lever file plastic any colour, 2 ring	EACH						
Assorted push pins (40 Piece)	BOX						
Band Rubber no 77	PACK						
Bantex A4 Lever Arch File 70MM	EACH						
Bantex memo cubes	EACH						
Binder, Loose leaf arch 2 hole	EACH						
Binding element, 12 mm, 21 rings	EACH						
Binding element, 14 mm, 21 rings	EACH						
Binding element, 10 mm, 21 rings	EACH						
Binding element, 12 mm thermal spine	PACK (100)						
Binding element, 19 mm thermal spine	PACK (100)						

DESCRIPTION	UNIT	PRICE PER UNIT (VAT INCL)				COMPLY	
		YEAR ONE R	YEAR TWO R	YEAR THREE R	FIRM PRICE YEAR 1 - 3	YES	NO
Binding element, 22 mm, 21 rings	EACH						
Binding element, 25 mm, 21 rings	EACH						
Binding element, 4,5 mm thermal spine	PACK (100)						
Binding element, 7,5 mm thermal spine	PACK (100)						
Binding element, self-piercing, 76 mm	EACH						
Binding element, slide binder, A4, 5 mm	EACH						
Book for telephone messages	PACK (5)						
Book, A5 shorthand notebook	PACK (5)						
Bostick Prestik	EACH						
Box File, Brown A4	EACH						
Box, cardboard box, 450X450X500	EACH						
Buff tape 48mm brown	EACH						
Bulldog clip, steel, fold back, 19 mm	PACK (10)						
Cardboard, A4, buff, 160 gm	PACK (10)						
Cardboard, file support, A4, 2 mm thick	PACK (10)						
Clip, paper, 50 mm (giant gem clip)	PACK (20)						
Clip, paper, 75 mm, bulldog, steel	PACK (20)						
Cord, 5m, electric extension and plugs	EACH						
Correction fluid, white, 20 ml (Tippex)	EACH						
Correction pen extra fine point	EACH						
Correction tape, Pentel	EACH						
Departmental Letterheads	EACH						
Division sheets A4, A-Z, paper, colour	EACH						
Division sheets A4, A-Z, plastic, colour	EACH						
Envelope, 110X220 mm, white, self-seal	BOX (50)						
Envelope, Mailite 203X102 mm	BOX (50)						
Eraser for pencil	EACH						

DESCRIPTION	UNIT	PRICE PER UNIT (VAT INCL)				COMPLY	
		YEAR ONE R	YEAR TWO R	YEAR THREE R	FIRM PRICE YEAR 1 - 3	YES	NO
Fastener paper clips	BOX						
Fastener, paper, metallic, slide, interlocking	BOX (100)						
File, 2 D-ring, 50 mm, PVC binder with clear overlay, colour	EACH						
FILE, 4 D-ring binders, 25 mm	EACH						
File, Bantex, Create-a-cover 30 mm two ring, colour	EACH						
File, box, blue	EACH						
File, box, buff, carton with spring	EACH						
File, box, Econo, plastic	EACH						
File, Duraclip 60pg cap/transparent cover	EACH						
File, Expanda	EACH						
File, green, 330X365 mm	EACH						
File, hanging, A4/Suspension	BOX (50)						
File, heavy weight	BOX (50's)						
File, heavy weight with clip, no flap	EACH						
File, hold-it box, archive, carton	BOX (25's)						
File, lever arch	EACH						
File, lightweight	BOX (50's)						
File, master box, plastic	PACK (10's)						
File, medium weight	PACK (100's)						
File, middleweight with flap & clip	EACH						
File, PVC lever arch, red, large	EACH						
File, PVC lever arch, red, mini	EACH						
File, ring binder, 15 mm, (PVC) colour	EACH						
File, ring binder, 2-hole, 30 mm	EACH						
File, ring binder, 2-hole, 50 mm	EACH						
File, ring binder, 34 mm, 4-hole	EACH						
File, ring binder, 4-hole, 30 mm	EACH						

