



social development

Department:
Social Development
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



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FINANCIAL MANAGEMENT AND ADMINISTRATION

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INVITATION TO BID

BID REF. NO	NW/DSD/12(D)/2026
DESCRIPTION	Appointment of event management service provider to provide services to the Department of Social Development for a period of 36 months (2 months in a year) in Dr Kenneth Kaunda District for implementation of Active Ageing Programme
BRIEFING SESSION DATE	No Briefing Session
BID SUBMISSION ADDRESS	Tender box situated at Department of Social Development, Provident House Building, First Floor, Supply Chain Management division, University Drive, Mmabatho
BID CLOSING DATE	28 MAY 2026
BID CLOSING TIME	11h00 am
BID VALIDITY PERIOD	90 Days
BID INFORMATION	Bids can be obtained from the e-tender portal: www.etender.gov.za

Prospective Suppliers who are interested in participating in the aforementioned Bid are invited to submit their bid in full compliance to the requirements of this document. Completed, signed and clearly labelled bid sealed in an envelope must be submitted to the above mentioned address on or before the closing date and time.

1. BID DESCRIPTION

Appointment of Event Management Service Provider to provide services to the Department of Social Development for a period of 36 months (2 months in a year) in Dr Kenneth Kaunda District from Service Point level for Implementation of Active Ageing Programme.

SERVICE POINTS WITHIN DR KENNETH KAUNDA DISTRICT

NO	SERVICE POINT	RELATED AREAS	TARGET PARTICIPANTS	PERIOD OF SERVICE
1	Matlosana	Khuma, Jouberton, Kanana, Tigane & Alabama	214	1 day
2	Maquassie Hills	Kgakala, Tswelalang, Lebaleng & Boskuil (Makwassi)	213	1 day
3	JB Marks	Promosa, Ikageng, Ventersdorp (Including Tshing and Tsetse Village)	213	1 Day
TOTAL PARTICIPANTS			640	

2. PROJECT DESCRIPTION

The North West Department of Social Development, (NW: DSD) has the mandate to care, support and protect Older Persons for the implementation of the Active Ageing programme in the province and participation of Team North West at the National Active Ageing Programme for Older Persons.

The Older Persons Act 13 of 2006 places emphasis on the rights of Older Persons and seeks to deal effectively with the plight of Older Persons by establishing a framework aimed at the empowerment, protection of Older Persons, promotion and maintenance of their status, rights, well-being, safety, security and provide matters connected therewith. The Active Ageing programme was branded as reputable and has an impact on the healthy lifestyles of the lives of Older Persons. An active lifestyle contributes to health and wellness at any age, but adequate activity level for old persons is important because staying healthy means more freedom and reduction of health care costs.

The Participants are recruited from community-based facilities such as service centres, service clubs, Old Age Homes, mass participation hubs rural and disadvantaged communities.

Appointment of event management service provider to provide services to the Department of Social Development for a period of 36 months (2 months in a year) in Dr Kenneth Kaunda District for implementation of Active Ageing Programme.

3. ACRONYMS AND DEFINITION OF CONCEPTS

3.1. DEFINITION

“**Department**” shall mean The Department of Social Development.

“**The service provider**” shall mean a company awarded in terms of this bid.

“**Agreement**” shall comprise the full documentation included herewith, specifically the documents headed to the Department of Social Development.

“**Bidder**” shall mean any natural or legal person submitting a bid or quotation.

“**Joint Venture**” shall mean an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.

“**Contract**” shall mean the agreement which results from the acceptance of a bid.

“**Period of Agreement**” shall mean a specific start date and specific end date as outlined in the Service Level Agreement/contract.

“**Delivery Address**” shall mean the location to which a service should be delivered at.

“**VAT**” shall mean any tax levied on supplies, in terms of the Value – Added Tax Act of 1991 of the Republic of South Africa.

“**Bid validity period**” shall mean the period within which a bidder’s offer is considered valid and legally binding.

“**SABS**” South African Bureau of Standards - It indicates that the product conforms to the performance and the quality assurance test.

“**Designated Official**” shall mean an official of the Department authorized by the department.

“**Quality**” shall mean items supplied according to the given specifications.

“**Service Point**” shall mean an office of the Department as located within the local municipal area.

“**SANS**” South African National Standards- It indicates that the product conforms to the performance and quality assurance test.

“**Related Area**” shall mean villages within the service points, service points within a district and district within the province.

“**Participants**” shall mean older person who takes part in active aging programme activities.

“**Specific Goals**” – objectives used to promote economic transformation and empower categories of people who were previously disadvantaged, support inclusive economic participation and support government transformation objectives.

