



## forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

# INVITATION TO BID

## BID NUMBER: DFFE-T026 (22-23)

APPOINTMENT OF A PANEL OF FREELANCE LANGUAGE PRACTITIONERS (SERVICE PROVIDER(S) NAMELY LANGUAGE AGENCIES OR COMPANIES) FOR THE RENDERING OF TRANSLATION SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Contact persons:

Name : Ms. Christelle van der Colff  
Office Telephone No. : (012)- 399-9616  
E-Mail : [cvdcolff@dffe.gov.za](mailto:cvdcolff@dffe.gov.za)

### NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION

Company name	Supplier registration number	Unique reference number	
			<b>Main contractor</b>
			<b>Sub-contracted/ joint venture comp 1</b>
			<b>Sub-contracted/ joint venture comp 2</b>

**CLOSING DATE OF THE BID: 22 AUGUST 2022 AT 11H00**

## PART A INVITATION TO BID /

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	DFFE-T026 (22-23)	CLOSING DATE:	22 AUGUST 2022	CLOSING TIME:	11:00
DESCRIPTION	<b>APPOINTMENT OF A PANEL OF FREELANCE LANGUAGE PRACTITIONERS (SERVICE PROVIDERS(S) NAMELY LANGUAGE AGENCIES OR COMPANIES) FOR THE RENDERING OF TRANSLATION SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Department of Forestry Fisheries and the Environment; The Environment House,					
473 Steve Biko Road; Cnr Soutpansberg and Steve Biko Road, Arcadia Pretoria /Tshwane					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Ms Vonani Rikhotso; Mpho Lehutso; Tlotlo Thupe		CONTACT PERSON	Ms. Christelle van der Colff	
TELEPHONE NUMBER	012 399 9670/9671/9055		TELEPHONE NUMBER	(012)-399-9616 067 417 3788	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	vrikhotso@dffe.gov.za mlehutso@dffe.gov.za mthupe@dffe.gov.za		E-MAIL ADDRESS	<a href="mailto:cvdcolff@dffe.gov.za">cvdcolff@dffe.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
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] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
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 PART B:3 ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
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	
<b>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.</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>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.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>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."</p>

**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:

.....

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: .....	BID NO: DFFE-T026 (22-23)
CLOSING TIME 11h00	CLOSING DATE: 22 AUGUST 2022

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

**DESCRIPTION: APPOINTMENT OF A PANEL OF FREELANCE LANGUAGE PRACTITIONERS (SERVICE PROVIDER(S), NAMELY LANGUAGE AGENCIES OR COMPANIES) FOR THE RENDERING OF TRANSLATION SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

\*\*(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

R.....

4. PERSON AND POSITION

HOURLY RATE                      DAILY RATE

.....	R.....	.....

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

.....	R.....	..... days

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

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

TOTAL: R.....

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

Name of Bidder: .....

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

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

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

\*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

Department of Forestry Fisheries and the Environment

Contact Person: Tlotlo Thupe; Vonani Rikhotso and Mpho Lehutso

Tel: (012) 399 9670/9671/9055

E-mail: [mthupe@dffe.gov.za](mailto:mthupe@dffe.gov.za) ; [vrikhotso@dffe.gov.za](mailto:vrikhotso@dffe.gov.za) or [mlehutso@dffe.gov.za](mailto:mlehutso@dffe.gov.za)

Or for technical information –

Name : Ms. Christelle van der Colff

Office Telephone No. : 012 399-9616

Cellphone No. : 067 417 3788

E-Mail : [cvdcolff@dffe.gov.za](mailto:cvdcolff@dffe.gov.za)

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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 with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

---

<sup>1</sup> 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.

.....  
.....

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

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> 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

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

**SBD4**

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

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference 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); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser 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 by the purchaser.



B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## 5. BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor: . = maximum 20 points

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

## 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		

Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....  
 .....  
 .....  
 .....

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

- iv) If the B-BBEE status level of contributor has been 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.

WITNESSES
1. ....
2. ....

.....
SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....
.....
.....



## forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

**THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) AS AN ORGAN OF STATE SUBSCRIBES TO AND PROPAGATES BOTH THE NOTION OF BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT, 2003 (ACT NO. 53 of 2003) (BBBEE), THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 (ACT NO. 5 of 2000) AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### **TERMS OF REFERENCE**

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF FREELANCE PRACTITIONERS (SERVICE PROVIDERS, NAMELY LANGUAGE AGENCIES OR COMPANIES) FOR THE RENDERING OF TRANSLATION SERVICES FOR A THIRTY-SIX (36) MONTHS PERIOD**

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## **1. PURPOSE**

- 1.1 To appoint a panel of freelance language practitioners (service providers, namely language agencies or companies) to translate documents for the Department of Forestry, Fisheries and the Environment (DFFE) in accordance with the Use of Official Languages Act, 2012 (Act No. 12 of 2012) (UOLA), the Regulations made in terms of the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000) and the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996) as the need arises.

