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

INVITATION TO BID
BID NUMBER: DFFE-T009 (24-25)

THE APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, DEVELOP AND IMPLEMENT A NATIONWIDE COMPREHENSIVE SOUTH AFRICAN ATMOSPHERIC EMISSION LICENSING AND INVENTORY PORTAL (SAAELIP) AS AN ONLINE PLATFORM FOR THE MANAGEMENT OF ATMOSPHERIC EMISSION LICENCES AS WELL AS THE ESTIMATION, COMPILATION, AND REPORTING OF ATMOSPHERIC EMISSION INVENTORIES FOR THE REPUBLIC OF SOUTH AFRICA OVER A PERIOD OF FIVE YEARS.

ENQUIRIES:

Name	**:**	**SCM Officials**
Office Telephone No.	**:**	**012 399 9892**
E-Mail	**:**	**Tenders@dffe.gov.za**

NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION

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

THE CLOSING DATE OF THE BID: 19 JULY 2024 AT 11:00 AM

Compulsory briefing session information:

Date: 02 July 2024

Time: 09H00 – 11H00

Platform: Microsoft Teams (Join the meeting now)

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT.						
BID NUMBER:	DFFE-T009 (24-25)	CLOSING DATE:	19 JULY 2024	CLOSING TIME:	11:00 AM	
DESCRIPTION	**THE APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, DEVELOP AND IMPLEMENT A NATIONWIDE COMPREHENSIVE SOUTH AFRICAN ATMOSPHERIC EMISSION LICENSING AND INVENTORY PORTAL (SAAELIP) AS AN ONLINE PLATFORM FOR THE MANAGEMENT OF ATMOSPHERIC EMISSION LICENCES AS WELL AS THE ESTIMATION, COMPILATION, AND REPORTING OF ATMOSPHERIC EMISSION INVENTORIES FOR THE REPUBLIC OF SOUTH AFRICA OVER A PERIOD OF FIVE YEARS.**					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*						
Department of Forestry Fisheries and the Environment, The Environment House,						
473 Steve Biko Road, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria /Tshwane						

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	SCM Officials	CONTACT PERSON	
TELEPHONE NUMBER	012 399 9892	TELEPHONE NUMBER	
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	
E-MAIL ADDRESS	Tenders@dffe.gov.za	E-MAIL ADDRESS	

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER PART B:3]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	BID SUBMISSION:
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

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

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

SIGNATURE OF BIDDER: ……………………………………………

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

DATE: …………………………………………...

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: ………………………………………………………………………………………………	BID NO: DFFE-T009 (24-25)
CLOSING TIME 11:00 AM	CLOSING DATE: 19 JULY 2024

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

DESCRIPTION: THE APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, DEVELOP AND IMPLEMENT A NATIONWIDE COMPREHENSIVE SOUTH AFRICAN ATMOSPHERIC EMISSION LICENSING AND INVENTORY PORTAL (SAAELIP) AS AN ONLINE PLATFORM FOR THE MANAGEMENT OF ATMOSPHERIC EMISSION LICENCES AS WELL AS THE ESTIMATION, COMPILATION, AND REPORTING OF ATMOSPHERIC EMISSION INVENTORIES FOR THE REPUBLIC OF SOUTH AFRICA OVER A PERIOD OF FIVE YEARS.

**(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. R……….……………………………………………………...

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

4. PERSON AND POSITION

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

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

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

5.1 Travel expenses (specify, for example rate/km and total km, class of 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: SCM Officials
Tel: (012) 399 9892
E-mail: Tenders@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 interest1 in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

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

…………………………………………………………………………………………
…………………………………………………………………………………………

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

YES/NO

2.3.1 If so, furnish particulars:

…………………………………………………………………………….
…………………………………………………………………………….

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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

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

combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible impositionof 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 2022

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

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

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1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

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

b) The **80/20** preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

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

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1. THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1. **POINTS AWARDED FOR PRICE**

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

80/20

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

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	**Number of points allocated (80/20 system) (To be completed by the organ of state)**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
More than 50% (fifty percent) ownership by Black people	20	
More than 50% (fifty percent) ownership by Women	20	
More than 50% (fifty percent) ownership by people with disabilities	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: …………………………………………………………...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct;

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

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

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

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

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

(e) forward the matter for criminal prosecution, if deemed necessary.

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

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 THE STATE SUBSCRIBES TO AND PROPAGATES THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 (ACT NO. 5 OF 2000) AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

TERMS OF REFERENCE

THE APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, DEVELOP AND IMPLEMENT A NATIONWIDE COMPREHENSIVE SOUTH AFRICAN ATMOSPHERIC EMISSION LICENSING AND INVENTORY PORTAL (SAAELIP) AS AN ONLINE PLATFORM FOR THE MANAGEMENT OF ATMOSPHERIC EMISSION LICENCES AS WELL AS THE ESTIMATION, COMPILATION, AND REPORTING OF ATMOSPHERIC EMISSION INVENTORIES FOR THE REPUBLIC OF SOUTH AFRICA OVER A PERIOD OF FIVE YEARS.

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1. PURPOSE

1.1 The purpose of this document is to outline the Terms of Reference for the procurement of specialised services to assist the Department of Forestry, Fisheries, and the Environment (DFFE) in designing, developing, and implementing a nationwide comprehensive South African Atmospheric Emission Licencing and Inventory Portal (SAAELIP) as an online platform for the management of atmospheric emission licences, reporting of emission reports in terms of atmospheric emission licence conditions, as well as estimating, compiling and reporting of atmospheric emission inventories.

2. INTRODUCTION AND BACKGROUND

2.1 Understanding air pollution emissions released into the atmosphere is fundamental in environmental decision and policymaking, as well as implementing and monitoring the efficacy of air quality management interventions in the National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2004) (NEMAQA hereon), makes provision for the management of emissions through the following regulatory tools:

2.1.1. Management of industrial emissions and activities through the Atmospheric Emission License (AEL), for specific listed activities and controlled emitters, regulated by stipulating permissible emission levels of significant pollutants. In terms of Section 36 of the NEMAQA, the national department provinces and metropolitan/district municipalities are the atmospheric emission licencing authorities, in charge of issuing, monitoring, and managing atmospheric emission licenses.

2.1.2. Reporting of emissions by the regulated sectors (industries, mines, and quarries) must be done through the National Atmospheric Emission Inventory System (NAEIS), as prescribed in the National Atmospheric Emission Reporting Regulations, 2015 (NAEIS Reporting Regulations).

2.1.3. Targeted intervention strategies are prescribed by all spheres of government through Air Quality Management Plans (AQMP) towards reducing emissions committed to by industries and government.

