



**PSiRA**  
Private Security Industry Regulatory Authority

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**REQUEST FOR PROPOSALS FOR APPOINTMENT OF A SERVICE PROVIDER FOR THE IMPLEMENTATION AND MAINTENANCE OF CASE MANAGEMENT SYSTEM FOR A PERIOD OF 36 MONTHS.**

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**[PSiRA/2025/RFB/22]**

**Date Issued: [27 FEBRUARY 2026]**

**Closing date and time: [30 MARCH 2026 at 11:00]**

**Virtual Compulsory Briefing Session [ 13 MARCH 2026 at 10:00]**

**Briefing session**

**link:** <https://teams.microsoft.com/meet/35653247586120?p=ji>

[TdBIFPsGfkqvlG79](#)

**Bid Validity Period: [120 days]**

**TENDER BOX ADDRESS:**

PSiRA Head Office: 420 Witch-Hazel Avenue, Block B – Eco Glades 2 Office Park, Highveld  
Ext 70, Centurion.



## CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES & DOCUMENTS/REQUIREMENTS

YES	NO	DOCUMENTATION
<input type="checkbox"/>	<input type="checkbox"/>	<b>SBD 1:</b> Invitation to Bid
<input type="checkbox"/>	<input type="checkbox"/>	<b>SBD 3:</b> Pricing Schedule
<input type="checkbox"/>	<input type="checkbox"/>	<b>SBD 4:</b> Declaration of Interest
<input type="checkbox"/>	<input type="checkbox"/>	<b>SBD 6.1:</b> Preference Claim Forms in terms of Preferential Procurement Regulations, 2022
<input type="checkbox"/>	<input type="checkbox"/>	General Conditions of Contract (All pages to be initialed and last page signed by the bidder)
<input type="checkbox"/>	<input type="checkbox"/>	Terms of Reference (All pages to be initialed and last page signed by the bidder)
<input type="checkbox"/>	<input type="checkbox"/>	Attendance of Virtual Compulsory Briefing Session

Sealed and clearly marked bids indicating the bid Reference No. i.e. PSiRA/2025/RFB/XX must be deposited in the PSiRA Head Office tender box located at **420 Witch Hazel Avenue, Eco Glades, Block B2, Eco Park, Centurion, Pretoria**- before the closing date and time.



**The purpose of this document is to provide guidance to service providers on how to compile a compliant bid proposal.**

**Bids/Forms will be considered to be fully completed when signed and the following are specified/ reflected and submitted:**

**SBD 1: Invitation to Bid**

- Supplier information.
- Signed on page 2.

**SBD 3.1: - Pricing Schedule – Firm Prices**

- Total bid price must be reflected on the form.
- Brand and model must be specified.
- Country of origin must be specified.
- An indication that the offer complies with the specification or not.
  - If not to specification, indicate deviation(s)
- Period required for delivery.
  - Is the period required for delivery: Firm/not firm
- Delivery basis

**SBD 4: - Declaration of interest**

All questionnaires must be answered on:

- Paragraph 2: 2.1 and 2.1.1.
- Paragraph 2.2 and 2.2.1.
- Paragraph 2.3 and 2.3.1
- Paragraph 3
  - Signed, dated, position specified, and name of bidder specified.

**SBD 6.1: Preference Claim Forms in terms of Preferential Procurement Regulations 2022**

- Paragraph 4.1: Completion of table 1.
- Declaration with regard to company/firm (paragraph 4.2, 4.3 and 4.4).
- Signature(s) of tenderer(s), surname and name, date and address.

Terms of Reference (All pages to be initialed and last page signed by the bidder)

General Conditions of Contract (All pages to be initialed and last page signed by the bidder)

Attendance of Virtual Compulsory Briefing Session.



**PSIRA**  
Private Security Industry Regulatory Authority

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**APPOINTMENT OF A SERVICE PROVIDER FOR THE  
IMPLEMENTATION AND MAINTENANCE OF CASE  
MANAGEMENT SYSTEM FOR A PERIOD OF  
36 MONTHS**

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Private Security Industry Regulatory Authority



## **1. PURPOSE**

- 1.1. The Private Security Industry Regulatory Authority (PSiRA) seeks to appoint a qualified service provider to develop, implement, and maintain a Case Management System (CMS) for a period of thirty-six (36) months.