DESCRIPTION	UNIT	PRICE PER UNIT (VAT INCL)				COMPLY	
		YEAR ONE R	YEAR TWO R	YEAR THREE R	FIRM PRICE YEAR 1 - 3	YES	NO
File, ring binder, 4-hole, 40 mm	EACH						
File, ring binder, 4-hole, 50 mm	EACH						
File, suspension fullscap 25 per box	BOX (10)						
File, suspension, heavy duty	BOX (10)						
File, top retrieval heavy weight plastic	PACK (50's)						
File, top retrieval plastic	PACK (100's)						
Flip chart paper, white, 50 sheets, 860 x 610 mm	EACH						
Folder, plastic, frosted binding cover, 12 mm, A4 standard 180 micron (clear)	PACK (100)						
Folder, plastic, frosted binding cover, 6 mm, A4 standard 180 micron (clear)	PACK (100)						
Folder, plastic, frosted binding cover, 7,5 mm, A4 standard 180 micron (clear)	PACK (100)						
Folder, plastic, frosted binding cover, 9 mm, A4 standard 180 micron (clear)	PACK (100)						
Files, Foolscap Suspension Files with Flexi Tabs, and Inserts	PACK						
Frosted sheet Binding Covers PVC – Clear (100 PCS)	PACK						
Glue Adhesive 20 g	EACH						
Glue stick paper 25 g	EACH						
Glue stick paper 35 g	EACH						
Heavy Duty Staples Remover (SR 300)	EACH						
Highlighter (Blue)	EACH						
Highlighter (Green)	EACH						
Highlighter (Orange)	EACH						
Highlighter (Pink)	EACH						
Highlighter (Yellow)	EACH						
Holder, business cards (index rotating)	EACH						

DESCRIPTION	UNIT	PRICE PER UNIT (VAT INCL)				COMPLY	
		YEAR ONE R	YEAR TWO R	YEAR THREE R	FIRM PRICE YEAR 1 - 3	YES	NO
Index Sheet per letter A-Z (Assorted colours)	PACK						
Index sheet, divider A4 5-tab board (Set -50)	PACK						
Index sheet, rainbow dividing, A4 (Set-50)	PACK						
Index tab, alpha, mixed Opti tabs	PACK (50)						
Ink for stamp pad, black, 50ml	EACH						
Ink for stamp pad, red, 50 ml	EACH						
Label, laser 70 X37 mm	EACH						
Label, laser, 70X35 mm	PACK						
Label, Redfern self-adhesive paper, white, 13 mm dia 1100	PACK						
Laminating A4 80 Micron Pouches (10 Pack)	PACK						
M420 Wire Mesh Metal Cube, Clip & Pen Holder Black	EACH						
Malgray Boards - 210mm X 297mm (700GSM)	PACK (100)						
Marker (Green)	EACH						
Marker Black (0.7mm)	EACH						
Marker Black Medium Bullet	EACH						
Marker Dark blue Medium Bullet	EACH						
Marker Highlighter (Assorted colours)	PACK						
Marker Permanent (Black)	EACH						
Marker Permanent (Red)	EACH						
Marker, highlighter, green	EACH						
Marker, highlighter, orange	EACH						
Marker, highlighter, purple	EACH						
Marker, highlighter, red	EACH						
Marker, highlighter, yellow	EACH						
Marker, whiteboard	EACH						
Marker, whiteboard, assorted colours: black, blue, red, orange	EACH						

DESCRIPTION	UNIT	PRICE PER UNIT (VAT INCL)				COMPLY	
		YEAR ONE R	YEAR TWO R	YEAR THREE R	FIRM PRICE YEAR 1 - 3	YES	NO
Marker, whiteboard, black	EACH						
Marker, whiteboard, blue	EACH						
Masking tape 12mm	EACH						
Masking tape 24mm	EACH						
Book, Notebooks A4 (1 quire)	EACH						
Pad, writing P21	PAD						
Paper A4 500 sheets (assorted colours) 80g/m	REAM						
Paper A4 2500 Sheets (white) – 80g/m	BOX						
Paper Carbon, Blue A4	PAD						
Paper Clip 33mm	BOX						
Paper Clip 50mm	BOX						
Paper Clip 77mm	BOX						
Paper office A3 (white)	BOX						
Paper, bond for plotter, 120g, heavy weight, coated	ROLL						
Paper, bond for plotter, 170g 42X30 mm	ROLL						
Paper, bond for plotter, 80g	ROLL						
Paper, bond, photo silk, 190gsm, 914X25mm	ROLL						
Paper, copy, A3, white, 100gm	REAM						
Paper, office, 120gsm, A4 colotech gloss	REAM						
Paper, office, 160gsm, A4 colotech gloss	REAM						
Paper, office, 200gsm, A4 colotech gloss	REAM						
Paper, office, 250gsm, A4 colotech gloss	REAM						
Paper, office, 90gsm, A3 colotech gloss	REAM						
Paper, office, 90gsm, A4, platinum	REAM						
Paper, office, A4, colours. 80 gm	EACH						
Paper, office, adding machine	ROLL						
Paper, office, matt A4 100g	PACK						