2.1.4. The management of industrial emissions and activities is done through the Atmospheric Emission Licence (AEL), for specific listed activities and controlled emitters, regulated by stipulating permissible emission levels of significant pollutants. In terms of section 36 of NEMAQA, provinces, and metropolitan/district municipalities are the atmospheric emission licensing authorities, in charge of issuing, monitoring, and managing atmospheric emission licences.

2.1.5. The reporting of emissions by the regulated sectors (industries, mines, quarries, and others) must be undertaken through the NAEIS, as prescribed in the National Atmospheric Emission Reporting Regulations, Gazette No. 10406 of 2015.

2.2 The Department of Forestry, Fisheries, and the Environment (the DFFE) established the South African Atmospheric Emission Inventory and Licence Portal (SAAELIP), as an internet-based portal for the management of AEL as well as the estimation, compilation, and reporting of atmospheric emission inventories nationally in 2015. The portal is comprised of two components, namely, the System for National Atmospheric Emission Licensing (SNAEL) and the NAEIS.

2.3 The first SAAELIP contract with the service provider was established by the South African Weather Services (SAWS) and a local service provider in 2012, through a competitive bidding process, for the development of the National Atmospheric Emissions System. Thereafter, the service provider subcontracted an international company to develop the system. These services have since been discontinued.

2.4 The SNAEL has been operational since 2015. Facilities that were granted AELs through manual application processes were registered and AELs were uploaded to the system. By February 2024, SNAEL consisted of approximately **800** active AELs.

2.5 The initial NAEIS reporting cycle commenced on 1 January 2016 requiring data providers to register and report emissions inventory data to NAEIS. The NAEIS system was successfully implemented for over nine years (with compliance reporting by approximately **1500** facilities of up to 97% in the 2023 reporting cycle). Through NAEIS, a clearer picture of industrial emissions across the country was starting to emerge.

3. OBJECTIVES

3.1 In light of the discontinued SAAELIP services, the department is seeking to appoint a service provider to design, develop and implement a new nationwide comprehensive SAAELIP as an online platform for the management of atmospheric emission licences as well as the estimation, compilation, and reporting of atmospheric emission inventories for the republic of South Africa over a period of five years. The SAAELIP developed must be based on the following principles:

3.2 Cloud hosting is informed by government MIOS and DFFE policies for cloud hosting.

3.3 Include complete and comprehensive reporting requirements as prescribed in the National Atmospheric Emission Reporting Regulations, Gazette No. 10406 of 2015, NAEIS and SNAEL Standard Operating Procedures available on https://saaqis.environment.gov.za/.

3.4 SNAEL must provide atmospheric emission licencing authorities the ability to undertake AEL management functions in terms of Chapter 5 of NEMAQA and SNAEL Standard Operating

Procedures on the https://saaqis.environment.gov.za/ including.

3.4.1. Processing AEL applications and issues PAEL/AEL applications online.

3.4.2. Scheduling licensing related inspections and tracking inspection results.

3.4.3. Managing online compliance reporting.

3.4.4. Facilitating communication with the AEL holders on the status of the emission inventory annual reports.

3.5. For the regulated and listed activities, SNAEL must allow for the AEL holder to:

3.5.1. Apply and submit AEL applications online.

3.5.2. Track the status of an application.

3.5.3. Submit emission compliance reports online.

3.5.4. Track historical versions of all applications and emissions reports.

4. SCOPE AND EXTENT OF WORK

– The contracted consultants, working closely with the DFFE, will carry out all the work required to generate the following outputs that will result in the SAAELIP containing a designed, developed, tested, and implemented internet-based AEL management and emissions monitoring and reporting system that provides accurate, current, and complete information on all significant sources of atmospheric emissions in line with legislative requirements. To contribute to this overall objective, the following immediate objectives of the project are framed as detailed in the subsequent sections.

4.1. IMMEDIATE OBJECTIVE: A SAAELIP DEVELOPMENT OF LIFE CYCLE MANAGEMENT PLAN.

4.1.1. By project completion, the consultant has undertaken a comprehensive analysis of the project requirements, stakeholder needs, and relevant legislation, including the National Environmental Management: Air Quality Act, 2004, National Framework for Air Quality Management in the Republic of South Africa, National Atmospheric Emission Reporting Regulations of 2015, Regulations for Implementing and Enforcing Priority Area Air Quality Management Plans to establish a SAAELIP development and implementation plan on based on Agile methodology.

4.2. IMMEDIATE OBJECTIVE B: SAAELIP DEVELOPMENT, IMPLEMENTATION AND TESTING

4.2.1. By project completion, the consultants have carefully designed, developed, tested, and reviewed a new internet-based SAAELIP with AEL management, emissions monitoring, and reporting systems that provide accurate, current, and complete information on all significant sources of atmospheric emissions in line with legislative requirements.

4.3. IMMEDIATE OBJECTIVE C: SAAELIP CAPACITY BUILDING

4.3.1. By project completion, the consultants have developed manuals, standard operating procedures, and guidelines to support data providers on the use of SAAELIP, and departmental personnel are fully capacitated to sustainably manage and operate SAAELIP efficiently and effectively.

4.4. IMMEDIATE OBJECTIVES D: SAAELIP IMPLEMENTATION AND MAINTENANCE

4.4.1. By project completion, the consultant has effectively supported SAAELIP users to transition from manual AEL management and emissions reporting to the new portal and has successfully managed and maintained SAAELIP for the duration of the project.

5. EXPECTED DELIVERABLES / OUTCOMES

5.1. OUTPUT A: SAAELIP DEVELOPMENT MANAGEMENT PLANNING

5.1.1. The service provider will undertake a comprehensive analysis of the project requirements, stakeholder needs, and relevant legislation including the National Environmental Management: Air Quality Act, 2004, National Framework for Air Quality Management in the Republic of South Africa, National Atmospheric Emission Reporting Regulations of 2015, Regulations for Implementing and Enforcing Priority Area Air Quality Management Plans to establish a SAAELIP development and implementation plan.

5.1.2. The consultants will establish a SAAELIP Development and Implementation Management Plan for the lifecycle of the project for all deliverables and must consider:

(i) SAAELIP scope is based on the requirements for the SNAEL and NAEIS components, including specific processes, tools, and techniques as well as the integration of these components into the SAAELIP.

(ii) Functional requirements for SNAEL, such as processing AEL applications, scheduling inspections, managing compliance reporting, and facilitating communication with AEL holders.

(iii) Functional requirements for NAEIS, such as atmospheric emission reporting, emission inventory compilation guidance and methodologies, current and future emissions estimation, emission factors database, and Best Available Techniques documentation.

(iv) Requirements for public information sharing, search tools, business intelligence capabilities, data analysis, visualization, and emission trends plotting.