## **2. INTRODUCTION AND BACKGROUND**

- 2.1 In terms of section 4(1) of UOLA, every national department, national public entity or national public enterprise must adopt a language policy regarding its use of official languages for government purposes, among other things, to communicate with members of the public effectively. UOLA enjoins the DFFE to adopt a language policy within 18 months from the date of commencement of the Act or such further period as the Minister responsible for language matters may prescribe, provided that such prescribed period may not exceed six months. In this regard, the Language Policy of the DFFE was adopted in 2016.
- 2.2 In 2015, the Language Service (LS) Subdirectorate in the Office of the Director-General developed a language policy for the DFFE. The Language Policy was adopted and gazetted for implementation in August 2016. In terms of the Language Policy of 2016, English, isiZulu and Setswana were the official languages of the DFFE.
- 2.3 On 14 February 2017, the Pan South African Language Board (PanSALB) held public hearings on the use of official languages by national government departments. At the public hearings, PanSALB raised a number of concerns. The concerns included the minimum number of languages preferred by the DFFE in its Language Policy. In particular, the lack of a clear indication of how the DFFE will ensure the promotion of multilingualism. As a result, it was decided that the adopted Language Policy would be reviewed to address the concerns raised and to incorporate the recommendations presented by PanSALB.
- 2.4 In line with the above legislation, in the process of reviewing the adopted Language Policy of the DFFE, internal consultations were held with key stakeholders such as the Law Reform and Policy Coordination Chief Directorate, the Office of the Chief Financial Officer, Facilities Management, Communications and Risk Management. The draft reviewed Language Policy was also presented at the Governance and Administrative (G&A) cluster meeting on 15 October 2021, following which the cluster was requested to submit their comments by email. No comments were received in this regard. The review was done in line with paragraph 13 of the adopted Language Policy of 2016, in which it is stated that the adopted Language Policy must be read with the empowering provisions of UOLA, section 4(1)(h) and Regulation 3(2) of the Use of Official Languages Regulations, 2013. In this regard, a notice to publish the 2022 draft reviewed Language Policy in the *Government Gazette* for public comment was approved by the Minister. Members of the cluster and internal staff had an opportunity to comment until the 30-

day commenting period closed on 21 February 2022. The 2022 reviewed Language Policy has been approved by the Minister for gazetting for implementation.

- 2.5 The DFFE is mandated to render services in line with the Batho Pele principles, as adopted by the national government. The review of the Language Policy is in accordance with the Batho Pele principles. To ensure transparency and equal access to information, all 11 South African official languages have been adopted. However, the DFFE will take into account the usage, practicality, cost and budget availability, regional circumstances, balance of needs and preferences of the population as a whole when implementing the Language Policy. A paragraph in this regard has been included in the reviewed Language Policy. To address the concerns raised by PanSALB, the DFFE will apply different, but practical strategies of promoting multilingualism, such as translation and terminology development, and writing articles to ensure that the official languages are used and promoted, and to ensure effective communication with the community.
- 2.6 The contract will require the freelance language practitioners (service providers, namely language agencies or companies) to i) translate requested documents for the DFFE (primarily for documents identified by the LS Sub directorate) and to ii) ensure that they edit and proofread their translations before submitting the final product.

### **3. OBJECTIVE**

- 3.1 To ensure that identified and requested documents in the DFFE are translated into the official languages of the Republic of South Africa (RSA). The LS Subdirectorates will liaise with the Branches regarding their requested translations and facilitate the utilisation of the appointed service providers.

### **4. SCOPE AND EXTENT OF THE WORK**

- 4.1 To translate identified (by the LS Subdirectorates) and requested documents (from Branches) into the relevant official language(s) of the RSA, namely Afrikaans, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, Siswati, Tshivenda, Xitsonga, as required.
- 4.2 The above must be undertaken in line with the project brief as provided by the DFFE.
- 4.3 To ensure that the freelance language practitioners (service providers, namely language agencies or companies) edit and proofread their translations before submitting the final product.
- 4.4 To ensure that translations contain no spelling, syntax or typographical errors and follow grammatical conventions.
- 4.5 To ensure that the source document (English) is not translated directly.
- 4.6 To ensure that the appropriate register is used in translations.
- 4.7 To ensure that translations are complete.

- 4.8 To ensure that there is no ambiguity in terms of the choice of words used in translations.
- 4.9 To ensure that consistent diction is used in translations.
- 4.10 To ensure that names and trademarks are preserved in translations.
- 4.11 To keep to the original formatting of the source document (English) and to return the translation to the relevant Branches and the LS Subdirectorate in the format and style received.
- 4.12 To ensure that the translated message in the target text corresponds with the original message.
- 4.13 To ensure that the appointed service providers adhere to set deadlines per translation project.

## **5. EXPECTED DELIVERABLES/OUTCOMES**

- 5.1 Translated documents that have followed the translation brief strictly and are submitted timeously (in some instances, the time frame will be at very short notice).

## **6. PERIOD OF PROJECT**

- 6.1 A suitable panel of freelance language practitioners (**up to a maximum of four companies or agencies**) will be appointed for a period of thirty-six (36) months after the signing of the SLA by both parties and issuing of an official order by the DFFE.
- 6.2 The appointed service provider(s) will be rotated as and when required.

## **7. COSTING/COMPREHENSIVE BUDGET**

- 7.1 Comprehensive fixed costing/rate per word must be provided on Annexure A: Pricing Schedule and SBD 3.3 inclusive of all disbursement costs, such as delivery costs, travelling and accommodation costs and other expenses inclusive of VAT.
- 7.2 The service provider(s) shall be bound to execute all the required quantities of scope as needed by the DFFE during the period of the contract.
- 7.3 The DFFE reserves the right to benchmark and negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including prices/flat rates without offering the same opportunity to any other bidder(s) who has or have not been awarded the status of the preferred bidder(s).
- 7.4 The offer must be valid for 120 days.