Appointment of event management service provider to provide services to the Department of Social Development for a period of 36 months (2 months in a year) in Dr Kenneth Kaunda District for implementation of Active Ageing Programme.

“Professional Driving Permit (PrDP)” shall mean a professional driving permit required in South Africa for driving certain type of vehicles for commercial or public transport purpose, specifically for operating vehicle like minibuses.

3.2. ACRONYMS

CSD- Central Supplier Database

CPI - Consumer Price Index

DSD – Department of Social Development

GCC - General Conditions of Contract

PPPFA – Preferential Procurement Policy Framework Act

NWP – North West Province

PrDP – Professional Driving Permit

SABS – South African Bureau of Standards

SANS - South African National Standards

SBD- Standard Bidding Document

SLA- Service Level Agreement

SMME - Small Medium & Macro Enterprises as per Small Business Act

VAT- Value Added Tax

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4. DELIVERY ADDRESS

As per nominated host area in North West Department of Social Development Service Point and District.

5. BID REQUIREMENTS

5.1. BID CONDITIONS

- 5.1.1. Faxed and emailed bids will not be considered, only hand delivered bids will be accepted.
- 5.1.2. Bids received after the closing date and time, at the address indicated above will not be accepted and considered.
- 5.1.3. The hard copy of the bid response will serve as the legal document.
- 5.1.4. A bid document must be completed using a black or blue pen.
- 5.1.5. Use of pencil will not be allowed.
- 5.1.6. Use of tippex or correction ink shall not be allowed, where an error has been made, bidders are advised to cancel using a pen and initial then write their corrections.
- 5.1.7. In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest points on Specific Goals.
- 5.1.8. Should it happen that two or more bids scored equal total points in all respects, the award shall be decided by the drawing of lots.
- 5.1.9. The successful bidder will be required to sign the Service Level Agreement (SLA) after the award.
- 5.1.10. As from the effective date the successful bidder shall render the services and expertise as set out in this document and Service Level Agreement (SLA).
- 5.1.11. All bid prices must be quoted in South African currency and must be VAT inclusive where applicable. All bidding vendors must have a VALID bank account.
- 5.1.12. Where arithmetical errors or miscalculations are identified that result in an incorrect total tendered amount, the Department reserves the right to recalculate and correct such errors. The bidder shall be formally notified of any adjustments arising from the correction of arithmetical errors or miscalculations. The corrected total tendered amount shall be used for purposes of evaluation and award.
- 5.1.13. The General Conditions of Contract (GCC) and Bid Forms, as well as other conditions accompanying this invitation, are applicable.

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6. SPECIAL CONDITIONS

- 6.1. In case of any changes to the location and date of the Service Points and District Games due to unforeseen circumstances, the service provider should be prepared to change the arrangements as stipulated by the delegated official.
- 6.2. Service Provider must demonstrate the capacity to deliver services and accommodate any possible project amendment/s which may include change of venue, date and number of participants.
- 6.3. The service provider shall be advised to take immediate corrective action to ensure compliance. Should the service provider fail to comply after corrective measures, then the contract shall be terminated for non-compliance.
- 6.4. Service provider will provide a state of readiness report a week before the implementation of the event to the department.
- 6.5. Service provider to secure athletic stadium for all events within the Service Points and District during the implementation.

7. SUBMISSION OF BIDS

Bidders must submit the bid in hard copy format (paper document) on or before the closing date and time to:

University Drive, Provident House,
1st Floor Supply Chain Management division,
East wing,
Mmabatho
2735

8. LATE BIDS

Bids received after the closing date and time, at the address indicated above will not be accepted for consideration. Please note that bids are late if they are received at the address given in the bid document after bid closing date and time. Late submissions must be registered or marked as such and form part of the evaluation report.

9. VALUE ADDED TAX (VAT)

- 9.1. All bid prices must be quoted in South African currency and must be VAT (15%) inclusive where applicable.

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- 9.2. A person may voluntarily register for VAT if they conduct a business wholly or partly in South Africa and supply goods or services for payment.
- 9.3. A service provider is required to register for VAT in accordance with VAT legislation if their annual turnover exceeds R 2,3 million.
- 9.4. The department will consider the bid amount to be final. In the event that, the service provider registers for VAT during the implementation of the contract, the department will not be liable for the VAT amount that must be paid to the South African Revenue Services (SARS).

10. JOINT VENTURE

- 11.1. Submit a joint venture agreement signed by both parties and a commissioner of oath.
- 11.2. Submit separate SBD 4 forms for each company.
- 11.2. A joint banking account details will be required after award, prior to signing of Service Level Agreement.
- 11.3. A signatory must be nominated and both parties must consent for such nomination.
- 11.4. Tax status for each company must be in good standing.