(v) Non-functional requirements, including user access management, user accounts management, hosting within DFFE-approved cloud infrastructure, data management policies, audit trails, system availability, performance, MIOS certification, and technical application maintenance and support.

(vi) Iterative and incremental development approach, ensuring continuous stakeholder collaboration and feedback.

(vii) Detailed project schedule, incorporating key milestones and deliverables for each phase, including design, development, testing, deployment, review, launch, governance, and training.

(viii) Comprehensive communication plan for effective stakeholder consultations throughout the project lifecycle including stakeholder engagement activities, such as workshops, meetings, and feedback sessions, to ensure alignment with user needs and expectations.

(ix) Quality assurance and control processes to ensure project deliverables meet required quality standards and comply with relevant regulations and guidelines and incorporate such quality assurance activities, such as design reviews, code reviews, and testing, to validate system functionality, usability, and alignment with business processes.

Table 1: Output A: SAAELIP Development Life Cycle Planning Success Indicators

Description	Verifiable Indicator	Means of verification
Output A.1: SAAELIP Development Life Cycle Planning	Approved project management plan document, with sign-off from key stakeholders.	Project development and management plan document

5.2. OUTPUT B: SAAELIP DEVELOPMENT, IMPLEMENTATION AND TESTING

5.2.1. OUTPUT B1: SYSTEM ARCHITECTURE AND FUNCTIONALITY DESIGN

5.2.1.1 Based on the functional and non-functional requirements, the service provider will develop a detailed description of the system architecture and functionality for the new SAAELIP. This description will cover aspects including:

(i) SNAEL component with the following functionalities:

a) The ability for AEL authorities to process AEL applications and issue PAELs/AELs online.

b) Scheduling and tracking of licensing-related inspections and results.

c) Management of online compliance reporting by AEL holders.

d) Facilitation of communication with AEL holders on the status of emission inventory annual reports.

(ii) For regulated and listed activities, the SNAEL component will enable AEL holders to:

a) Apply and submit AEL applications online.
b) Track the status of applications.
c) Submit emission compliance reports online.
d) Track historical versions of all applications and emissions reports.

(iii) NAEIS component informed by documented data collection tools, quality assurance protocols, and emission estimation methodologies that promote international best practice principles of transparency, comparability, completeness, consistency, and accuracy in emission inventory estimations with the following functionalities:

a) The ability for national reporting of atmospheric emissions by listed activities, mines, quarries, and facilities operating under Section 23 AELs in accordance with the National Atmospheric Emission Reporting Regulations of 2015.
b) Ability for national reporting of emission reduction and management plans in terms of regulations for Implementing and Enforcing Priority Area Air Quality Management Plans as drafted.
c) Ability to integrate NAEIS with emission inventory reporting platform for non-listed activities, including all sector categories from the Intergovernmental Panel for Climate Change (IPCC).
d) Ability to track emission trends at the facility level as part of quality control and quality assurance protocols.
e) Tools to compile emission inventories from the facility level to all spheres of government.
f) Ability to report historical, current, and future emissions estimations.
g) Ability to describe various emission source types (point, mobile, area, line, volume)
h) Database of emission factors for various activities sourced from both local and international databases, as would be relevant for NAEIS data providers.

(iv) SAAELIP will be informed by functionality requirements not limited to:

a) Providing a cradle-to-grave AEL management tool with seamless integration between SNAEL and NAEIS to ensure that there is data exchange between SNAEL, compliance reporting, and NAEIS.
b) Ensuring no redundancy data two components, ensuring one facility-one AEL, one NAEIS report at any given time.
c) Informed by a Geographic Information System (GIS) that takes into

consideration multiple data sources presented at various spatial resolutions and time scales. The multiple data sources must include the relevant proxy information from data holders (NAEIS) and AEL holders (SNAEL).

d) Providing online and interactive data manipulation tools and statistical information over demarcated regions (such as zones, local/district/metropolitan municipalities, and provinces) with data management, display, and presentation functionalities that can be accessed by both the public and the regulatory community.

e) Providing business intelligence (BI) systems that will allow for data collection, analysis, visualization, for decision-making with interfaces for plotting graphs of information in the systems based on user needs e.g., emissions trends, fuel use at different spatial scales from facility/district/province/ to national levels.

f) User-specific dashboards and visualizations for data analysis, emission trends, and decision-making support tools.

g) Ensure that the SAAELIP will consist of User Acceptance Testing (UAT training) and production (operational).

h) Data quality assurance and control mechanisms.

i) Controlled user access, both at authority and data provider levels with digital signature authentication of documentation and communications.

j) Include supporting infrastructure to archive all relevant documentation and information.

(v) SAAELIP will provide the public with:

a) Summaries of information about air pollutants permitted in AELs for specific industries.

b) Summary of the emission inventory reports of significant pollutants.

(vi) SAAELIP will include the following non-functional requirements:

Requirement	Description
User Access Management (UAM)	The system must comply to the DFFE ICT Security Policy's UAM requirements. Some of the requirements include: • Password complexity criteria; • Granularity of activity logs; • Automatic locking of sessions after periods of inactivity; • Automatic locking of sessions after a defined number of failed login attempts.
User Accounts Management	The system must enable authorised users to carry out user

Requirement	Description
	management activities such as: • Define user roles; • Deactivate and Reactivate users; • Access audit trails.
Hosting	The system must be hosted within the DFFE approved hosting infrastructure. Government data sovereignty policy requires that all government data be hosted within the borders of South Africa.
Auditing	The system must keep an audit trail for user activities and provide end to end audit logs and reporting
System Availability	The system must be available for all at all times (24/7).
System Performance	The system must be able to handle multiple transactions without deterioration of performance, up to 1000 users at a time.
Systems Coding	All systems architecture must be soft coded to allow independent future maintenance by DFFE

5.2.1.2 Once established, the system architecture and functionality design document will be consulted with data providers and all spheres of government, and approved for implementation with baseline sign-off, noting that the document will remain LIVE until the project ends. Outcome B1 will form the blueprint for the SAAELIP development and implementation to ensure that all outcomes are continuously updated and aligned to meet project needs.

Table 2 Output B1: System Architecture and Functionality Description Success Indicators

Description of Output	Verifiable Indicator	Means of Verification
Output B1: System Architecture and Functionality Description	Approved system architecture and functionality description document	System architecture and functionality description document

5.2.2. OUTPUT B2: SAAELIP ARCHITECTURE DEVELOPMENT

5.2.2.1. The consultants will develop SAAELIP following the approved system architecture, functionality description, and user interface designs detailed in Output B1 as well as meeting the requirements as detailed below:

(i) Ensuring that the intellectual property rights of SAAELIP and all its components including databases, websites, documentation, and system/source codes belong to the department.