## **2. BACKGROUND**

- 2.1. The Private Security Industry Regulatory Authority (PSiRA) is a public entity established in terms of the Private Security Industry Regulation Act, 2001 (Act No. 56 of 2001). The Authority is mandated to regulate the private security industry and exercise effective control over the practices of security service providers in the public and national interest, as well as in the interest of the industry itself.
- 2.2. PSiRA receives numerous complaints from security service providers, consumers of security services, and members of the public. These complaints are currently managed manually, a process that poses challenges in tracking progress, ensuring timely resolution, and providing feedback to stakeholders.
- 2.3. To address these challenges, PSiRA intends to implement a Case Management System (CMS) that will automate the complaints process, thereby improving efficiency, transparency, accountability, and client service delivery.

## **3. OBJECTIVES**

### **THE CASE MANAGEMENT SYSTEM AIMS TO:**

- 3.1. Automate the lifecycle complaints, including logging of incidents, investigation, resolution, tracking, and reporting.
- 3.2. Enable seamless integration with internal systems such as, but not limited to, the e-PSiRA system, inspection system, and the Firearm Management System (FMS).
- 3.3. Improve stakeholder communication through real-time updates, alerts, and notifications.
- 3.4. Enhance decision-making by providing robust reporting and analytics tools.



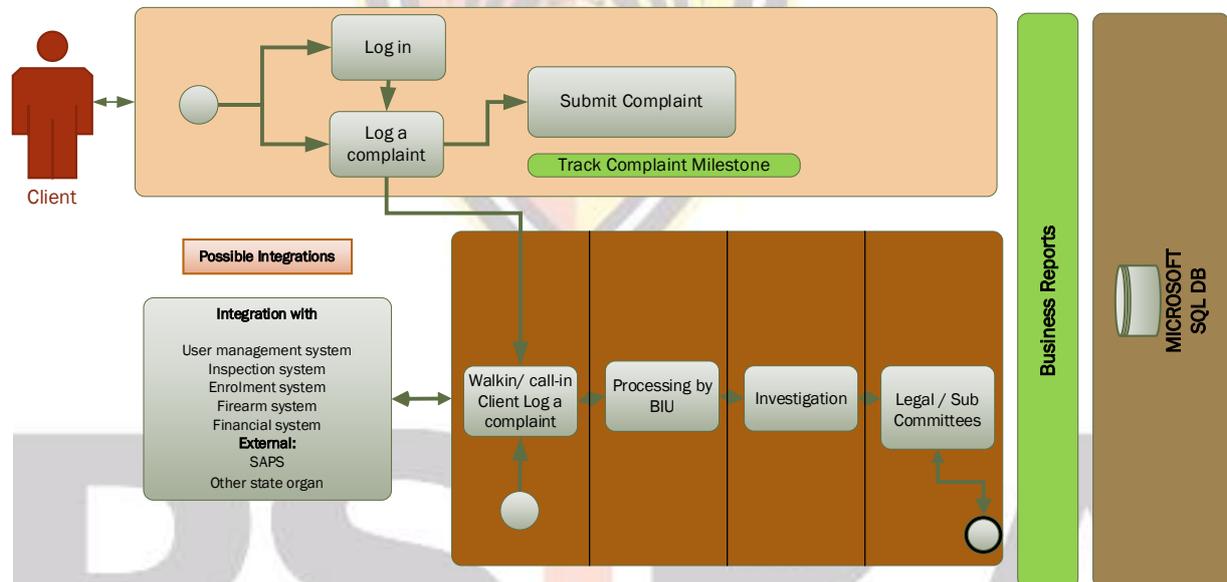
3.5. Ensure compliance with regulatory requirements and data protection laws, including the Protection of Personal Information Act (POPIA).

#### 4. **SCOPE OF WORK**

4.1. The successful bidder must:

- 4.1.1. Develop and implement a web-based Case Management System (CMS) that meets PSiRA's functional and non-functional requirements.
- 4.1.2. Provide integration capabilities with internal and external systems.
- 4.1.3. Conduct training of PSiRA staff and provide comprehensive documentation.
- 4.1.4. Conduct post-implementation technical support and system maintenance for the duration of the contract.
- 4.1.5. Provide tools for tracking, reporting, and auditing all cases within the system

#### 4.2. **HIGH LEVEL DATA FLOW DIAGRAM**



#### 4.2.1. **Diagram Description**

4.2.1.1. The process will be initiated by a client lodging a complaint with PSiRA. Complaints can also be lodged through the system, walk-ins, call-ins or any other platform specified. Regardless of the method, the complaints will be processed by the Business Intelligence Unit (BIU) before being transferred



for investigation. The system must provide full visibility into the complaint's progress, ensuring that all back-and-forth communications and actions taken are logged and accessible based on user roles.