11. SPECIFICATION

The service provider will render services during active ageing programme activities for older persons at Service Points and District level as follows:

11.1. SERVICE POINT

NO	DESCRIPTION	QUANTITY	PERIOD OF SERVICE
1	Catering:		1 day
	• 2 x bottles per person x 500ml water bottled (PH8) for one participant per day = 1280 bottled water.	1280	
	• Snack packs: (125g potato chips, 1 banana, 1 red apple, 200ml x 100% juice and 60g peanuts).	640	
	• Lunch: (2 x veggies, 2 x salads, 2 x starch, 1 x red meat, 1 x chicken, 1 x 100% Juice 330ml.	640	
2	Provide Transport: Minimum of 15 Seater public transport or greater as per related areas within service point	640	1 day

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3	Provide Media, Publicity and PA Sound System:		1 day
	Provide PA System (for a standard football ground with length of 120 meters and width of 90 meters)	1	
	To advertise the event at local radio station/s	1	
4	Provide Tents, Tables and Chairs: (Per service point) for 1800 (360 x 5) participants		1 day
	Tents Peg & Pole (5m x 10m)	2	
	Heavy duty rectangular folding tables	4	
	Heavy duty plastic chairs	10	

11.2. DISTRICT

NO	DESCRIPTION	QUANTITY	PERIOD OF SERVICE
1	Catering:		1 day
	• 2 x bottles per person x 500ml water bottled (PH8) for one participant per day = 900 bottled water.	900	
	• Snack packs: (125g potato chips, 1 banana, 1 red apple, 200ml x 100% juice and 60g peanuts).	450	
	• Lunch: (2 x veggies, 2 x salads, 2 x starch, 1 x red meat, 1 x chicken, 1 x 100% Juice 330ml).	450	
2	Provide Transport: Minimum of 15 Seater public transport or greater as per related areas within the district	450	1 day
3	Provide Media, Publicity and PA Sound System:		1 day
	Provide PA System (for a standard football ground with length of 120 meters and width of 90 meters)	1	
	To advertise the event at local radio station/s	1	
4	Provide Tent and Tables/ Chairs:		1 day
	Tent Peg & Pole (5m x 10m)	1	
	heavy duty rectangular folding tables	5	
	heavy duty plastic chairs	12	

12. BID EVALUATION STAGES

13.1. STAGE 1: BID ADMINISTRATIVE REQUIREMENTS

- 13.1.1. Central Supplier Database report/Master registration number for proof of CSD registration
- 13.1.2. Tax compliance status pin.
- 13.1.3. Bidders employed by the state are not allowed to participate in this bid.

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- 13.1.4. All bidders who are restricted in terms of National Treasury list of restricted suppliers are not allowed to participate in this bid.
- 13.1.5. Fully completed and signed SBD 1: Invitation of Bid.
- 13.1.6. Fully completed and signed SBD 4: Bidders Disclosure.
- 13.1.7. Fully completed and signed SBD 6.1: Preferential Point Claim form in Terms of the Preferential Procurement Regulation 2022.
- 13.1.8. Attach General Conditions of Contract.

13.2. STAGE 2 MANDATORY REQUIREMENTS

- 13.2.1. In cases where bidders form a Joint Venture, the following shall be applicable:
 - 13.2.1.1 Bidders must submit a joint venture agreement signed by both parties and attested by the Commissioner of Oaths.
- 13.2.2. Submit separate SBD 4 forms for each company
- 13.2.3. The service provider to attach proof of liability Insurance Cover to a minimum amount of ten million rand (R10 million).
- 13.2.4. The service provider should submit roadworthy certificate/s and PrDP/s.
- 13.2.5. The service provider should submit a valid food handling certificate.

FAILURE TO SUBMIT THE ABOVE-MENTIONED DOCUMENTS THE BIDDER WILL BE DECLARED NON-RESPONSIVE

**13.3. STAGE 3 EVALUATION CRITERIA
FUNCTIONALITY**

Functionality	Requirements	Value	Points	Weight
Financial capacity	Bank grading	Stamped Bank grading letter from a Registered Financial Institution not older than three (3) months relevant to this bid.	Bank Grading A = Three (3) points. Bank Grading B = Two (2) points. Bank Grading C = One (1) point. Bank Grading D and below = zero (0) point.	20%
Transportation	Proof of public transport (minimum 15	Proof of own public transport:	Proof of own/leased public transport:	40%