(ii) Data-sovereignty requirements - This requirement dictates that government data may not be stored outside the sovereign (geographical) boundaries of South Africa. (e.g. by hosting the data on a cloud server that resides in another country).

(iii) Minimum Interoperability Standard (MIOS) - Public Service Regulations, 2016, chapter 6 directs that all information systems in government must be certified for MIOS compliance.

(iv) POPIA Since most of the information handled by such a system is likely to be categorised as Personal Information (PI) in terms of the POPI Act, it is advisable that both the system, as well as the processes governing its operation, be subjected to some form of legal due diligence to identify and address any risks relating to the requirements of this legislation.

(v) Ensuring that all architecture design is developed and documented for future system maintenance.

Table 3: Output B2: SAAELIP Architecture Development Success Indicators

Description	Verifiable Indicator	Means of verification
Output B2: SAAELIP Architecture Development	Successful completion of system architecture development	System architecture and functionality developed in line with Output B1.

5.2.3. <u>OUTPUT B3: SAAELIP USER ACCEPTANCE TESTING</u>

5.2.3.1 The service provider will conduct a thorough SAAELIP testing to ensure that the systems meet all functional and non-functional requirements.

(i) The service provider will develop comprehensive test plans and test cases to ensure the SAAELIP system meets all functional and non-functional requirements. The test plans will cover various testing scenarios, including:

a) Unit testing

b) Integration testing

c) System testing

d) Performance testing

e) Security testing

f) User access management testing (password complexity, session locking, user roles, etc.)

g) Data management testing (data dissemination, protection, security)

h) Audit trail testing.

i) Availability and load testing

j) MIOS compliance testing

(ii) The service provider and DFFE will collaborate to conduct user acceptance testing (UAT), ensuring that the SAAELIP system meets user expectations and requirements. The UAT will involve representatives from various stakeholder groups, including regulators (atmospheric emission licensing authorities), data providers (AEL holders, mines, quarries, and other emission sources), and end-users, to validate the system's functionality, usability, and alignment with business processes. The test cases will be designed to validate the correct functioning of all features and capabilities of the SNAEL and NAEIS components, as well as the public information sharing, search tools, business intelligence capabilities, and other requirements.

(iii) Upon completion of the UAT, the consultants will provide a comprehensive UAT report to the department on the technical and functional performance of the SAAELIP and its components.

Table 4: Output B3: SAAELIP User Acceptance Testing Success Indicators

Description	Verifiable Indicator	Means of verification
Output B3: SAAELIP User Acceptance Testing	Test reports and defect logs demonstrating that the system meets all requirements. UAT test reports and stakeholder sign-offs.	Test reports and defect logs. UAT test reports and stakeholder sign-off documents

5.2.4. <u>OUTPUT B4: SAAELIP DEVELOPMENT AND IMPLEMENTATION</u>

5.2.4.1 Following the successful user acceptance testing, the consultants will prepare the SAAELIP for deployment. In this regard, the consultants must:

(i) Prepare a SAAELIP deployment and implementation plan.

a) The consultants must develop a SAAELIP deployment plan based on the project's scope and objectives, technical specifications, resources, and risks. Additionally, the plan will consider the deployment method, schedule (e.g. in phases, in batches, or one go), testing (e.g. unit tests, integration tests, acceptance tests, or performance tests), and documentation (e.g. user manuals, installation guides, configuration guides, or troubleshooting guides).

(ii) Prepare the resources and infrastructure for SAAELIP deployment.

a) The consultants will prepare SAAELIP resources and infrastructure adequate to meet the scope and objectives of the project, available for the deployment schedule and environment, compatible with the system specifications and requirements, and secure according to the department security policies and standards.

(iii) Communicate with the stakeholders the SAAELIP deployment plan.

a) Consultants will support the department, in communicating the deployment plan with all stakeholders. The communication will be timely, tailored to the roles, levels, and preferences of the stakeholders, engaging and interactive with feedback-oriented methods, and consistent with the scope, objectives, and strategy of the project.

(iv) Monitor and evaluate the SAAELIP deployment.

a) The consultants will monitor and evaluate SAAELIP deployment focusing on comprehensive coverage of all aspects of the system, such as performance, functionality, usability, reliability, scalability, security, efficiency, and user satisfaction.

(v) Review and improve the SAAELIP deployment process.

a) The consultants will review and improve the deployed infrastructure including reflecting and learning from the experience and outcomes of the deployment to identify and implement any changes or enhancements that can increase the efficiency, effectiveness, and satisfaction of the SAAELIP. This review will be iterative to incorporate user feedback, knowledge, or best practices from the learning and experience of deployment.

Table 5: Output B4: SAAELIP Deployment Success Indicators

Description	Verifiable Indicator	Means of verification
Output B4: SAAELIP Deployment	SAAELIP is successfully deployed to all stakeholders in line with the deployment plan and all major findings are sufficiently addressed.	SAAELIP deployment and user satisfaction report.

5.2.5. OUTPUT B5 SAAELIP LAUNCH AND ROLL-OUT

5.2.5.1 Following a successful deployment of SAAELIP, the consultant will roll out SAAELIP to all data holders, AEL holders, and all spheres of government, as well as support the department to ensure an effective launch of the new portal SAAELIP at a high-profile event.

Table 6: Output B5: SAAELIP Launch and Roll-out Success Indicators

Description	Verifiable Indicator	Means of verification
SAAELIP Launch and Roll-out	SAAELIP is successfully launched and rolled out	SAAELIP launch and rollout report

5.3. **OUTPUT C: SAAELIP CAPACITY BUILDING**

– The consultants will develop SAAELIP manuals, standard operating procedures (SOPs), and guidelines to support data providers on the use of SAAELIP. In addition, the consultants must capacitate departmental personnel and employ an intern to sustainably manage and operate SAAELIP efficiently and effectively beyond the project.

5.3.1. <u>OUTPUT C1: SAAELIP MANUALS AND STANDARD OPERATING PROCEDURES</u>

5.3.1.1. The consultants will develop SNAEL and NAEIS manuals and standard operating procedures to support data providers on the use of SAAELIP. The manuals and SOPs should contain any necessary checklists, flow charts, templates, standard formats, examples, etc. necessary to ensure that, in using the manuals, data providers, AEL holders, AELA and departmental personnel can operate the SNAEL and NAEIS efficiently and effectively.