- 4.2.1.2. If any irregularities are found during the investigation, the case will be escalated to the legal department for legal proceedings.
- 4.2.1.3. Furthermore, the proposed system must be integrated with other internal and external systems to facilitate information sharing and support a seamless, end-to-end solution. Role-based access must be implemented to ensure that relevant stakeholders have appropriate visibility and control over different stages of the complaint resolution process.

#### **4.3. FUNCTIONAL REQUIREMENT**

The Case Management System (CMS) must support the following functional requirements to ensure the effective management complaints and cases, and their resolution processes within PSiRA. The functions are but not limited to:

##### 4.3.1. Client interface

- a) Clients, including security service providers, security officers, consumer of security services and members of public, must be able to log complaints via a web application, call-in , or walk-in service. All complaints must be stored in a centralized repository for further investigation and processing.
- b) Clients must be able to track the progress of their complaints and resolution milestones with a timeline view online.
- c) The system must send automated updates to clients via PSiRA identified communication channel e.g. WhatsApp , SMS , email.
- d) Clients must have the ability to make follow-ups or provide additional information when required.

##### 4.3.2. Walk-in Consultant\Complaint Agent

- a) Frontline agents must be able to log complaints on behalf of clients, including security service providers, security officers, consumers of security services, and members of the public, through the web application. All complaints must be stored in a centralized repository for investigation and processing.
- b) Agents must be able to track the progress of complaints and resolution milestones on behalf of clients.



- c) The system must send automated updates to clients through PSiRA-approved communication channels, such as WhatsApp, SMS, or email.
- d) Agents must conduct follow-ups when necessary, with all follow-up actions being traceable and recorded with time and date stamps.

#### 4.3.3. Business Intelligence Unit

- a) The unit must be able to receive complaints, evaluate their severity, and categorize them appropriately.
- b) The unit must analyse complaints and assign cases to the relevant departments for resolution.
- c) The unit must have a comprehensive reporting function that provides intelligence and insights derived from information obtained from both the internal and external system.
- d) The Case Management System must integrate with internal and external systems to enhance information intelligence for investigations.
- e) The unit must monitor cases throughout their lifecycle and be able to generate analytical reports.

#### 4.3.4. Law Enforcement

- a) The unit is responsible for conducting inspections. The CMS must integrate with the internal inspection system to allow seamless viewing and transmission of inspection reports.
- b) All recommendations and actions taken, must be captured and stored in the CMS database.
- c) The CMS system must ensure compliance with regulatory standards and provide audit trails.

#### 4.3.5. Training Unit

- a) The unit oversee security training providers to ensure compliance with the Private Security Industry Regulation Act.
- b) The CMS must integrate with the internal inspection system to allow seamless viewing and transmission of inspection reports.
- c) The must allow the unit to record quality assurance reports.
- d) All recommendations and actions taken, must be captured and stored in the CMS database.



- e) The CMS system must ensure compliance with regulatory standards and provide audit trails.

#### 4.3.6. Forensic Unit

- a) The unit is responsible for investigate irregularities and misconduct within the private security industry. The full investigation process must be automated to provide authorized users with full visibility.
- b) The system must enable routing of investigation reports for approvals and further processing.
- c) All remedial actions and escalations must be managed and recorded within the CMS system.

#### 4.3.7. Legal and Sub-Committees

- a) The CMS must automate the end-to-end prosecution process, including:
- b) Development and management of dockets and charge sheets, reducing paper dependency.
- c) Administration of trial procedures, capturing verdicts, and managing penalties through an automated approval workflow.
- d) Automation of summons issuance via email, with tracking mechanisms to confirm successful delivery.

#### 4.3.8. Finance Department and Debt Litigation

- a) The system must automate the processing of penalties for security services providers.
- b) Debt recovery processes for penalties must be supported within the CMS.
- c) The system must administer financial transactions related to appeals and penalties and send financial notifications to clients via PSiRA identified communication channel e.g. WhatsApp , SMS , email.

#### 4.3.9. Appeals and Exemptions Unit

- a) The system must enable clients to submit appeals and exemptions online.
- b) The appeals process must be automated for tracking and resolution.
- c) Resolution updates must be communicated to clients via PSiRA identified communication channel e.g. WhatsApp , SMS , email.