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	seater or greater)	<ul style="list-style-type: none"> • A valid vehicles registration certificate registered in the bidder's name or company name. • A valid disk issued by Licensing Authority. <p>Proof of leased public transport:</p> <ul style="list-style-type: none"> • Proof of Lease agreement, • A valid vehicle registration certificate registered in the lessor's name • A valid disk issued by Licensing Authority. <p>Lease agreement compliant standard: (validity period to be stated and should be signed by both parties)</p>	<p>24 x 15 seater = five (5) points. 16 x 22 seater = five (5) points. 5 x 60 seater = five (5) points.</p> <p>Proof of own/leased public transport: 12 x 15 seater = three (3) points. 8 x 22 seater = three (3) points. 3 x 60 seater = three (3) points.</p> <p>Proof of own/leased public transport: 6 x 15 seater = one (1) points. 4 x 22 seater = one (1) points. 1 x 60 seater = one (1) point. No evidence attached is = zero (0) point.</p>	
Company experience	Corresponding verifiable reference letters in referee's letterhead and contract/SLA adding up to a minimum of twenty four (24) months Experience within the past 60 months	Knowledge, experience, track record and proof of successful delivery in events of a similar nature.	5 Letters - 5 points. 4 Letters - 4 points. 3 Letters - 3 points. 2 Letters - 2 points. 1 Letters - 1 point. 0 Letter – 0 point.	40%
Total				100
Minimum acceptable score				70%

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NB: Bidder must obtain a minimum score of 70% points in order to progress to the next stage of evaluation. Failure to meet the minimum threshold for functionality, the bidder will be non-responsive.

13.4. STAGE 4: PRICE AND SPECIFIC GOALS POINTS

13.4.1. PRICE

The 80/20 preference point system will apply and the lowest acceptable tender will be used to determine the applicable preference point system.

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be evaluated by the department on the 80/20 preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- Specific goals (maximum 20points)

The following formula will be used to calculate the points for price:

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

Where:-

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

13.4.2. POINTS AWARDED FOR SPECIFIC GOALS FOR THIS BID

The following Specific Goals and points apply to this bid:

No	Specific Goals	Procurement Transactions Preference Points allocated out of 20	Points Claimed
1.	Persons historically disadvantaged on the basis of race	Maximum of 10 points for black ownership <ul style="list-style-type: none"> • 100% black ownership = 10 • 75% - 99% black ownership = 8 • 60% - 74% black ownership = 6 • 51% - 59% black ownership = 3 	

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		<ul style="list-style-type: none"> • 1% - 50% black ownership = 2 • 0% black ownership = 0 <p style="text-align: center;">CSD Report to be attached</p>	
2.	<p>Enterprises located in a specific (Mandatory area):</p> <ul style="list-style-type: none"> • for work to be done or services to be rendered in that area <p>Tender (RFP) will specify which of the above will apply.</p> <p><i>(must be included as a specific goal)</i></p>	<p>Maximum 4 points</p> <p>Bidders are allowed to choose only one</p> <ul style="list-style-type: none"> • Rural / Village / Township / Urban Area / Anywhere in the District = 04 points • NW Province = 02 points • South Africa = 01 point <p>Should the required locality merely be the Province, full points will be applied to the province.</p> <p>Should the required locality be anywhere in South Africa, full points will be applied.</p> <p>Proof of residence to be attached as detailed on SBD 6.1.</p>	
3.	<p>Choose anyone (1), two (2), three (3), four (4) or five (5) of the following specific goals (may):</p>	<p>Maximum 6 points</p> <p>Points for each specific</p> <p>Total points should not exceed 6 points</p>	
	<p>1. Enterprises owned by women.</p>	<p>2 points</p> <p>Proof of women ownership will be verified on CSD</p>	
	<p>2. Enterprises owned by people with disability.</p>	<p>2 points</p> <p>A completed "Confirmation of Diagnosis of Disability" form endorsed by a duly registered medical practitioner which will remain valid for 10 years where the disability is of a permanent nature or a medical report and functional assessment report confirming the disability or CSD report confirming disability status</p>	
	<p>3. Enterprises owned by military veterans.</p>	<p>1 point</p> <p>CSD Report / Military veteran certificate issued by the Department of Military veterans in the name of the individual or company</p>	

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	<p>4. Enterprises owned by youth*. *persons aged 35 years and below in line with applicable laws.</p>	<p>1 point Proof of youth ownership will be verified on CSD.</p>	
	<p>5 Cooperatives enterprises</p>	<p>0 point Proof of cooperatives ownership will be verified on CSD.</p>	
TOTAL:			

13.4.2.1. Where reference is made to Locality, the following location and points apply:
Choose only one:

13.4.2.1.1. Bidders must choose only one of the above (only one proof to be attached for location, either a rural/ township/ village, Local Municipality or Any area within a District Municipality).

13.4.2.1.2. Locality. The points claimed for locality will be allocated as stipulated on table 13.4.2 if the bidder declares that they have Proof of Locality at the time of the declaration. If no proof of locality for the location described exists, then zero points must be claimed.