DESCRIPTION	UNIT	PRICE PER UNIT (VAT INCL)				COMPLY	
		YEAR ONE R	YEAR TWO R	YEAR THREE R	FIRM PRICE YEAR 1 - 3	YES	NO
Paper, plotter, 183gr, photo imaging, satin	PACK						
Parcel tape Clear/Brown 300m x 48mm	EACH						
Parcel tape, Clear/Brown 50m x 48mm	EACH						
Pen Fineliner Black (pilot)	PACK (10)						
Pen Fineliner Blue (pilot)	PACK (10)						
Pen Fineliner Red (pilot)	PACK (10)						
Pen Fineliner Green (pilot)	PACK (10)						
Pen Pentel – Black	PACK (10)						
Pen Pentel – Blue	PACK (10)						
Pen Pentel – Red	PACK (10)						
Pen Pentel -Green	PACK (10)						
Pen Pilot G-2 07 Black	PACK (10)						
Pen Pilot G-2 07 Blue	PACK (10)						
Pen Pilot G-2 07 Red	PACK (10)						
Pen, ball point fine, Black	PACK (10)						
Pen,ball point fine, green	PACK (10)						
Pen, ball point fine, Blue	PACK (10)						
Pen, ball point fine, Red	PACK (10)						
Pen, ball point medium, Black	PACK (10)						
Pen, ball point medium, Blue	PACK (10)						
Pen, ball point medium, Red	PACK (10)						
Bic crystal ballpoint pen Black	PACK (10)						
Bic crystal ballpoint pen Blue	PACK (10)						
Bic crystal ballpoint pen Red	PACK (10)						
Pen, click ballpoint, Black	PACK (10)						
Pen, click ballpoint, Blue	PACK (10)						
Pen, click ballpoint, Red	PACK (10)						

DESCRIPTION	UNIT	PRICE PER UNIT (VAT INCL)				COMPLY	
		YEAR ONE R	YEAR TWO R	YEAR THREE R	FIRM PRICE YEAR 1 - 3	YES	NO
Pen, koki, Black	PACK (10)						
Pen, koki, Blue	PACK (10)						
Pen, koki, Red	PACK (10)						
Pentel Pencil Clutch 0.5mm	PACK (12)						
Pencil Clutch HB 0,7 mm	PACK (12)						
Pencil Clutch, HB 0,5 mm	PACK (12)						
Pencil Refill Leads HB 0,7mm	BOX (10)						
Pencil Refill Leads HB 0,5mm	BOX (10)						
Pentel Pencil refill Leads 0.5mm	BOX (10)						
Pencil Rubber Eraser	EACH						
Pencil Sharpener , 1 hole metal	EACH						
Pencil, clutch, 0,5 mm	PACK (12)						
Pencil, clutch, 0,7 mm	PACK (12)						
Pencil, HB black	PACK (12)						
Perforator, paper punch, 1-hole	EACH						
Perforator, paper punch, 3-hole, adjustable	EACH						
Perforator, paper punch, 4-hole, heavy duty, steel	EACH						
Perforator, paper punch, 4-hole, heavy duty, wooden base	EACH						
Perforator, paper punch, heavy duty, 2-hole	EACH						
Perforator, paper punch, light duty, 2-hole, adjustable	EACH						
Pin, drawing	BOX						
Pocket, filing, plastic, A4	PACK						
Post it Pad 75mm X 70mm	PAD						
Post it Pad Small	PAD						
Post-it-flags, coloured	PACK						
Post-it-pads, 75X105 mm (large)	EACH						
Post-it-pads, 75X70 mm (small)	EACH						

DESCRIPTION	UNIT	PRICE PER UNIT (VAT INCL)				COMPLY	
		YEAR ONE R	YEAR TWO R	YEAR THREE R	FIRM PRICE YEAR 1 - 3	YES	NO
Prestik, 100g	EACH						
Projector pen	PACK						
Protector Document A4 clear	EACH						
Punch, Paper 2 – Hole	EACH						
PVC LEVER ARCH 40MM	EACH						
PVC LEVER ARCH 50MM	EACH						
Received date stamp	EACH						
Ribbon cotton 50 m	EACH						
Rubber band, 3X150 mm	ROLL						
Rubber band, 6X90 mm	BOX (100)						
Ruler, plastic, 300mm (Clear)	BOX (100)						
Ruler, plastic, 300mm (white)	EACH						
Scissor 210mm	EACH						
Scissors, pocket size	EACH						
Sellotape clear 3 m 16mm	EACH						
Sellotape clear 48mm	EACH						
Sharpener, pencil, metal, small	EACH						
Sheet, plastic frosted, coloured	EACH						
Shorthand Notebook	PACK						
Sign Here stickers	EACH						
Sorter, ready sorter	BOX						
Spring Clip box file mottled (Black)	EACH						
Spring Clip box file mottled (Brown)	BOX						
SS023/23 200 Page 1000 x 23/23 Staples	BOX						
ST2076B 200 Page Heavy Duty Stapler	BOX						
Standard office Staple Remover	EACH						
Staple machine 26/6 standard, office	EACH						