#### **4.4. NON-FUNCTIONAL REQUIREMENTS**

##### **4.4.1. Performance:**

- a) The system must provide fast and efficient responses to user actions, including the ability to process complaints or disclosure of data without noticeable delays.
- b) The system should handle high volumes of concurrent users without significant degradation in performance and should be scalable.
- c) Response times for key actions, such as save, search, and reporting, should not exceed 3 seconds.

##### **4.4.2. Usability:**

- a) The system must support the addition of new features or modules with minimal disruption to existing functionality.
- b) The system should be able to scale to handle up to 10,000 users concurrently .
- c) The system must provide fine-grained user access control mechanisms for external users (username, password and 2 factor authentication (2FA)), and single sign-on for internal users.
- d) The system should provide helpful tooltips, error messages, and guidance throughout the user interface to assist users.

##### **4.4.3. Auditability:**

- a) The system shall provide a comprehensive audit trail that records all user, clients and system administrator activity performed on the system.

##### **4.4.4. Interoperability:**

- a) The system must support integration with external databases, such as SAPS, for seamless data exchange.

#### **4.5. TECHNOLOGICAL REQUIREMENTS**

- a) The successful bidder must implement the Case Management System using ASP.NET, C# , Javascript and REST Api for front and backend development.
- b) The bidder will need to build the Case Management System database using Microsoft SQL database.
- c) The database should be configured and refined according to best practices and frameworks. The database must be validated and ensure information is correct.
- d) The system will be hosted in PSiRA's Cloud Platform and must:
  - i) Cater for high availability and load balancing

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- ii) The provider will be required to setup Microsoft SQL cluster in PSiRA's Cloud.
- e) This means the bidder must demonstrate the ability to apply such technologies.

#### **4.6. ROLES AND RESPONSIBILITIES**

4.6.1. The system must accommodate the following roles with specific access levels, with the flexibility to include additional roles as needed:

<b>Roles</b>	<b>Responsibilities</b>
<b>Clients (Private Security Service Provider, security officer or consumers of security services)</b>	Submit complains and appeals online
<b>Front-line agent</b>	Submit complains and appeals online on behalf of the client and there are also provide Firstline response to clients
<b>Business Intelligent Units</b>	Evaluate cases and conduct a preliminary investigation on cases.
<b>Firearm Management Office</b>	Conduct seizure of firearm from security business provider
<b>Law Enforcement</b>	Assign cases and approve inspection reports
<b>Training inspectors</b>	Conduct inspection for training service provider to ensure compliance
<b>Forensic investigators</b>	Assign, process and investigate fraudulent activities by SSP
<b>Prosecutors</b>	Conduct Code of Conduct (COC) proceedings
<b>Sub Committees</b>	Manage and process matters for the committees's decisions
<b>Appeals and exceptions</b>	Manage and process clients appeal process
<b>PSiRA Management</b>	Access strategic and operational reports.
<b>External State Bodies</b>	Viewing of specified information

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## **5. DELIVERABLES**

### **THE APPOINTED SERVICE PROVIDER MUST DELIVER:**

- 5.1. Fully operational Case Management System
  - a) A Successful bidder must deliver a fully operational Case Management System that meets all specified requirements and aligns seamlessly with PSiRA's business processes.
  - b) The system must be robust, reliable, and capable of supporting PSiRA's operational needs effectively.
- 5.2. System Integration:
  - a) A Seamless integration with PSiRA's internal systems to ensure data consistency and efficiency.
  - b) Integration with any specified external systems to enable smooth interoperability and data exchange.
- 5.3. Documentation and User Manuals:
  - a) Comprehensive and detailed system documentation, including technical specifications, system architecture, user stories, functional requirement specification, and configuration details.
  - b) Comprehensive (step by step) user manuals designed to facilitate ease of use for PSiRA staff and external users, ensuring all functions and features are well-documented and accessible.
  - c) Comprehensive system training videos for end users to facilitate ease of use.
- 5.4. Staff Training:
  - a) Training programs for PSiRA staff, tailored to cover system usage, troubleshooting, and basic maintenance.
  - b) End-users focused training to equip those who will operate the system daily with the necessary skills and knowledge to perform their roles effectively.
- 5.5. Post-implémentation support, and maintenance plan :
  - a) The successful Bidder will provide handholding after the go-live to resolve all implementation, operational and production issues. All the documents will also be converted to final release versions during this stage.
  - b) The post go-live support will address all user level queries, fixing bugs, incorporation of new requirements, statutory and policy changes, changes to configurations, patch updates, upgrades, database administration, security, etc.