Table 7: Output C1: SAAELIP Manuals and Standard Operating Procedures Success Indicators

Description	Verifiable Indicator	Means of verification
SAAELIP Manuals and Standard Operating Procedures	SNAEL and NAEIS manuals and standard operating procedures developed to support data providers on the use of SAAELIP	SNAEL and NAEIS Manuals and Standard Operating Procedures

5.3.2. <u>OUTPUT C2: SAAELIP INTERNSHIP PROGRAMME</u>

5.3.2.1. To support the development of further capacity in the management of the SAAELIP, the contracted consultants will employ one intern to support them in the project's implementation. The selection of the intern will be done through a public selection process based on criteria developed by the consultant and agreed to by the SAAELIP Project Steering Committee. A detailed skills development plan for the intern will be developed that will ensure her/his effective integration into the project and against which progress will be reported regularly. The consultants are required to engage and involve the intern in all aspects of the project provide hands-on training, and mentorship, and ensure effective skills transfer. Consultant bids should include a provision of DPSA Level 7 (R411 227) per annum for the duration of the project for the intern to cover salary-related costs (see R2.1mil - Prime Cost Items). Any other anticipated costs would need to be detailed in the bid.

Table 8: Output C2: SAAELIP Internship Programme Success Indicators

Description	Verifiable Indicator	Means of verification
SAAELIP Internship Programme	SAAELIP Internship Programme developed and successfully implemented for the duration of the project	SAAELIP Internship Programme implementation report

5.4. OUTPUT D: SAAELIP IMPLEMENTATION AND MAINTENANCE

– After deployment of the SAAELIP, the consultants will host, support, and maintain the established portal and its infrastructure for the duration of the project. All activities undertaken after the SAAELIP deployment and roll-out will be coordinated by the SAAELIP Project Steering Committee and reported by the consultants as monthly SAAELIP Implementation and Maintenance reports. The service provider will undertake the following activities.

5.4.1. OUTPUT D1: SAAELIP HOSTING, MAINTENANCE AND MANAGEMENT

5.4.1.1 SAAELIP infrastructure will consist of many components including databases, websites, system codes, and interfaces for geographic information systems. The service provider will be required to host, maintain, and manage all the infrastructure for a period of three years by undertaking the following activities:

i. Supporting and hosting SAAELIP within a DFFE-approved hosting infrastructure while ensuring government data sovereignty policies are met.
ii. Monitoring and maintaining SAAELIP components including databases, websites, system codes, and all interfaces.
iii. Implementing any required special database procedures or triggers to support business requirements.
iv. Performing special data migration to “patch” missing data, if needed to enhance the productivity of users and reliability of the systems.
v. Maintaining the user acceptance testing environment, commonly called the test sites.
vi. **Performing regular updates designed** in accordance with the software release schedule that will be agreed upon by the department. These regular updates shall be scheduled in accordance with the critical nature, popularity as well as resources allocated.

vii. **Performing applications emergency patches as will be requested by the department from time to time.** These requests will be on an "as needed" basis to address critical issues reported by the department. "Emergency patches shall be defined based on the inability to conduct regular business due to a system issue that is causing downtime and/or a significantly reduced level of service to the users.

Table 9: Output D1: SAAELIP Hosting, Maintenance, and Management Success Indicators

Description	Verifiable Indicator	Means of verification
SAAELIP Hosting, Maintenance and Management	SAAELIP is successfully hosted, maintained and managed for the duration of the project	SAAELIP Implementation and Maintenance monthly report and user satisfaction

5.4.2. <u>OUTPUT D2: SAAELIP SYSTEM ENHANCEMENT</u>

5.4.2.1 From time to time, regulatory requirements are amended to include new AEL or emissions reporting requirements, through the changes in pollutants reported and/or changes in reporting sectors and/or changes to political boundaries, etc. These changes will require system code changes and adjustments to the many databases that support SAAELIP to accommodate the new requirements. The service provider must ensure that the systems respond to user's needs due to changes in legislation and the environment within or outside of the organization by undertaking the following activities:

i. Developing new reporting requirements to support data analyses and reports.
ii. Developing new data queries to respond to management inquiries.
iii. Facilitating system enhancements informed by new regulatory requirements.
iv. Performing system changes and upgrades based on user requests.

Table 10: Output D2: SAAELIP System Enhancements Success Indicators

Description	Verifiable Indicator	Means of verification
SAAELIP System Enhancements Success	User required SAAELIP system enhancements are developed, tested and implemented successfully	SAAELIP Implementation and Maintenance monthly report and user satisfaction

5.4.3. OUTPUT D3: SAAELIP TECHNICAL SUPPORT TO DFFE

5.4.3.1 The consultants will provide the expert services of managing and maintaining the SAAELIP and its components and ensure that the system effectively functions to support regulatory requirements. In this regard, the service provider will be required to provide continuous technical support to DFFE by undertaking the following activities:

i. Fixing bugs and solving system problems identified by users including but not limited to security enhancement.
ii. Providing specialised services to assist DFFE in developing and reviewing current best practices guidelines and standard operation procedures (SOPs) for effective AEL and emission inventory management.
iii. Attending to service requests and issue tracking to allow DFFE to report issues, submit changes, and make enquiries through a project team website.

Table 11: Output D3: SAAELIP Technical Support to DFFE Success Indicators

Description	Verifiable Indicator	Means of verification
SAAELIP Technical Support to DFFE	Effective technical support to DFFE to ensure that SAAELIP effectively functions to support regulatory requirements	SAAELIP Implementation and Maintenance monthly report and user satisfaction

5.4.4. OUTPUT D4: SAAELIP HANDOVER AND BUSINESS CONTINUITY

5.2.1.1 A year before the SAAELIP contract lapses, the service provider will establish a transitional plan to hand over to the department all the intellectual property rights associated with SAAELIP as well as SAAELIP components including databases, websites, documentation, system codes, and all interfaces by contract end.

5.2.1.2 The plan must ensure business continuity of SAAELIP implementation upon completion of the contract through the capacitation of an incoming service provider that the department will have procured.

5.2.1.3 The consultants must implement the transitional plan effectively to ensure that there will be business continuity at the end of contract.

Table 12: Output D4: SAAELIP Handover and Business Continuity Success Indicators

Description	Verifiable Indicator	Means of verification
SAAELIP Handover and Business Continuity	Effective handover of SAAELIP and all its infrastructure to the department	Efficient capacitation of an incoming service provider

6 PERIOD / DURATION OF PROJECT / ASSIGNMENT

6.1. The project must be completed within five (05) years after the signing of the SLA by both parties and the issuing of an Official Order by DFFE.

7 COSTING / COMPREHENSIVE BUDGET

7.1. A comprehensive offer must be provided inclusive of all costs, expenses, and all applicable taxes. Note: Travelling costs and time spent or incurred between home and the office of the Project Manager and the DFFE office will not be for the account of the DFFE.