## **8. EVALUATION CRITERIA**

- 8.1 The evaluation for this bid will be carried out in the following three (3) phases:
  - Phase 1: Pre-compliance

- Phase 2: Functional Evaluation Criteria
- Phase 3: Price and BBEE

## 8.2 PHASE 1: Pre-compliance

8.2.1 During this phase, the bid proposal will be evaluated/reviewed to determine the compliance with SCM returnable documents (standard bidding documents) and Central Supplier Database (CSD) report in the table in 8.2.2 below. All documents should be submitted with the bid documents at the closing date and time of the bid. Non-completed and unsigned SBDs may result on the bid being disqualified and will not be evaluated further.

8.2.2 The bid proposal will be screened for compliance with administrative requirements, as indicated below:

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/COMPLIANCE
1	Master Bid Document	Provided and bound
Included in the Bid Document		
2	SCM - SBD 1 - Invitation to Bid	Duly completed and signed
3	SBD 3.3 and Annexure A: Pricing Schedule	Fully completed
4	SCM - SBD 4 – Bidders Disclosure	Duly completed and signed
5	Tax Compliance and CSD Registration	Attached CSD registration number/ Proof of CSD registration and/or SARS Tax Pin
6	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017	Duly completed and signed
7	In case of bids where Consortia/Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal	JV agreement completed and signed, if applicable

## 8.3 PHASE 2: Functionality Criteria

8.3.1 Only bid proposals that meet Phase 1: Pre-compliance requirements will be evaluated on functionality criteria.

8.3.2 The bidder must score a minimum of **75%** during Phase 2 (functionality/technical) of the evaluation to qualify for Phase 3 of the evaluation where the price and BBBEE will be considered.

8.3.3 The following values/indicators will be applicable when evaluating functionality:

**0 = Non-compliance, 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent**

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY: (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
<p><b>Certified copy of related qualifications of team leader and qualified translators (language practitioners) to be assigned to the project, in other words, a degree, diploma or certificate in translation.</b></p>	<p><b>Bidder(s) are required to submit/attach a certified copy(ies) of relevant qualification(s) of the team leader and the qualified translators (language practitioners), in other words, a Certificate in the Principles and Practice of Translation, a National Diploma in Language Practice, a National Diploma in Translation, a BTech in Translation, a BTech in Language Practice, a Postgraduate Diploma in Translation, a Postgraduate Diploma in Language Practice, a BA Degree in Linguistics or Applied Linguistics, a BA Degree in Language Practice, a BA Degree in Translation Studies, a BA Honours Degree in Language Practice, a BA Honours Degree in Applied Linguistics, a BA Honours Degree in Translation Studies, a Competency Certificate in Translation Methods, an Honours module in the Principles and Practice of Translation, a BA Honours Degree in Translation, BA Honours Degree in Applied Languages, BA Honours Degree in Language Practice, an MTech in Language Practice, a Masters Degree in Translation, a Master of Communication in Language Practice, a Masters Degree in Language Practice, Master of Language Practice, a Masters Degree in Translation Studies, a Masters Degree in Applied Language Studies: Translation, a DTech in Language Practice, a PhD in Applied Linguistics, a PhD in Applied Languages, a PhD in Translation, a PhD in Translation Studies, a Doctor of Communication in Language Practice, a PhD in Language Practice or related qualifications in translation.</b></p>		
	<p><b>Certified copy of related qualifications of the team leader and qualified translators (language practitioners), in other words, a degree, diploma or certificate in translation.</b></p>	<p><b>Indicator</b></p>	<p><b>25</b></p>
	<p>A Master's degree and above</p>	<p>5</p>	
	<p>An Honours or equivalent qualification(s)</p>	<p>4</p>	
	<p>A degree(s)</p>	<p>3</p>	
	<p>A three-year diploma(s)</p>	<p>2</p>	
	<p>A two-year diploma or a certificate(s)</p>	<p>1</p>	
	<p>No qualification(s) attached/submitted</p>	<p>0</p>	

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY: (GUIDELINES FOR CRITERIA APPLICATION)	WEIGHT
<p><b>Translators' (language practitioners') ability to translate technical documents</b></p>	<p><b>Bidder(s) are required to translate the two attached assessments (Annexure B: Fisheries brochure and Annexure C: Government Notice) into the remaining 10 official languages of the Republic of South Africa, namely Afrikaans, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, Siswati, Tshivenda and Xitsonga, excluding the English source text, and submit them for consideration.</b></p>	
	<p><b><u>NOTE: Failure to translate into all 10 official languages required above, will lead to a bidder scoring Zero (0)</u></b></p> <p><b>The assessment of these translations will be based on the following criteria:</b></p> <p><b>Adequately translated</b></p> <ol style="list-style-type: none"> <li>1. Stick to the original formatting of the English source text.</li> <li>2. No spelling, syntax or typographical errors and follow grammatical conventions.</li> <li>3. No direct translations.</li> <li>4. Use of appropriate register in translation.</li> <li>5. Translation should be complete.</li> <li>6. No ambiguity in choice of words in translation.</li> <li>7. Consistency in diction.</li> <li>8. Names and trademarks should be preserved.</li> <li>9. Accurately keeping to the message of the English source text.</li> </ol> <p><b>Minor translation errors</b></p> <ol style="list-style-type: none"> <li>1. Not sticking to the original formatting of the English source text.</li> <li>2. No spelling, syntax or typographical errors and follow grammatical conventions.</li> <li>3. No direct translations.</li> <li>4. Use of appropriate register in translation.</li> <li>5. Translation should be complete.</li> <li>6. No ambiguity in choice of words in translation.</li> <li>7. Consistency in diction.</li> <li>8. Names and trademarks should be preserved.</li> <li>9. Accurately keeping to the message of the English source text.</li> </ol> <p><b>Average translation</b></p> <ol style="list-style-type: none"> <li>1. Stick to the original formatting of the source text.</li> <li>2. Minor spelling, syntax or typographical errors and partly following grammatical conventions.</li> <li>3. No direct translations.</li> <li>4. Use of appropriate register in translation.</li> <li>5. Translation should be complete.</li> <li>6. No ambiguity in choice of words in translation.</li> <li>7. Inconsistency in diction.</li> <li>8. Names and trademarks should be preserved.</li> <li>9. Accurately keeping to the message of the English source text.</li> </ol>	