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For this purpose, the successful Bidder is expected to provide detailed processes to be followed for logging requests, assigning requests to specific individuals, recording resolution, tracking overall time taken for resolution, escalations, etc.

- c) A detailed support and maintenance plan to address post-implementation needs, ensuring the system's continued functionality and performance.

#### 5.6. Software Maintenance:

- a) PSiRA is a complex entity that is forever changing its business processes. For that case, we will define software maintenance as:

**i) Definition of Software Maintenance in this context shall be defined as the modification of a software product after delivery as and when the business see the need to make changes to the software.**

- b) The successful bidder will be required to make modifications to the system as and when the PSiRA sees the need to do so without the service provider raising the out-of-scope requirements.

- c) Such modification shall be amended to the existing process

#### 5.7. And a Comprehensive handover report:

- a) The successful bidder must deliver a comprehensive handover report that thoroughly documents all aspects of the system. This report should include details about the system's configuration, integration points, and any customizations made during the project. It must also provide clear recommendations for future maintenance and potential upgrades to ensure the system's continued efficiency and relevance. The handover report must be submitted at least two months before the contract ends.

### 6. PROTECTION OF PERSONAL INFORMATION

- 6.1. The bidder must comply with the Protection of Personal Information Act, 2013 (POPIA) and ensure that all personal information obtained in the course of this project is kept confidential, used only for the intended purpose, and safeguarded against unauthorized access, loss, or disclosure.

### 7. OWNERSHIP OF THE SYSTEM

- 7.1. The system developed as part of this project shall be the exclusive property of PSiRA. All intellectual property rights, source code, documentation, and any

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related components developed, customized, or integrated under this contract shall be owned and handed to PSiRA upon completion.

## **8. CONFIDENTIALITY**

8.1. The bidder must ensure that PSiRA 's interest are always served during the contractual period. Recommendation must be based on impartial observations, responsible opinion , and pertinent facts. Any information gained by the bidder during the contract period must be kept in strict confidence and may not be used without written consent of PSiRA.

## **9. PROJECT TIMELINE**

The project shall run for a period of 36 months from the date of contract award, comprising six (6) months of implementation and thirty (30) months of maintenance.

## **10. WORKING ARRANGEMENTS**

10.1. The bidder may work remotely for the majority of the project. However, there may be instances where in-person attendance is required, either at PSiRA offices or the bidder's premises, for meetings, collaborative sessions, or other essential activities. The specific dates and frequency of such attendance will be communicated in advance, and the bidder is expected to accommodate these requirements as part of the project deliverables.

## **11. EVALUATION CRITERIA**

### **11.1. CRITERIA 1- MANDATORY RETURNABLE REQUIREMENTS**

Bidders will first be evaluated in terms of the minimum requirements. Bidders who do not fulfill all the requirements or do not submit the required documents will be disqualified. Those who fulfill all the minimum requirements or have submitted the required documents will be further evaluated on criterion 2, which is the functionality.

11.2. The tender must be submitted in the prescribed format. Standard bidding documents should be filled in (not re-typed). These standard bidding documents include the following:



- a. SBD1 Invitation to Bid.
- b. SBD 3.1 Pricing Schedule
- c. SBD 4 Declaration for Interest.
- d. SBD 6.1 Preference Points Claim Form.
- e. General Conditions of Contract (ALL pages to be initialed by the bidder).
- f. Terms of reference (ALL pages to be initialed by the bidder).
- g. Attendance of Compulsory briefing session
- h. ALL forms should be completed and signed. Incomplete Bids will be disqualified.

**Conditions of tender**

- All forms must be completed and signed. Incomplete and unsigned forms will be disqualified.
- Failure to comply with the mandatory requirements will lead to disqualification.
- Failure to initial each page of the TOR and the GCC will lead to disqualification.
- Failure to sign the TOR and the GCC will lead to disqualification.
- The use of correction fluid is strictly prohibited and will lead to disqualification.