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

13.COSTING STRUCTURE

Service provider is required to submit the costing structure as per the commodity outlined in the specification document.

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13.1. SERVICE POINT

NO	DESCRIPTION	QUANTITY	PERIOD OF SERVICE	AMOUNT
1	Catering:		1 day	
	<ul style="list-style-type: none"> 2 x bottles per person x 500ml water bottled (PH8) for one participant per day = 1280 bottled water. 	1280		
	<ul style="list-style-type: none"> Snack packs: (125g potato chips, 1 banana, 1 red apple, 200ml x 100% juice and 60g peanuts). 	640		
	<ul style="list-style-type: none"> Lunch: (2 x veggies, 2 x salads, 2 x starch, 1 x red meat, 1 x chicken, 1 x 100% Juice 330ml). 	640		
2	Provide Transport: Minimum of 15 Seater public transport or greater as per related areas within service point	640	1 day	
3	Provide Media, Publicity and PA Sound System:		1 day	
	Provide PA System (for a standard football ground with length of 120 meters and width of 90 meters)	1		
	To advertise the event at local radio station/s	1		
4	Provide Tents, Tables and Chairs: (Per service point) for 1800 (360 x 5) participants		1 day	
	Tents Peg & Pole (5m x 10m)	2		
	Heavy duty rectangular folding tables	4		
	Heavy duty plastic chairs	10		
TOTAL				

Appointment of event management service provider to provide services to the Department of Social Development for a period of 36 months (2 months in a year) in Dr Kenneth Kaunda District for implementation of Active Ageing Programme.

VAT 15%	
GRAND TOTAL	

14.2. DISTRICT

NO	DESCRIPTION	QUANTITY	PERIOD OF SERVICE	AMOUNT
1	Catering:		1 day	
	• 2 x bottles per person x 500ml water bottled (PH8) for one participant per day = 900 bottled water.	900		
	• Snack packs: (125g potato chips, 1 banana, 1 red apple, 200ml x 100% juice and 60g peanuts).	450		
	• Lunch: (2 x veggies, 2 x salads, 2 x starch, 1 x red meat, 1 x chicken, 1 x 100% Juice 330ml.	450		
2	Provide Transport: Minimum of 15 Seater public transport or greater as per related areas within the district	450	1 day	
3	Provide Media, Publicity and PA Sound System:		1 day	
	Provide PA System (for a standard football ground with length of 120 meters and width of 90 meters)	1		
	To advertise the event at local radio station/s	1		
4	Provide Tent and Tables/ Chairs:		1 day	
	Tent Peg & Pole (5m x 10m)	1		
	Heavy duty rectangular folding tables	5		
	Heavy duty plastic chairs	12		
TOTAL				

Appointment of event management service provider to provide services to the Department of Social Development for a period of 36 months (2 months in a year) in Dr Kenneth Kaunda District for implementation of Active Ageing Programme.

VAT 15%	
GRAND TOTAL	

14.3. SUMMARY COSTING STRUCTURE

DESCRIPTION	AMOUNT
Service Points	
District	
GRAND TOTAL BID PRICE FOR SERVICE POINTS AND DISTRICT	

15. ADDITIONAL OBJECTIVE CRITERIA

15.1. The Department reserves the right not to award this bid to the highest scoring bidder/s.

15.2. Bidders will only be considered for one (1) District.

15.3. In an instance where the highest scoring bidder(s) has already been considered in one District (as per reference numbers below), such a bidder will not be considered for this bid, the next responsive bidder(s) will be considered for award:

NW/DSD/12(A)/2025, NW/DSD/12(B)/2025, NW/DSD/12(C)/2025 or NW/DSD/12(E)/2025

16. PAYMENT SCHEDULE

16.3. Payments to the service provider will be scheduled as follows:

16.3.1. First invoice will be paid upon completion of service at Service Points.

16.3.2. Second invoice will be paid upon completion of service at District.

16.3.3. Payments will be made based on the actual services rendered.

Appointment of event management service provider to provide services to the Department of Social Development for a period of 36 months (2 months in a year) in Dr Kenneth Kaunda District for implementation of Active Ageing Programme.

17. ESCALATION

All prices agreed upon when the agreement is concluded shall remain unchanged for the first Twelve (12) months. Annual Price Escalation will be based on the Gazetted Consumer Price Index (CPI) and effected on every anniversary of the contract.

18. PRICE NEGOTIATIONS

The Department reserves the right to negotiate prices with the responsive bidder prior to award. If after negotiations the Department does not reach agreement with the responsive bidder in line with the regulation, the Department may cancel the bid.