7.2. A comprehensive offer must be provided in the same envelope as the technical proposal inclusive of all disbursement costs, expenses, and VAT (Annexure A – Price Schedule /guidance: **Service provider must quote for all activities as included in the Pricing Schedule unless indicated otherwise**).

7.3. **<u>The cost for the SAAELIP Internship Program will be capped at R2.1mil for the duration of the contract.</u>**

7.4. **<u>The cost related to key resources will be awarded on rates only. Therefore, the indicated hours are for evaluation only.</u>**

7.5. DFFE reserves the right to negotiate price with a recommended service provider identified in the evaluation process without offering the same opportunity to any other bidder (s) who have not been recommended.

7.6. **The award will be based on rates only.**

7.7. **NOTE:** Where applicable the modification (Increase/ Decrease) of the given total capped hours on the pricing schedule is **strictly prohibited**. However, bidders are allowed to be innovative in allocating the hours across the line items or activities with the total capped hours remaining the same as provided by DFFE. Bidders who fail to comply with the requirements will be considered non-responsive and not further evaluated.

7.8. The price will be valid for 120 days. The bid validity might be extended, and the new extension date shall remain valid until the award process is concluded. The bidders will be given seven (7) days from the date of the letter to respond, failure to do so will be deemed that the bidding company is in agreement with the content of the validity extension.

8 INFORMATION SESSION

8.1.	Is the briefing session applicable?	**YES**
8.2.	Is it a compulsory briefing session?	**YES**

8.3. The briefing session will be held as follows:

Date: **02 July 2024**

Time: **09H00 – 11H00**

Platform/ Venue: Microsoft Teams (Join the meeting now)

Meeting ID: 387 312 629 022; Passcode: WGEjoD

8.4. Request for clarification of the tender document, questions, or queries, if necessary, must be submitted to the DFFE representative as listed under technical enquiries at least seven (07) calendar days before the stipulated closing date and time of the tender in writing. However, DFFE shall not be liable nor assume liability for failure to respond to any questions and/or queries raised by the bidder.

9. EVALUATION CRITERIA

9.1. The evaluation for this bid will be carried out in the following phases:

- Phase 1: Pre-compliance.
- Phase 2: Mandatory requirement
- Phase 3: Functionality Evaluation
- Phase 4: Price and Preference Points.

9.2. PHASE 1: PRE-COMPLIANCE

9.2.1. During this phase bid documents will be reviewed to determine compliance with SCM returnable documents, tax matters, and whether proof of registration on the Central Supplier Database (CSD) has been submitted with the bid documents at the closing date and time of the bid.

9.2.2. 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
2	Electronic Copy (USB)	Same as the master bid document

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
3	SCM - SBD 1 - Invitation to Bid	Completed and signed
4	Tax Compliance and CSD Registration	Attached CSD registration number/ Proof of CSD registration and/ or SARS Tax Pin
5	SBD 3.3 - Pricing Schedule	Completed
6	SCM - SBD 4 – Bidders Disclosure	Completed and signed
7	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Completed and signed
8	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

9.3. **PHASE 2: MANDATORY REQUIREMENT**

9.3.1. The mandatory requirements will apply and bidders must submit all requirements indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase, the bidder’s responses will be evaluated based on the documents submitted under mandatory requirements.

9.3.2. Bidders who fail to comply or meet mandatory requirements will be disqualified and will not be evaluated further.

9.3.3. Bidders are required to complete a table below by answering **YES or NO** and attach proof of the document listed in the table below:

REQUIREMENTS	PROOF ATTACHED:	
	YES	NO
Attendance of Compulsory Briefing Session **(Signed attendance register)**		

9.4. **PHASE 3: FUNCTIONALITY CRITERIA**

9.4.1. Only bid proposals that meet pre-compliance requirements will be evaluated on functionality criteria.

9.4.2. The bidder must score a minimum of **65%**, during Phase 3 (functionality) of the evaluation to qualify for Phase 4 of the evaluation where only points for price and preference points will be considered.

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

<table>
<tr><th>GUIDELINES FOR CATEGORY CRITERIA</th><th colspan="2">FUNCTIONALITY: (GUIDELINES FOR CRITERIA APPLICATION)</th><th>WEIGHT</th></tr>
<tr><td rowspan="8">A proposed project plan, methodology and management of the project on the development and implementation of SAAELIP.</td><td colspan="3">Bidders are required to provide a detailed SAAELIP development and implementation project plan with project deliverables and timeframes</td></tr>
<tr><td>Project plan, methodology and project management in SAAELIP development and implementation Development.</td><td>Indicator</td><td rowspan="7">20</td></tr>
<tr><td>Project plan and methodology, action well broken down with detailed objectives and milestones.</td><td>5</td></tr>
<tr><td>Project plan and methodology, action partly broken down with clear objectives and clear milestones.</td><td>4</td></tr>
<tr><td>Project plan and methodology, action basic with no clear deliverables and milestones</td><td>3</td></tr>
<tr><td>Limited information provided on the action plan</td><td>2</td></tr>
<tr><td>Task not well understood.</td><td>1</td></tr>
<tr><td>No information provided</td><td>0</td></tr>
<tr><td rowspan="4">Experience of Project Leader (Key Expert 1) responsible for leading the project</td><td colspan="3">Project Leader is required to possess experience in software development and implementation services with extensive references on building sustainable, high-quality solutions and Agile certified.</td></tr>
<tr><td>Curriculum vitae of Project Leader to include inter alia, relevant experience in software development and three contactable references</td><td>Indicator</td><td></td></tr>
<tr><td>10 years ‘or more experience</td><td>5</td><td rowspan="2">20</td></tr>
<tr><td>7 and less than 10 years’ experience</td><td>4</td></tr>
</table>

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY: (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
	5 and less than 7 years' experience	3	
	2 and less than 5 years' experience	2	
	1 and less than 2 years' experience	1	
	Less than 1 year experience or no experience	0	
Company experience and track record in software development and implementation services of similar magnitude	**The company is required to possess experience in software development and implementation services with extensive references on building sustainable and high-quality solutions**		**20**
	Bidder (s) to include inter alia, relevant experience in software development and three contactable references	**Indicator**	
	10 projects or more developed and implemented	5	
	7 to 9 projects developed and implemented	4	
	4 to 6 projects developed and implemented	3	
	2 to 3 projects developed and implemented	2	
	1 project developed and implemented	1	
	No project developed and implemented	0	
Experience of specialist in chemical /metallurgical engineering (Key Expert 2).	**Bidder(s) are required to include a team of specialist(s) in chemical/ metallurgical engineering with a good understanding in industrial processing designs, construction and operations.**		
	Specialist(s) in chemical/metallurgical engineering, in industrial processes air pollution monitoring and management	**Indicator**	**20**
	10 years or more experience	5	
	7 and less than 10 years' experience	4	
	5 and less than 7 years' experience	3	
	2 and less than 5 years' experience	2	
	1 year and less than 2 years' experience	1	