**11.3. CRITERIA 2 - FUNCTIONALITY**

Functionality is worth 80 points for criteria 2. The minimum threshold for criteria 2 is 60 points. Bidders who score less than 60 points on criteria 2 will therefore be disqualified. Those who score more than 60 points will be further evaluated in Criteria 3 - Presentation. The functionality evaluation is broken down as follows:

Functionality	Scoring	State which page
Please state on which page is the information supplied		
<b>EXPERIENCE OF BIDDER</b>		



Functionality	Scoring	State which page
<b>Please state on which page is the information supplied</b>		
<p>Bidders are requested to provide the following:</p> <p>Bidders must submit <b>three (3) signed reference letters</b> on official letterheads confirming the <b>successful implementation of a Case Management System</b>. Each letter must include the <b>project description, implementation period, and contactable referee details</b>, and must be <b>from projects completed within the last five (5) years</b>.</p> <p><b>Points allocation (15)</b></p> <ul style="list-style-type: none"> <li>✓ 15 points for 3 reference letters</li> <li>✓ 10 points for 2 reference letters</li> <li>✓ 5 points for 1 reference letter</li> <li>✓ No points for no reference letter or letters that are not in line with the scope required.</li> </ul> <p><b>Zero</b> points will be scored if all information is not provided</p>	15	
<b>PROPOSAL AND PROJECT PLAN</b>		
<p>The bidder must submit a <b>detailed proposal with a comprehensive project plan</b> demonstrating the ability to deliver the required services as outlined in the Terms of Reference (TOR).</p> <p>The proposal must include the following components:</p> <ul style="list-style-type: none"> <li>• <b>Profile of the Organization (5 Points):</b> A brief introduction to the organization, highlighting its background, capacity, and experience in executing Case Management System.</li> <li>• <b>Detailed Methodology (10 Points):</b> A clear and structured methodology outlining all phases of implementation, incorporating <b>DevOps and Agile practices</b> to ensure efficient and iterative delivery.</li> <li>• <b>Detailed Project Plan (5 Points):</b> A comprehensive project plan specifying key milestones, estimated timelines, deliverables, and resource allocation.</li> </ul>	20	
<b>PROJECT MANAGER</b>		

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Functionality	Scoring	State which page
<b>Please state on which page is the information supplied</b>		
<p>The bidder must provide a <b>Project Manager</b> with at least <b>five (5) years of experience</b> managing projects of similar scope and complexity. The Project Manager will be responsible for overseeing the entire project lifecycle, ensuring timely delivery and compliance with requirements.</p> <p><b>A detailed CV with contactable references must be attached.</b></p> <p><b>Points Allocation (10):</b></p> <ul style="list-style-type: none"> <li>✓ <b>10 points:</b> 5 years' experience or more</li> <li>✓ <b>5 points:</b> 2-4 years' experience</li> <li>✓ <b>0 points:</b> Less than 2 years' experience or no CV submitted</li> </ul>	10	
<b>PROJECT TEAM</b>		
<p>The bidder must provide a project team with a minimum of five (5) years of relevant experience. The team must comprise the following key roles and members. <i>Detailed CVs with contactable references must be attached.</i></p> <ul style="list-style-type: none"> <li>• <b>System Analysts:</b> At least two (2) system analysts, each with a minimum of five (5) years of experience in analysing, designing, testing, and implementing similar systems. – <b>5 points</b></li> <li>• <b>Developers:</b> At least two (2) developers, each with a minimum of five (5) years of experience in system development, customization, and integration. – <b>5 points</b></li> <li>• <b>Database Administrator/Developer(s):</b> At least one (1) database administrator or developer with a minimum of five (5) years of experience in database management, optimization, and system integration. – <b>5 points</b></li> </ul>	15	
<b>SERVICE LEVEL AGREEMENT</b>		

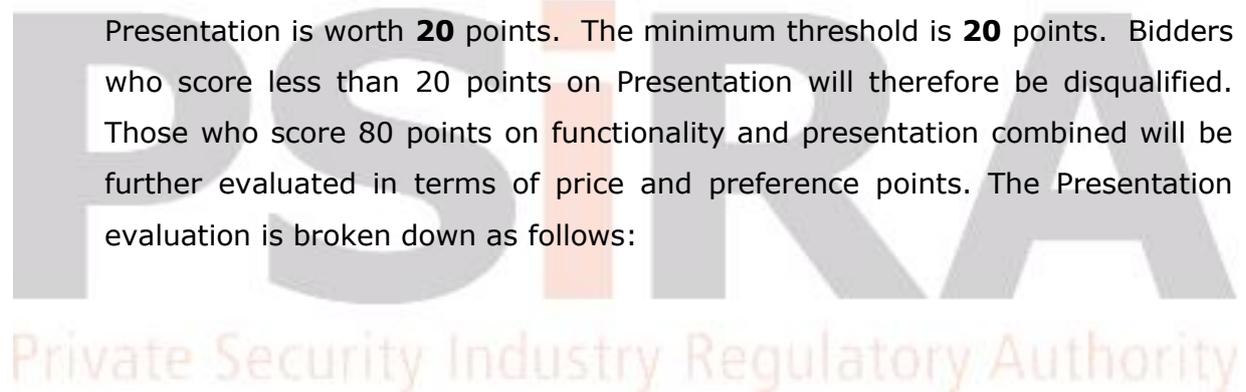
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Functionality Please state on which page is the information supplied			Scoring	State which page
Bidders must submit <b>ACTUAL</b> Service Level Agreement in line with the Project indicating the following as a minimum:			20	
No	Category	Points Allocation		
1	Project Scope (Deliverables) as outlined in Section 4	3		
2	Penalty clause (For the duration of the contract).	5		
3	Detailed technical support to be demonstrated in terms of response time of logging and resolving incidents	4		
4	Ownership of the system, data and related information to PSiRA.	4		
5	Outline dispute resolution	4		