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY: (GUIDELINES FOR CRITERIA APPLICATION)	WEIGHT														
	<p><b>Major translation errors</b></p> <ol style="list-style-type: none"> <li>1. Stick to the original formatting of the source text.</li> <li>2. Spelling, syntax or typographical errors and grammatical conventions not followed.</li> <li>3. Direct translations.</li> <li>4. Use of appropriate register in translation.</li> <li>5. Incomplete translation.</li> <li>6. No ambiguity in choice of words in translation.</li> <li>7. Inconsistency in diction.</li> <li>8. Names and trademarks not being preserved.</li> <li>9. Accurately keeping to the message of the English source text.</li> </ol> <p><b>Poor translation</b></p> <ol style="list-style-type: none"> <li>1. Stick to the original formatting of the source text.</li> <li>2. Spelling, syntax or typographical errors and grammatical conventions not followed.</li> <li>3. Direct translations.</li> <li>4. Use of appropriate register in translation.</li> <li>5. Incomplete translation.</li> <li>6. Ambiguity in choice of words in translation.</li> <li>7. Inconsistency in diction.</li> <li>8. Names and trademarks should be preserved.</li> <li>9. Not keeping to the message of the English source text – difference in meaning.</li> </ol> <p><b>Very poor translation</b></p> <ol style="list-style-type: none"> <li>1. Not sticking to the original formatting of the source text.</li> <li>2. Spelling, syntax or typographical errors and grammatical conventions not followed.</li> <li>3. Direct translations.</li> <li>4. Appropriate register in translation not used.</li> <li>5. Translation incomplete.</li> <li>6. Ambiguity in choice of words in translation.</li> <li>7. Inconsistency in diction.</li> <li>8. Not having preserved names and trademarks.</li> <li>9. Not keeping to the message of the English source text – difference in meaning.</li> </ol>															
	<table border="1"> <thead> <tr> <th data-bbox="504 1612 995 1675">Translators' (language practitioners') ability to translate</th> <th data-bbox="1008 1612 1155 1675">Indicator</th> </tr> </thead> <tbody> <tr> <td data-bbox="504 1684 995 1720">Adequately translated</td> <td data-bbox="1008 1684 1155 1720">5</td> </tr> <tr> <td data-bbox="504 1729 995 1765">Minor translation errors</td> <td data-bbox="1008 1729 1155 1765">4</td> </tr> <tr> <td data-bbox="504 1774 995 1809">Average translation</td> <td data-bbox="1008 1774 1155 1809">3</td> </tr> <tr> <td data-bbox="504 1818 995 1854">Major translation errors</td> <td data-bbox="1008 1818 1155 1854">2</td> </tr> <tr> <td data-bbox="504 1863 995 1899">Poor translation</td> <td data-bbox="1008 1863 1155 1899">1</td> </tr> <tr> <td data-bbox="504 1908 995 1944">Very poor translation</td> <td data-bbox="1008 1908 1155 1944">0</td> </tr> </tbody> </table>	Translators' (language practitioners') ability to translate	Indicator	Adequately translated	5	Minor translation errors	4	Average translation	3	Major translation errors	2	Poor translation	1	Very poor translation	0	<b>50</b>
Translators' (language practitioners') ability to translate	Indicator															
Adequately translated	5															
Minor translation errors	4															
Average translation	3															
Major translation errors	2															
Poor translation	1															
Very poor translation	0															

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY: (GUIDELINES FOR CRITERIA APPLICATION)	WEIGHT	
<b>Technical capability/ expertise and track record of team leader and translators (language practitioners) to undertake and successfully complete translations.</b>	<b>Bidder(s) are required to demonstrate relevant past experience, resources and competency of the team leader and translators (language practitioners) to undertake and successfully complete translations. Bidder(s) should submit curriculum vitae for the team leader and translators (language practitioners) proposed to be employed on the project. The curriculum vitae must include specific details of these individuals, including, inter alia, relevant past experience and at least three contactable references in freelance language practice.</b>		
	<b>Experience of team leader and translators (language practitioners)</b>	<b>Indicator</b>	<b>25</b>
	5 or more years' experience	5	
	4 and less than 5 years' experience	4	
	3 and less than 4 years' experience	3	
	2 and less than 3 years' experience	2	
	1 and less than 2 years' experience	1	
Less than 1 year or no experience	0		
<b>TOTAL POINTS ON FUNCTIONALITY</b>		<b>100</b>	

**8.4 Phase 3: Price and BBBEE**

8.4.1 The bid will be awarded to a bidder(s) with the highest points on price and BBBEE (**up to a maximum of four**) on the condition that they have met all phases of the evaluation criteria and complied with the tender requirements set out in the tender document. The bidder(s) will be allocated 80% of the price and 20% on BBBEE.