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY: (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
	Less than 1 year experience or no experience	0	
Experience of specialist in National Environmental Air Quality Management Act and industrial air pollution management (Key Expert 3)	**Bidder(s) are required to include specialist(s) with a good understanding of the National Environmental Air Quality Management Act and air pollution monitoring and management techniques.**		
	Specialist(s) experience in National Environmental Air Quality Management Act and industrial air pollution management	**Indicator**	
	10 years ‘or more experience	5	**20**
	7and less than 10 years’ experience	4	
	5 and less than 7 years’ experience	3	
	2 and less than 5 years’ experience	2	
	1 and less than 2 years’ experience	1	
	Less than 1 year experience or no experience	0	
TOTAL POINTS ON FUNCTIONALITY			**100**

9.5. PHASE 3: PRICE AND PREFERENCE POINTS

9.5.1. The preference point system applicable for this bid is 80/20.

9.5.2. The following preference point system will be followed to advance the categories of persons:

a. For contracts with a Rand value up to R50 000 000, a maximum of 20 points may be allocated for specific goals as contemplated above, provided that the lowest acceptable tender scores 80 points for price.

i. The applicable formula to be used is Ps=80[1-(Pt-Pmin)/Pmin]. Provided:
Ps = Points scored for the price of the tender under consideration.
Pt = Price of tender under consideration; and
Pmin = Price of the lowest applicable tender.

ii. total of 20 points may be awarded to a tenderer as follows:

20 points: if the Bidder has more than 50% (fifty percent) by Black people, Women, or people with disabilities

0 Points: for 50% and below ownership by stipulated categories of persons

9.5.3. The bid will be awarded to a bidder with the highest points on price and Preference Points on condition that they have met all phases of the evaluation criteria and complied with the tender requirements set out in the tender document. However, a contract may be awarded to a tenderer that did not score the highest points in terms of section 2(1) of the PPPFA.

9.5.4. A maximum of 20 Points will be allocated for either of the specific goals.

SPECIFIC GOALS	**80/20**
>50% ownership by Black people, Or	20
>50% ownership by Women, Or	20
>50% ownership by people with Disability	20

9.5.5. For service providers to claim preference points the following must be adhered to:

a) Submit a complete and signed SBD 6.1,

b) Submit a valid B-BBEE Status Level Verification Certificate issued by SANAS, or Accredited Verification Agency, or B-BBEE Certificate issued by CIPC, or a Sworn Affidavit commissioned by the Commissioner of Oaths together with their bids.

c) Submit CSD Registration Report or MAAA number

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

10. BID SUBMISSION REQUIREMENTS

10.1. Bidders must ensure that the following submission requirements, which will be needed for evaluation purposes are included in their bid proposal and are as follows:

10.1.1. The service provider must draft a table of contents that will indicate where each document is in the proposal.

10.1.2. The proposal shall consist of one (01) master original document and must indicate the prices on SBD 3.3 and **Annexure A** for a detailed price schedule.

10.1.3. The information in the CV of the proposed Project Team Leader (Key Expert 1) and Team Members (Key Expert 2 and 3) must complete **Annexure B** and include relevant experience in the chosen area of expertise.

10.1.4. Project reference specifying the role played by the service provider in the listed projects or assignments.

10.1.5. A detailed project plan with a clear indication of who will be responsible for the management of the assignment as well as its execution. The allocation of team members on the assignments must be based on the experience in delivering the scope of work as listed

10.1.6. Standard bidding documents (SBD1, 3.3, 4, and 6.1).

10.1.7. Copy of Central Supplier Database (CSD) report or tax pin certificate from SARS.

10.1.8. Letter of Authority to sign documents on behalf of the company.

11. LEGISLATIVE FRAMEWORK OF THE BID

11.1. Tax Legislation

11.1.1 Bidder must at all-time be compliant when submitting a proposal to 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 Value Added Tax Act, 1991 (Act No. 89 of 1991).

11.1.2 Bidders who make taxable supplies more than 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 has been exceeded in the past 12-month period.

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

11.1.4 SARS Tax Status Pin requirements / or Central Supplier Database (CSD) number or report must be provided.

11.2. Procurement Legislation

11.2.1 Bidders must be cognisant of the legislation and/or standards specifically applicable to the services.

11.2.2 Bidders are requested to submit a valid B-BBEE Status Level Verification Certificate issued by SANAS Accredited Verification Agency, or B-BBEE Certificate issued by CIPC, or a Sworn Affidavit commissioned by Commissioner of Oaths together with their bids. The sworn affidavit must be signed by the deponent (Bidder), in the presence of a Commissioner of Oaths where the Commissioner of Oaths must affix his/her signature, together with the stamp of the office, and affix a date on which the signature was affixed. Furthermore, the dates of the deponent and the CoO must correspond.

11.2.3 If the application is made by a Joint Venture or Partnership, the accreditation credentials in the name of joined entities must be submitted. Members of the joint venture must meet the requirements of the proposal.

11.3. Privacy and Protection of Personal Information Act 4 of 2013

11.3.1 Protecting personal information is important to the Department of Forestry, Fisheries, and the Environment. To do so, DFFE follows general principles by applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

11.3.2 DFFE's role as the responsible party is amongst 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.

11.3.3 DFFE will process personal information only with the knowledge and authorisation of the bidder/ respondent and will treat the 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 the POPIA.

11.3.4 DFFE reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this bid and the bidder/respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning DFFE.

11.3.5 In responding to this bid, DFFE acknowledges that it will obtain and have access to the personal information of the bidder/ respondent. DFFE agrees that it shall only process the information disclosed by the bidder/ respondent in their response to this bid for evaluation and subsequent award of the tender and by any applicable law.

12. SPECIAL CONDITIONS OF THE CONTRACT

12.1. On appointment, the performance measures for the delivery of the project will be closely monitored by the DFFE.

12.2. The service provider/s will submit a soft copy weekly progress report for the first month from the start of the project and then submit monthly progress reports to the Programme Manager, within four (04) days after the end of each month and quarter for the duration of the project. Failure to submit the required reports on time will result in penalties.

12.3. The Programme Manager shall do the ongoing management of the Service Level Agreement.

12.4. Appointed service provider may be subjected to security vetting and screening.

12.5. The appointed Service Provider may be subjected to security vetting and screening.

12.6. The service provider/s must guarantee the presence of the Project Team Leader (Key Expert 1) and Team Members (Key Experts 2 and 3) in charge of the programme throughout the duration of the contract.