19. DUTIES AND OBLIGATIONS OF THE APPOINTED SERVICE PROVIDER

- 19.1. To enter into a Service Level Agreement (SLA) with the Department.
- 19.2. To supply and deliver services to areas identified as per the schedule by the Department.
- 19.3. To ensure compliance to food handling safety standards at all levels.
- 19.4. Bidders to attach a food handling certificate issued by health inspector.
- 19.5. To ensure safety of transport including accessibility standards for persons with Disabilities.
- 19.6. The transport used should be compliant to all regulatory requirements in line with The National Land Transport Act 5 of 2009 and The Road Transportation Act 74 of 1977.
- 19.7. The service provider should submit roadworthy certificate/s and PrDP five days prior to the event.
- 19.8. To work closely with delegated official/s of the Department within the allocated area.
- 19.9. The service provider is required to collect clients from a nominated central point within the related area. The service provider shall agree with the delegated official/s on the pick-up and return times, to ensure that older persons are dropped off at a time that allows them to walk home safely while it is still daylight.
- 19.10. The service provider should not unilaterally amend the schedule provided by the Department.
- 19.11. Bidders to only subcontract service providers within the mandatory area (For work to be done or services to be rendered in that area).
- 19.12. The service provider must ensure that there is a contingency plan for transporting participants in the event that there are breakdowns.

Appointment of event management service provider to provide services to the Department of Social Development for a period of 36 months (2 months in a year) in Dr Kenneth Kaunda District for implementation of Active Ageing Programme.

20. DELIVERABLES / OUTPUTS

- 20.1. Deliver services according to the specification and Service Level Agreement.
- 20.2. Submit signed delivery notes and invoices to the delegated official upon delivery of service.
- 20.3. The invoice must indicate the following:
 - 20.3.1. Date and invoice number
 - 20.3.2. Order Number
 - 20.3.3. Name and address of the service provider
 - 20.3.4. Name and Address of the Department
 - 20.3.5. District Office where service is rendered
 - 20.3.6. Quantity and amount per item
 - 20.3.7. If VAT vendor, VAT amount to be separately indicated

21. DUTIES AND OBLIGATIONS OF THE DEPARTMENT

- 21.1. To identify participants to the Active ageing programme.
- 21.2. To liaise with the service provider for the procurement and delivery of services.
- 21.3. To thoroughly check the completeness, quality, damages and compliance specification.
- 21.4. The Department will avail schedule of activities to the service provider a week after consultation with all stakeholders.
- 21.5. The Department to avail participants' dietary restrictions/allergies prior to event day.
- 21.6. To record and account for the services received.
- 21.7. Keep a database of participants.
- 21.8. Ensure payment of services within 30 days upon receipt of a complete and correct invoice and delivery note.

Appointment of event management service provider to provide services to the Department of Social Development for a period of 36 months (2 months in a year) in Dr Kenneth Kaunda District for implementation of Active Ageing Programme.

22. BID ENQUIRIES

Contact person: Technical matters:

Name: Ms B Mabejane

Tel: 018 388 2005/ 1639

E-mail: bmabejane@nwpg.gov.za

Contact Person: Supply Chain Management related matters:

Name: Ms Z Peter

Contact: (018) 388 4235

Email: zpeter@nwpg.gov.za

NB: All enquires must be in writing

Appointment of event management service provider to provide services to the Department of Social Development for a period of 36 months (2 months in a year) in Dr Kenneth Kaunda District for implementation of Active Ageing Programme.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF SOCIAL DEVELOPMENT					
BID NUMBER:	NW/DSD/12 (D)2025	CLOSING DATE:	28 MAY 2026	CLOSING TIME:	11H00AM
DESCRIPTION	APPOINTMENT OF EVENT MANAGEMENT SERVICE PROVIDER TO PROVIDE SERVICES TO THE DEPARTMENT OF SOCIAL DEVELOPMENT FOR A PERIOD OF 36 MONTHS (2 MONTHS IN A YEAR) IN DR KENNETH KAUNDA DISTRICT FOR IMPLEMENTATION OF ACTIVE AGEING PROGRAMME				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
FIRST FLOOR UNIVERSITY DRIVE					
PROVIDENT HOUSE BUILDING					
SUPPLY CHAIN MANAGEMENT DIRECTORATE					
NORTH WING ENTRANCE, MMABATHO 2735					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	MS Z PETER		CONTACT PERSON	Ms B MABEJANE	
TELEPHONE NUMBER	018 388 4235		TELEPHONE NUMBER	018 388 2005/1639	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	zpeter@nwpg.gov.za		E-MAIL ADDRESS	bmabejane@nwpg.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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	
	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS 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?

YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES NO

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

PART B
TERMS AND CONDITIONS FOR BIDDING

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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

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

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

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

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

.....
Signature Date

.....
Position Name of bidder

SPECIFIC GOALS DECLARATION IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

BIDS

This specific goals form must form part of all quotations. It contains general information required by legislation and serves as the declaration for the specific goals claimed by the bidder.

NB: IN COMPLETING THIS FORM, BIDDERS MUST BE AWARE OF THE CONDITIONS OF TENDER, GENERAL CONDITIONS OF CONTRACT, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND THE BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT AND CODES OF GOODS PRACTICE.

1. GENERAL CONDITIONS

1.1 The following point systems are applicable to all Bids:

- The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

1.2 Points for this bid shall be awarded for:

1.2.1 Price; and

1.2.2 Specific goals.

1.3 The points for price and the points for specific goals will be added and subject to section 2(1) (f) of the PPPFA, the award will be to the bidder that scores the highest points.

1.4 Failure on the part of a bidder to declare or submit proof when requested, will be interpreted to mean that points for specific goals are not claimed.

1.5 The department reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required.

2. DEFINITIONS

2.1. "**Acceptable bids**" means a bid which in all respects complies with the specifications and Conditions of Tender as set out in the tender document.

2.2. "**Black people**" means Africans, Coloureds and Indians (refer to the B-BBEE Act for more details)

2.3. "**Central Supplier Database**" means the database managed by National Treasury at www.csd.gov.za.

2.4. "**Disabled person**" means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being AND is in possession of a proof of disability.

2.5. "**EME**" means an Exempted Micro Enterprise in terms of the relevant code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

2.6. "**Locality**" means that the enterprise has either its head office or an operational office located in that location AND they are in possession of proof of locality.

2.7. "**Military Veteran**" has the meaning assigned to it in Section 1 of the Military Veterans Act, 2011 (Act No. 18 of 2011).

2.8. **“Proof of Disability”** means:

2.8.1. A CSD report will be used to verify disability ownership.

2.9. **“Proof of Residence”** means:

2.9.1. A municipal rates invoice in the name of the company submitting the bid that has been issued within the last six months;

2.9.2. An affidavit or equivalent from an authorised traditional leaders or local councillor in regions where municipal rates invoices are not available, showing the township name and ERF number or physical address issued within the last six months

2.9.3. A signed lease with a property owner located in that municipality/township (Department of Social Development may request a recent statement from the landlord); Confirmation letter from the landlord issued within the last six months.

2.9.2. **“Proof of Ownership”** means:

2.9.2.1. The % ownership indicated on the Central Supplier Database. The CSD integrates with the systems at Home Affairs (demographic information); Companies and Intellectual Property Commission (CIPC) (for company information such as shareholding); and other databases (such as the banks).

2.9.3. **“Proof of Military Veteran”** means a:

2.9.3.1. A CSD report will be used to verify military veteran ownership.

2.9.4. **“Price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

2.9.5. **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

2.9.6. **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of the tender invitation.

2.9.7. **“SARS”** means the South African Revenue Service.

2.9.8. **“Specific Goals”** means those goals as contemplated in section 2(1)(d) of the PPPFA which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

2.9.9. **“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

2.9.10. **“Youth”** means persons between the ages of 14 and 35.

3. PRICE FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE - THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:
80/20

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

Where

Ps = Points scored for price of the bid under consideration

Pt = Price of the bid under consideration

Pmin = Price of lowest acceptable bid

3.2. PRICE FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING CONTRACTS

3.3. POINTS AWARDED FOR PRICE

A maximum of 80
80/20

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

Where

Ps = Points scored for price of the bid under consideration

Pt = Price of the bid under consideration

Pmax = Price of highest acceptable bid

4. POINTS AWARDED FOR SPECIFIC GOALS FOR THIS BID:

4.1. The following Specific Goals and points apply to this Bid:

No	Specific Goals	Procurement Transactions Preference Points allocated out of 20	Points Claimed	Procurement Transactions Preference Points allocated out of 10	Points Claimed
1.	Persons historically disadvantaged on the basis of race	Maximum of 10 points for black ownership <ul style="list-style-type: none"> • 100% black ownership = 10 • 75% - 99% black ownership = 8 • 60% - 74% black ownership = 6 • 51% - 59% black ownership = 3 • 1% - 50% black ownership = 2 • 0% black ownership = 0 CSD Report to be attached		Maximum of 5 points for black ownership <ul style="list-style-type: none"> • 100% black ownership = 5 • 75% - 99% black ownership = 4 • 60% - 74% black ownership = 3 • 51% - 59% black ownership = 2 • 1% - 50% black ownership = 1 • 0% black ownership = 0 CSD Report to be attached	
2.	Enterprises located in a specific (Mandatory area):	Maximum 4 points Bidders are allowed to choose only one <ul style="list-style-type: none"> • Rural / Village / Township / Urban Area / Anywhere in the 			