8.4.2 The DFFE reserves the right to negotiate prices that are not deemed market related and not to award the tender to the bidder(s) with the lowest price.

8.4.3 The following preference point system is applicable for this bid:

<b>80:20</b>	<b>YES</b>
--------------	------------

8.4.4 Subject to sub-regulation 6(2), points will be awarded to a tenderer for attaining B-BBEE status level contributor in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 8.4.5 The points by a tenderer in respect of the level of BBEE contribution contemplated in sub-regulation 6(2) must be added to the points scored for price, as calculated in accordance with sub-regulation 6(1), respectively.
- 8.4.6 Subject to Regulation 11(1), the contract must be awarded to the tenderer who scores the highest total number of points.
- 8.4.7 A contract may be awarded to a tenderer that did not score the highest total number of points, only in terms of section 2(1)(f) of the BBEEE Act.

## **9. BID SUBMISSION REQUIREMENTS**

- 9.1 Bidders should ensure that the following submission requirements, which will be needed for evaluation purposes, are included in their bid proposal, as follows:
- 9.1.1 The service provider must draft a table of contents, indicating where each document is located in the proposal.
- 9.1.2 The proposal shall consist of one master original document and must clearly indicate the prices on SBD 3.3 and Annexure A: Pricing Schedule.
- 9.1.3 The profile of the company should include a full description of similar work undertaken.
- 9.1.4 The information in the CVs of the proposed team, such as the team leader and the translators (language practitioners), should include relevant experience in the chosen area of expertise.
- 9.1.5 Project reference specifying the role played by the service provider in the listed projects or assignments, project value and the duration of the project (start and end date).
- 9.1.6 A detailed project plan with a clear indication of who will be responsible for the management of the assignment, as well as its execution, such as the team leader in the management of translation projects, as well as the language practitioners/translators who will be translating the projects. The allocation of team members on the

assignments should be based on the experience in delivering the scope of work as listed.

9.1.7 Standard bidding documents (SBD 1, 3.3, 4 and 6.1).

## **10. LEGISLATIVE FRAMEWORK OF THE BID**

### **10.1 Tax legislation**

10.1.1 The bidder(s) must at all times be compliant when submitting a proposal to the DFFE and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and the Value Added Tax Act, 1991 (Act No. 89 of 1991).

10.1.2 Bidders who make taxable supplies in excess of R1 million in any 12-month conservative period are liable for compulsory VAT registration, but a person may also choose to register voluntarily provided that the minimum threshold of R50 000,00 has been exceeded in the past 12-month period.

10.1.3 Bidders who meet the above requirement must register as VAT vendors, if successful, within one month of being awarded the bid.

10.1.4 SARS Tax Status Pin requirements/CSD number or report must be provided.

### **10.2 Procurement legislation**

10.2.1 Bidders should be cognisant of the legislation and/or standards specifically applicable to the services.

10.2.2 Bidders are requested to submit a valid B-BBEE Status Level Verification Certificate issued by SANAS, or Accredited Verification Agency; or B-BBEE Certificate issued by CIPC, or Sworn Affidavit commissioned by Commissioner of Oaths together with their bids.

10.2.3 In the event that the application is made by a joint venture or partnership, the accreditation credentials in the name of the joined entity should be submitted. Both members in the joint venture must meet the requirement of the proposal.

### **10.3 Privacy and Protection of Personal Information Act, 2013 (Act No. 4 of 2013) (POPIA)**

10.3.1 Protecting personal information is important to the DFFE. To do so, the DFFE follows general principles in accordance with applicable privacy laws and POPIA.

10.3.2 The role of the DFFE as the responsible party is, among others, to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/prospective service providers and third parties.

- 10.3.3 The DFFE will process personal information only with the knowledge and authorisation of the bidder(s)/respondent(s), will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exception contained in POPIA.
- 10.3.4 The DFFE reserves all the rights afforded to it by POPIA in the processing of any of its information as contained in this bid and the bidder(s)/respondent(s) is required to comply with all prescripts as detailed in POPIA relating to all information concerning the DFFE.
- 10.3.5 In responding to this bid, the DFFE acknowledges that it will obtain and have access to the personal information of the bidder(s)/respondent(s). The DFFE agrees that it shall only process the information disclosed by the bidder(s)/respondent(s) in their response to this bid for the purpose of evaluation and subsequent award of the tender and in accordance with any applicable law.