**11.4. CRITERION 3 – PRESENTATION**

Presentation is worth **20** points. The minimum threshold is **20** points. Bidders who score less than 20 points on Presentation will therefore be disqualified. Those who score 80 points on functionality and presentation combined will be further evaluated in terms of price and preference points. The Presentation evaluation is broken down as follows:





Functionality Please state on which page the information is supplied >>>	Scoring	State which page
<b>Live Presentation</b>		
<p><b>1. Case Logging and Registration (5 points)</b></p> <p>The bidder must demonstrate how the system captures new cases at the point of initiation — such as reports from investigations, enforcement actions, or complaints.</p> <p>The demonstration should show:</p> <ul style="list-style-type: none"> <li>• How a new case is logged with relevant details (e.g., case type, complainant, accused, date, nature of offence, and supporting documents).</li> <li>• How the case is automatically recorded in a central repository or database for auditability and tracking.</li> <li>• How charges are added to the case management before a Charge Sheet can be produced as per regulation 10 of the PSIR Act.</li> </ul> <p>This step aligns with the <b>case initiation and docket registration phase</b> within the prosecution process.</p>	20	
<p><b>2. Case Allocation and Assignment (5 points)</b></p> <p>The bidder must demonstrate how the system supports allocation of cases to investigators, prosecutors, or relevant officials based on case type, region, or workload.</p> <p>The presentation should illustrate:</p> <ul style="list-style-type: none"> <li>• How responsibility for each case is formally assigned and recorded.</li> <li>• How reassignment or escalation occurs between officials or prosecutorial levels (e.g., from investigation to decision-to-prosecute phase).</li> </ul> <p>This functionality supports <b>case accountability, chain-of-custody management, and workflow control</b> throughout the prosecution process.</p>		

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**3. Case Resolution and Closure Workflow (5 points)**

The bidder must present the complete case lifecycle, from complaints to prosecution outcome and closure. The demonstration should show:

- How case status progresses (e.g., under investigation, referred for prosecution, in court, closed).
- How the system manages escalation, status updates, and documentation (e.g., court outcomes, sanction details, withdrawal, or conviction).
- How final closure is documented with an audit trail and comprehensive case history.

This aligns with the **resolution, adjudication, and case outcome recording** phases of the prosecution process.

**4. System Integration Capability (5 points)**

The bidder must demonstrate the system’s ability to integrate with other platforms relevant to the prosecution process via API’s— such as:

- Enrolment System.
- Inspection systems.

Integration capability ensures **information sharing, transparency, and efficiency** across the justice value chain.

**11.5. CRITERIA 4 – SPECIFIC GOALS**

- i. All bidders who achieve a minimum qualifying score on criteria 2: technical evaluation will further be evaluated in terms of price and specific goals as specified below:

CRITERIA	POINTS
Price	80
Specific Goals	20
<b>Total points</b>	<b>100</b>

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ii. Specific goals for this tender and points that may be claimed are specified below:

SPECIFIC GOALS	POINTS
Size of the company as per the CSD report <ul style="list-style-type: none"> <li>• 5 points for EME</li> <li>• 3 points for QSE</li> <li>• 1 point for GE</li> </ul>	<b>5</b>
Black ownership as per the CSD report <ul style="list-style-type: none"> <li>• 7 points for 100% black owned</li> <li>• 5 points for 75%- 99% black owned</li> <li>• 3 point 50% - 74% black owned</li> <li>• 1 point 1% - 49% black owned</li> <li>• 0-point 0% black owned</li> </ul>	<b>7</b>
Women ownership as per the CSD report <ul style="list-style-type: none"> <li>• 5 points for 75% - 100% women owned</li> <li>• 3 points for 51% - 74% women owned</li> <li>• 1 point for Below 51% women owned</li> <li>• 0 point for no woman ownership</li> </ul>	<b>5</b>
People with disabilities	<b>3</b>
<b>Total</b>	<b>20</b>

**iii. Price Calculation 80/20**

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

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

Where:

- Ps = Points scored for price of bid under consideration
- Pt = Rand value of bid under consideration
- Pmin = Rand value of lowest acceptable bid

**12. COMPLIANCE**

- The proposal must conform to the minimum requirements as set out in this document.