DESCRIPTION	UNIT	PRICE PER UNIT (VAT INCL)				COMPLY	
		YEAR ONE R	YEAR TWO R	YEAR THREE R	FIRM PRICE YEAR 1 - 3	YES	NO
Staple remover, plastic & steel	EACH						
Stapler Office HD45S	EACH						
Stapler, 160	EACH						
Stapler, heavy duty	EACH						
Stapler, R9, regular	EACH						
Stapler 26/6	EACH						
Staples, 23/10	EACH						
Staples, 26/6 standard	BOX						
Staples, 11 mm	BOX						
Staples, 23/15 for heavy duty stapler	BOX						
Staples, 23/8	BOX						
Staples, 44 mm	BOX						
Staples, 8 mm	BOX						
Staples, 94/12	BOX						
Staples, Giant, 14 mm	BOX						
Sticker, Notaria seals	BOX						
Stick notes Film Index – semi-transparent, self-adhesive (45x12mm 200 sheets/8 pads/pack)	EACH						
Submission files grey, A4	EACH						
Tag, press tags	EACH						
Tape Buff 48mm	PACK (100)						
Two-way power Calculator, pocket size (8-digit) non scientific	ROLL						
Wire Mesh Round Small Pen Cup – Black	EACH						
Wire Mesh Memo Holder – Black	EACH						
Memory sticks 10GB	EACH						
Memory sticks 8GB	EACH						
Temporary files brown Z20 A	PACK (100)						

DESCRIPTION	UNIT	PRICE PER UNIT (VAT INCL)				COMPLY	
		YEAR ONE R	YEAR TWO R	YEAR THREE R	FIRM PRICE YEAR 1 - 3	YES	NO
Z20 File Green	PACK (100)						
Finger and tumb	EACH						
Trip Authority 2606	PACK (100)						
Presentation files	PACK (12)						
Book 16	EACH						
Book 18	EACH						
Book 22	EACH						
Calculator sharp elsimat EL-334 F (Twin power 10 digit)	EACH						
Name tags 100x100 mm	EACH						
5 Press tap transparent index tab	EACH						
Stamp pad 100X120 mm	EACH						
Stamp pad mk haloden 35 black	EACH						
E3 Envelopes	BOX						
E2 Envelopes	BOX						
Large Boxes 360x260x125mm	BOX						
Medium Boxes 370x260x125mm	BOX						
Lrage Boxes stock 6 500x450x305mm	BOX						
Large Boxes stock 5 450x300x300mm	BOX						
Total (Plus VAT, escalations, packaging, delivery, etc., inclusive all other costs).		R					

Take note that the above list is not exhaustive, procurement of consumable items not listed will be sourced by requesting quotations from any supplier registered on the Central Supplier Database (CSD) not excluding contracted companies.

Successful service providers are expected to compile a catalogue with pictures for use by officials. N.B. Please make sure that SBD3.3 is completed to be part of Annexure A.

Total cost will be used during evaluation for comparison purposes; it should not be regarded as a contract amount.

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT:

GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

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

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

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

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** 5.1 The supplier shall not, without the purchaser’s prior written consent, **contract** disclose the contract, or any provision thereof, or any specification, **documents** plan, drawing, pattern, sample, or information furnished by or on **and** behalf of the purchaser in connection therewith, to any person other **information;** than a person employed by the supplier in the performance of the **inspection.** 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 10.1 Delivery of the goods shall be made by the supplier in accordance with **and documents** 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 13.1 The supplier may be required to provide any or all of the following **services** 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 18.1 No variation in or modification of the terms of the contract shall be **amendments** 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 21.1 Delivery of the goods and performance of services shall be made by **supplier's** the supplier in accordance with the time schedule prescribed by the **performance** 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 23.1 The purchaser, without prejudice to any other remedy for breach of **for default** 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 antidumping 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 26.1 The purchaser may at any time terminate the contract by giving written **for insolvency** 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 28.1 Except in cases of criminal negligence or willful misconduct, and in **liability** 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 29.1 The contract shall be written in English. All correspondence and other **language** documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable 30.1 The contract shall be interpreted in accordance with South African **law** 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 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp **duties** 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, fees, etc., incurred until delivery of the contract to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax clearance certificate is not in order. Prior to the award of a bid the Department must have in possession of a tax clearance certificate, submitted by the bidder. The certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation Programme (NIP)

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

- | | |
|------------------------------|--|
| Restrictive practices | <p>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).</p> <p>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.</p> |
| 34 Prohibition | <p>of</p> <p>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.</p> |