## 11. SPECIAL CONDITIONS OF CONTRACT

- 11.1 The performance measures for the translators/freelance language practitioners to translate documents will be closely monitored by the Project Manager.
- 11.2 The service provider(s) must guarantee the presence of the senior in charge of fieldwork throughout the duration of the contract.
- 11.3 Prior to the appointment of a replacement, the Programme Manager must approve such appointment. If the senior must leave the project, a period of at least one (1) month is required in which the senior must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed to be able to transfer skills and knowledge.
- 11.4 The Programme Manager shall do the ongoing performance management of the service agreement.
- 11.5 The service provider(s) will submit quarterly progress reports as per the agreed-to workplan to the Project Manager, within three (3) days after the set date submitted in both soft and hard copies. Failure to submit the required reports on time may result in penalties of up to 5%.
- 11.6 The appointed service provider(s) are not guaranteed any work under the proposal.
- 11.7 The appointed service provider(s) will be subjected to security vetting and screening.
- 11.8 The DFFE may, at its sole discretion, award a translation request or part thereof to more than one appointed service provider(s).
- 11.9 All the conditions specified in the **General Conditions of Contract (GCC)** will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract, the special conditions of contract will prevail.

- 11.10 The supplier shall notify the DFFE in writing of all subcontracts awarded under this contract 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.
- 11.11 In a case where a tenderer is intending to subcontract a portion of work, such tenderer awarded a contract may only enter subcontracting arrangements with the approval of the DFFE.
- 11.12 Letter of Authority to sign documents on behalf of the company must be submitted.
- 11.13 The proposals should be submitted with all required information containing technical information.
- 11.14 Poor or non-performance by the bidder(s) will result in the cancellation of work orders.
- 11.15 Please take note that the DFFE is not bound to select any of the firms' submitting proposals. The DFFE reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.
- 11.16 Bidder(s) failing to meet pre-qualification and/or mandatory requirements will automatically be disqualified
- 11.17 Service provider(s) are requested to submit any of the following documents as proof of B-BBEE status level of contributor:
- a. B-BBEE status level Certificate issued by a Verification Agency accredited by SANAS.
  - b. A Sworn Affidavit as prescribed by the B-BBEE Codes of Good Practice.
  - c. B-BBEE certificate issued by the Companies and Intellectual Property Commission.
  - d. SBD 6.1 must also be duly completed, signed, and submitted alongside the bid to claim preference points. Failure to do so will result in B-BBEE preference points being forfeited.
  - e. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
  - f. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate proposal.
  - g. In the event that the application is made by a Joint Venture or Partnership, the accreditation credentials in name of joined entity should be submitted. Both members in the joint venture must meet the requirement of the proposal.
- 11.18 Poor or non-performance by the bidder(s) will result in the cancellation of the contract.

## **12. SUBCONTRACTING CONDITIONS/REQUIREMENTS**

- 12.1 If a tenderer is intending to subcontract a portion of work, such tenderer awarded a contract may only enter into subcontracting arrangements with the approval of the DFFE.
- 12.2 In relation to a designated sector, a contractor will not be allowed to subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 12.3 A tenderer will not be awarded the points claimed for B-BBEE status level of contribution or contract if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended subcontractor is an EME that has the capability and ability to execute the subcontract.
- 12.4 The contractor is not allowed to subcontract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended subcontractor is an EME that has the capability and ability to execute the subcontract.

## **13. PAYMENT TERMS**

- 13.1 The DFFE undertakes to pay out in full or as per deliverables within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports stipulated in special conditions.
- 13.2 No payment will be made where there is outstanding information/work not submitted by the service provider(s) until that outstanding information has been submitted.
- 13.3 Travelling costs and time spent or incurred between home and the DFFE (Environment House) will not be for the account of the DFFE.

## **14. TECHNICAL ENQUIRIES**

- 14.1 Should you require any further information in this regard, please do not hesitate to contact:

Project Manager: Ms Christelle van der Colff  
Office telephone number: 012 399 9616  
Cellphone number: 067 417 3788  
Email: [cvdcolff@dfpe.gov.za](mailto:cvdcolff@dfpe.gov.za)

15 PRICE SCHEDULE ANNEXURE A

#	TRANSLATE FROM:	TRANSLATE TO:	QUANTITIES IN WORDS	RATE PER WORD (EXCLUDING VAT)	TOTAL COST EXCL VAT
1	English	Afrikaans	1200 words	R	R
2	English	isiNdebele	1200 words	R	R
3	English	isiXhosa	1200 words	R	R
4	English	isiZulu	1200 words	R	R
5	English	Sepedi	1200 words	R	R
6	English	Sesotho	1200 words	R	R
7	English	Setswana	1200 words	R	R
8	English	Siswati	1200 words	R	R
9	English	Tshivenda	1200 words	R	R
10	English	Xitsonga	1200 words	R	R
<b>SUB - TOTAL PRICE EXCL.VAT</b>				<b>R</b>	<b>R</b>
<b>VAT @ 15%</b>				<b>R</b>	<b>R</b>
<b>GRAND TOTAL INCL.VAT</b>				<b>R</b>	<b>R</b>

## 16. ANNEXURE B: FISHERIES BROCHURE



### forestry, fisheries & the environment

Department:  
Forestry, Fisheries and the Environment  
REPUBLIC OF SOUTH AFRICA

#### PUBLIC NOTICE

29 October 2021

For immediate release

#### **INVITATION TO REGISTER ON THE FISHING RIGHTS ALLOCATION PROCESS (FRAP) ONLINE SYSTEM IN ORDER TO APPLY FOR RIGHTS TO UNDERTAKE COMMERCIAL FISHING OF DEMERSAL SHARK LONGLINE, HAKE DEEPSEA TRAWL, HAKE LONGLINE, KWAZULU-NATAL CRUSTACEAN PRAWN TRAWL, SMALL PELAGIC (SARDINES AND ANCHOVY), SOUTH COAST ROCK LOBSTER, SQUID, TRADITIONAL LINEFISH AND TUNA POLE-LINE IN TERMS OF SECTION 18 OF THE MARINE LIVING RESOURCES ACT, 1998 (ACT NO. 18 OF 1998)**