<ul style="list-style-type: none"> for work to be done or services to be rendered in that area <p>Tender (RFP) will specify which of the above will apply. <i>(must be included as a specific goal)</i></p>	<p>District = 04 points</p> <ul style="list-style-type: none"> NW Province = 02 points South Africa = 01 point <p>Should the required locality merely be the Province, full points will be applied to the province.</p> <p>Should the required locality be anywhere in South Africa, full points will be applied.</p> <p>Proof of residence to be attached as detailed on SBD 6.1.</p>			
<p>Choose anyone (1), two (2), three (3), four (4) or five (5) of the following specific goals <i>(may)</i>:</p>	<p>Maximum 6 points</p> <p>Points for each specific</p> <p>Total points should not exceed 6 points</p>		<p>Maximum 5 points</p> <p>Points for each specific</p> <p>Total points should not exceed 5 points</p>	
<p>1. Enterprises owned by women.</p>	<p>2 points</p> <p>Proof of women ownership will be verified on CSD</p>		<p>1 point</p> <p>Proof of women ownership will be verified on CSD</p>	
<p>2. Enterprises owned by people with disability.</p>	<p>2 points</p> <p>A completed "Confirmation of Diagnosis of Disability" form endorsed by a duly registered medical practitioner which will remain valid for 10 years where the disability is of a permanent nature or a medical report and functional assessment report confirming the disability or CSD report confirming disability status</p>		<p>2 points</p> <p>A completed "Confirmation of Diagnosis of Disability" form endorsed by a duly registered medical practitioner which will remain valid for 10 years where the disability is of a permanent nature or a medical report and functional assessment report confirming the disability or CSD report confirming disability status</p>	
<p>3. Enterprises owned by military veterans.</p>	<p>1 point</p> <p>CSD Report / Military veteran certificate issued by the Department of Military veterans in the name of the individual or company</p>		<p>1 point</p> <p>CSD Report / Military veteran certificate issued by the Department of Military veterans in the name of the individual or company</p>	

<p>4. Enterprises owned by youth*. *persons aged 35 years and below in line with applicable laws.</p>	<p>1 point Proof of youth ownership will be verified on CSD.</p>		<p>1 point Proof of youth ownership will be verified on CSD.</p>	
<p>5 Cooperatives enterprises</p>	<p>0 point Proof of cooperatives ownership will be verified on CSD.</p>		<p>0 point Proof of cooperatives ownership will be verified on CSD.</p>	
<p>TOTAL</p>	<p>20 MAX:</p>		<p>10 MAX</p>	

4.2. Where reference is made to Locality, the following location and points apply: Choose only one:

4.2.1. Bidders must choose only one of the above (only one proof to be attached for location, either a rural/ township/ village, Local Municipality or Any area within a District Municipality).

4.2.2. Locality. The points claimed for locality will be allocated as stipulated on table 4.1 if the bidder declares that they have Proof of Locality at the time of the declaration. If no proof of locality for the location described exists, then zero points must be claimed.

4.2.2.1. Note that if the department requests proof of location, and the proof can either not be provided OR if the proof is dated after the declaration date, this will be deemed to be mis-representation and the department will begin the remedy outlined below.

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm.....

5.2. Company registration number:

5.3. CSD Number: MAAA.....

5.4. TYPE OF COMPANY/ FIRM

<input type="checkbox"/> Partnership/Joint Venture / Consortium	<input type="checkbox"/> Personal Liability Company
<input type="checkbox"/> One-person business/sole propriety	<input type="checkbox"/> (Pty) Limited
<input type="checkbox"/> Close corporation	<input type="checkbox"/> Non-Profit Company
<input type="checkbox"/> Public Company	<input type="checkbox"/> State Owned Company
[TICK APPLICABLE BOX]	

6. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, declare the points claimed and I / we acknowledge that:

2.1 The information furnished is true and correct;

2.2 The points claimed are in accordance with the General Conditions as indicated in paragraph 1, 2 and 5 of this declaration;

2.3 In the event of a contract being awarded as a result of points claimed and any other information at the disposal of the Department of Social Development, the bidder may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

2.4 If the points claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) Forward the matter for criminal prosecution.

 SIGNATURE(S) OF BIDDERS(S)
SURNAME AND NAME:
DATE:
ADDRESS

**GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT**

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

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

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

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

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

**8. Inspections,
tests and
analyses**

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

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

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

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

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

12. Transportation

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

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard

the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security,

damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

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

26. Termination for insolvency

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

27. Settlement of Disputes

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

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

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

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

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

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

28. Limitation of liability

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

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

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