12.7. Before the appointment of a replacement, the Programme Manager must approve such appointment. If the senior has to 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 able to transfer skills and knowledge.

12.8. All the conditions specified in the **General Conditions of Contract (GCC)** will apply and where the conditions in the special conditions of contract contradict the conditions in the general conditions of contract the special conditions of contract will prevail.

12.9. The service provider 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 service provider from any liability or obligation under the contract.

12.10. The service provider will submit monthly progress reports as per the agreed work plan, to the Programme Manager, within 3 days after the set date.

12.11. The proposals should be submitted with all required information containing technical information.

12.12. A trust, consortium, or joint venture will qualify for Preference Points if their average combined ownership is more than 50% (fifty percent) of ownership on specific goals (e.g., two or more companies claiming preference points, Ownership/ Directorship will be combined and divided by the number of companies to ascertain the preference points).

12.13. DFFE reserves the right to request additional information to validate any information submitted by bidders including preference points claimed.

12.14. If the DFFE is of the view that a Bidder submitted false information regarding a Specific Goal, the DFFE must inform the Bidder accordingly and allow the Bidder to make representations within 14 (fourteen) days as to why:-

12.14.1. the Tender may not be disqualified, or,

12.14.2. if the Tender has already been awarded to the Bidder, the contract or order should not be terminated in whole or in part.

12.15. After considering the representations, the DFFE may, if it concludes that the information relating to a Specific Goal is false, disqualify the Bidder or terminate the Contract in whole or in part and if applicable, claim damages from the Bidder.

12.16. Poor or non-performance by the bidder will result in the cancellation of contracts/orders.

12.17. Please take note that DFFE is not bound to select any of the firms submitting proposals. DFFE reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.

12.18. DFFE will not be held responsible for any costs incurred by the service providers in the preparation, presentation, and submission of the proposal.

13. PAYMENT TERMS

13.1. 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 an approved detailed claim and the required reports stipulated in special conditions. No payment will be made where there is outstanding information/ work not submitted by the service provider/s until that outstanding information is submitted.

14. TECHNICAL ENQUIRIES

14.1. Should you require any further information in this regard, please do not hesitate to send written enquiries to: Tenders@dffe.gov.za

15. ANNEXURE A – PRICING SCHEDULLE

#	DESCRIPTION	NAME OF PROPOSED EXPERT	Hours	Rate Per Hour	Total Amount
1	**OUTPUT A: SAAELIP DEVELOPMENT MANAGEMENT PLANNING**			**R**	**R**
	SUB - TOTAL (OUTPUT A: SAAELIP DEVELOPMENT MANAGEMENT PLANNING)			**R**	**R**
2	**OUTPUT B: SAAELIP DEVELOPMENT, IMPLEMENTATION AND TESTING**				
	OUTPUT B1:			*R*	*R*
	OUTPUT B2:			*R*	*R*
	OUTPUT B3:			*R*	*R*
	OUTPUT B4:			*R*	*R*
	OUTPUT B5:			*R*	*R*
	SUB-TOTAL (OUTPUT B: SAAELIP DEVELOPMENT, IMPLEMENTATION AND TESTING)			**R**	**R**
3	**OUTPUT C: SAAELIP CAPACITY BUILDING**				
	OUTPUT C1:			*R*	*R*
	OUTPUT C2:			*R*	*R*
	SUB-TOTAL (OUTPUT C: SAAELIP CAPACITY BUILDING)			**R**	**R**
4	**OUTPUT D: SAAELIP IMPLEMENTATION AND MAINTENANCE**				
	OUTPUT D1:			*R*	*R*

	OUTPUT D2:			*R*	*R*
	OUTPUT D3:			*R*	*R*
	OUTPUT D4:			*R*	*R*
	SUB - TOTAL (OUTPUT D: SAAELIP IMPLEMENTATION AND MAINTENANCE)			**R**	**R**
5	**SAAELIP INTERNSHIP PROGRAM**		**P/SUM**		**R 2 100 000.00**
TOTAL AMOUNT EXCLUDING VAT					**R**
VAT AT 15%					**R**
TOTAL AMOUNT INCLUSIVE OF VAT					**R**

16. ANNEXURE B – CV TEMPLATE TO BE COMPLETED BY THE PROJECT LEADER AND PROPOSED EXPERTS

CV TEMPLATE

1. Surname	
2. Name	
3. National ID / Passport Number	
4. Contact Number	
5. Email Address	
6. Proposed role on the project	

7. Education:

Year Completed	Institution	Qualification (s) obtained	NQF Level

8. Language skills: Indicate competence on a scale from 1 (basic) to 5 (excellent)

Language	Reading	Speaking	Writing

9. Membership of professional bodies:

Name of professional body	Year joined	Membership Number

10. Other skills: (e.g. Computer literacy, etc.)

11. Present position:

Name of Employer	
Position	
Date from - Date to	

12. Years within the institution:

13. Key experience relevant to the terms of reference: (List specific assignments relevant to the terms of reference)

Name of Employer	Name of Client	Role on Assignment	Client Reference (Provide contact person and contact details)	Date from - Date to	Description of key experience as per the requirements of Terms of Reference

14. Professional experience:

Name of Employer	Date from - Date to	Reference (Provide contact person and contact details)	Position	Description of duties

15. Other relevant information (e.g. Publications)

THE NATIONAL TREASURY

Republic of South Africa

GOVERNMENT PROCUREMENT:

GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

- The General Conditions of Contract will form part of all bid documents and may not be amended.

- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

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

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

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

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

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

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

1.7 "Day" means calendar day.

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

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

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

1.12 ”Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 “GCC” means the General Conditions of Contract.

1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 “Project site,” where applicable, means the place indicated in bidding documents.

1.21 “Purchaser” means the organization purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

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

2. Application

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

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

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

3. General

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

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

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

6. Patent rights

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

7. Performance security

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

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

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

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

(b) a cashier's or certified cheque

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

8. Inspections, tests and analyses

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

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

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

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

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

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

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

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

14. Spare parts

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

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

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

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

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

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

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

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

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

26. Termination for insolvency

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

27. Settlement of Disputes

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

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

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

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

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

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

28. Limitation of liability

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

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

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

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

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

BAS ENTITY MAINTENANCE FORM

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	
Trading Name	
Tax Number	
VAT Number	
Title:	
Initials:	
Full Names	
Surname	
Persal Number	

Address Detail		
	Physical	Postal
Address (Compulsory if Supplier)		
Postal Code		

New Detail

☐ New Supplier information ☐ Update Supplier information

Supplier Type:			
	☐ Individual	☐ Department	☐ Partnership
	☐ Company	☐ Trust	
	☐ CC	☐ Other (Specify)	

Department Number

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

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

Bank Stamp

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