Fishing rights will be allocated in terms of section 18 of the Marine Living Resources Act, 1998 (Act No. 18 of 1998). The Department of Forestry, Fisheries and the Environment (DFFE) hereby invites prospective applicants who wish to apply for rights to undertake commercial fishing in the following sectors to register on the FRAP online system:

1. Demersal Shark Longline
2. Hake Deepsea Trawl
3. Hake Longline
4. KwaZulu-Natal Crustacean Prawn Trawl
5. Small Pelagic (Sardines and Anchovy)
6. South Coast Rock Lobster
7. Squid
8. Traditional Linefish
9. Tuna Pole-Line

Applicants will first be required to register as an applicant on the electronic system at <https://www.FRAP2021.co.za> from Monday, 1 November 2021. The application form will become live on 22 November 2021. From 1 November 2021, applicants will be able to register and create user profiles on the FRAP 21/22 system. During this registration phase, applicants should familiarise themselves with the requirements and ensure that they prepare all the required documentation. Only applicants who have registered on the system will be able to access the online application form as of 22 November 2021, during the submission/application phase, which will run from 22 November 2021 to 7 December 2021.

Applicants who require assistance during this registration process may visit the following decentralised support centres on weekdays from 8 November 2021. These centres will be open from 08:00 to 16:00, except on Fridays and the last day, 7 December 2021, when the centres will close at 13:00.

**Fishery Compliance Office, Port Nolloth**

Beach Road, Port Nolloth, 8280

**Monitoring and Surveillance Office, Saldanha**

Van Riebeeck Street, Saldanha

**Customer Service Centre, Cape Town**

Martin Hammerschlag Way, Foreshore, Cape Town

**Fishery Compliance Office, Hermanus**

248 Stil Street, New Harbour, Hermanus, 7299

**Fishery Compliance Office, Arniston**

Harbour Road, Arniston, 7280

**Research Office, Mossel Bay**

86 Bland Street, Vincent Building, Mossel Bay, 6500

**Marine Resource Management and MCS Office, East London**

9 St Peters Road, Southernwood, East London, 5201

**Fishery Compliance Office, Port Elizabeth**

21 Stanley Street, Central, Port Elizabeth, 6000

**Fishery Compliance Office, Mzamba, Port Edward**

Lot 147, Ramsey Avenue, Port Edward, 4295

**Midmar Environmental Programmes Office, Howick, KZN**

Midmar Dam Wall, Howick, 3290

**ONLY APPLICANTS WHO HAVE REGISTERED ON THE FRAP ONLINE SYSTEM WILL BE ALLOWED TO APPLY AND SUBMIT APPLICATIONS TO UNDERTAKE COMMERCIAL FISHING IN THE FISHING SECTORS LISTED ABOVE.**

Applicants may obtain further information regarding this process at [www.environment.gov.za/www.dffe.gov.za](http://www.environment.gov.za/www.dffe.gov.za) or telephonically during the week (Monday to Friday) between 08:00 and 16:00 to the **FRAP Call Centre Helpline** on **021 402 FRAP (3727)** or at [FRAPeng\\_2020@environment.gov.za](mailto:FRAPeng_2020@environment.gov.za).

## 17. ANNEXURE C: GOVERNMENT NOTICE

STAATSKOERANT, 20 JANUARIE 2022

No. 45790 3

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### GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

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DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

NO. 1688

20 January 2022

**NATIONAL ENVIRONMENTAL MANAGEMENT ACT, 1998  
(ACT NO. 107 OF 1998)**

**A GENERAL NOTICE CALLING FOR SUBMISSIONS OF SCIENTIFIC INFORMATION, SOCIO-ECONOMIC INFORMATION OR ANY OTHER RELEVANT INFORMATION TO THE PANEL OF EXPERTS APPOINTED TO LEAD A REVIEW OF THE SCIENTIFIC BASIS FOR THE BREACH OF THE MOUTH OF LAKE ST LUCIA ESTUARY, ISIMANGALISO WETLAND PARK, KWAZULU-NATAL PROVINCE**

The Panel of Experts, appointed under section 3A of the National Environmental Management Act, 1998 (Act No. 107 of 1998) to lead a review of the scientific basis for the breach of the mouth of lake St. Lucia estuary, hereby invites members of the public to submit for consideration, written submissions, scientific information, socio-economic information, or any other relevant information on matters related to the management of Lake St Lucia estuary.

All submissions must be submitted within 30 days from the date of publication of this notice, to the following addresses:

By post to: Chairperson: Panel of Experts  
c/o Department of Forestry, Fisheries and the Environment  
Attention: Mr Fhumulani Tshamano  
Private Bag X447  
PRETORIA  
0001

By hand at: Ground Floor, Environment House, 473 Steve Biko Street, Pretoria, 0001 or  
iSimangaliso Wetland Park Authority, The Dredger Harbour, St Lucia, 3936.

By email at: [ftshamano@dffe.gov.za](mailto:ftshamano@dffe.gov.za)

Any enquiries in connection with the notice can be directed to Mr Fhumulani Tshamano at 012 399 8864 or [ftshamano@dffe.gov.za](mailto:ftshamano@dffe.gov.za).

A GENERAL NOTICE CALLING FOR SUBMISSIONS, SCIENTIFIC INFORMATION, SOCIO-ECONOMIC INFORMATION OR ANY OTHER RELEVANT INFORMATION TO THE PANEL OF EXPERTS APPOINTED TO LEAD A REVIEW OF THE SCIENTIFIC BASIS FOR THE BREACH OF THE MOUTH OF LAKE ST LUCIA ESTUARY, ISIMANGALISO WETLAND PARK, KWAZULU-NATAL PROVINCE

Inputs received after the closing date may be disregarded.



CHAIRPERSON

PANEL OF EXPERTS APPOINTED TO LEAD A REVIEW OF THE SCIENTIFIC BASIS FOR THE BREACH OF THE MOUTH OF LAKE ST LUCIA ESTUARY

# **THE NATIONAL TREASURY**

**Republic of South Africa**



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## **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

**July 2010**

**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

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

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

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

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## General Conditions of Contract

### 1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://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) aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



# DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

## BAS ENTITY MAINTENANCE FORM

Head Office Only	
Date Received	_____
Safetynet Capture	_____
Safetynet Verified:	_____
BAS/LOGIS Capt	_____
BAS/LOGIS Auth	_____
Supplier No.	_____

### The Director General

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

**Please ensure information is validate as per required bank screens .**

I/We understand that bank details provided should be exactly as per record held by the banks.

**I/We understand that the Department will not held liable for any delayed payments as a result of incorrect information supplied.**

Company / Personal Details										
Registered Name	<input style="width: 100%;" type="text"/>									
Trading Name	<input style="width: 100%;" type="text"/>									
Tax Number	<input style="width: 100%;" type="text"/>									
VAT Number	<input style="width: 100%;" type="text"/>									
Title:	<input style="width: 100%;" type="text"/>									
Initials:	<input style="width: 100%;" type="text"/>									
Full Names	<input style="width: 100%;" type="text"/>									
Surname	<input style="width: 100%;" type="text"/>									
Persal Number	<input style="width: 100%;" type="text"/>									
Address Detail										
Address <small>( Compulsory if Supplier )</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center; padding: 2px;">Physical</th> <th style="width: 50%; text-align: center; padding: 2px;">Postal</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;"><input style="width: 98%;" type="text"/></td> <td style="padding: 2px;"><input style="width: 98%;" type="text"/></td> </tr> <tr> <td style="padding: 2px;"><input style="width: 98%;" type="text"/></td> <td style="padding: 2px;"><input style="width: 98%;" type="text"/></td> </tr> <tr> <td style="padding: 2px;"><input style="width: 98%;" type="text"/></td> <td style="padding: 2px;"><input style="width: 98%;" type="text"/></td> </tr> </tbody> </table>	Physical	Postal	<input style="width: 98%;" type="text"/>						
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Postal Code	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 2px;"> <input style="width: 20px; height: 20px;" type="text"/> </td> <td style="width: 50%; text-align: center; padding: 2px;"> <input style="width: 20px; height: 20px;" type="text"/> </td> </tr> </table>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>							
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>									
New Detail										
<input type="checkbox"/> New Supplier information <input type="checkbox"/> Update Supplier information										
Supplier Type: <table style="display: inline-table; vertical-align: middle; margin-left: 10px;"> <tr> <td style="padding: 2px;"><input type="checkbox"/> Individual</td> <td style="padding: 2px;"><input type="checkbox"/> Department</td> <td style="padding: 2px;"><input type="checkbox"/> Partnership</td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> Company</td> <td style="padding: 2px;"><input type="checkbox"/> Trust</td> <td></td> </tr> <tr> <td style="padding: 2px;"><input type="checkbox"/> CC</td> <td style="padding: 2px;"><input type="checkbox"/> Other ( Specify )</td> <td></td> </tr> </table>		<input type="checkbox"/> Individual	<input type="checkbox"/> Department	<input type="checkbox"/> Partnership	<input type="checkbox"/> Company	<input type="checkbox"/> Trust		<input type="checkbox"/> CC	<input type="checkbox"/> Other ( Specify )	
<input type="checkbox"/> Individual	<input type="checkbox"/> Department	<input type="checkbox"/> Partnership								
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%; height: 20px;"></td> </tr> </table>										
Department Number <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>										

**Supplier Account Details (To be Verified by the bank)**

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

Account Name

Account Number

Branch Name

Branch Number

**Bank screen info**

**ABSA**-CIF screen  
**FNB**-Hogans system on the CIS4/CUPR  
**STD** Bank-Look-up-screen  
**Nedbank**- Banking Platform under the Client Details Tab

Account Type  Cheque Account  
 Savings Account  
 Transmission Account  
 Bond Account  
 Other (Please Specify)

ID Number

Passport Number

Company Registration Number  /  /

\*CC Registration

Bank Stamp

**\*Please include CC/CK where applicable**

**Supplier Contact Details**

Business

Area Code Telephone Number Extension

Home

Area Code Telephone Number Extension

Fax

Area Code Fax Number

Cell

Cell Code Cell Number

Email Address

Contact Person:

Supplier Signature

Print Name

/  /

Date (dd/mm/yyyy)

**NB: All relevant fields must be completed**