- This document will be a binding contract between the successful service provider and PSiRA once the proposal has been accepted by the organization

### **13. PSiRA RIGHTS**

Notwithstanding anything **else in this Request for Proposal (RFP)**, and without limiting its rights at law or otherwise, PSiRA reserves the right, in its absolute discretion at any time:

- Cancel or call for new Tenders or RFP.
  - To appoint more than one bidder or contractor.
  - Reject any RFP received after the Closing Time.
  - Consider and accept or reject any alternative tender.
  - Alter the structure and/or the timing of this RFP or the Tendering Process.
  - Reject any RFP that does not comply with the requirements of this RFP.
  - Terminate the participation of any Bidder or any other person in the Tendering Process.
  - Vary or extend any time or date specified in this RFP for all or any Bidder or other persons.
  - Cease to proceed with or suspend the Tendering Process prior to the execution of a formal written contract.
  - Require additional information or clarification from any Bidder or any other person or provide additional information or clarification.
  - It is crucial that bidders take note that any communication must be directed to SCM, any queries regarding this bid directed to a member not within the SCM department will be noted and may cause the bid to be cancelled.
- I. PSiRA is not obliged to accept the lowest or any bid thereof and reserves the right to withdraw this bid.**

### **14. GENERAL INFORMATION**

- Bid documentation will be made available from National Treasury E-Tender Website, ready to be downloaded by bidders;
- All compulsory forms contained in the bid documentation must be completed and signed in full.
- Received bids will be opened in public on the closing date at 11h30.



- d. Bids should be submitted at the correct address, before or on the closing date and time. No late bids will be accepted under any circumstance.
- e. Only original bid documents will be accepted. No e-mailed or posted copies will be accepted (**one original, one copy and USB**).
- f. Bidders may make use of courier services and must confirm bid acknowledgement with SCM office.
- g. Sealed and clearly marked bids indicating the Bid Reference No. i.e. **PSiRA/2024/RFB/XX must be deposited in the PSiRA Head Office tender situated at 420 Witch Hazel Avenue, Eco Glades, Block B2, Eco Park, Centurion, Pretoria**

#### **15. INSTRUCTIONS TO BIDDERS**

- a. The bidder is required to confirm that it will hold its proposal valid for 120 days from the closing date of the tender, during which time it will remain without change, their proposed rates and prices as well as proposed personal.
- b. Bidders are required to submit 2 indexed hard copy (1 original and 1 copy) and 1 USB containing the original proposal (bidders must ensure that the documentation on the USB are the same as the one submitted as a hard copy document).
- c. Should there be a necessity to provide specific training, details should be listed and priced (if needed).
- d. All queries must send to Supply Chain Department: [bids@psira.co.za](mailto:bids@psira.co.za)

#### **16. REPORTING OF INCIDENTS**

Bidders are encouraged to report any incidents of • fraud • corruption • theft • misconduct or •unethical behaviour to the PSiRA Fraud Hotline. Contact number 0860 333 036| Email: [psira@behonest.co.za](mailto:psira@behonest.co.za)

#### **17. CONTACT PERSONS**

**The contact person for this assignment (Technical Enquiries)**

Ms Octavia Makgati Email: [bids@psira.co.za](mailto:bids@psira.co.za)



**Bidding Procedures Enquiries**

Ms. Nkhuliseni Masikhwa/Nomathemba Mendu  
Tel: 012 003 0524/051  
Email: [bids@psira.co.za](mailto:bids@psira.co.za)

Mr. Hofney Moepi  
(Chairperson)

\_\_\_\_\_  
Bid Specification Committee



\_\_\_\_\_  
Signature



\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Service provider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Service provider's Signature



## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	PSIRA/2025/RFB/22	CLOSING DATE:	30 MARCH 2026	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE IMPLEMENTATION AND MAINTENANCE OF CASE MANAGEMENT SYSTEM FOR A PERIOD OF 36 MONTHS.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
PSIRA HEAD OFFICE: 420 WITCH HAZEL AVENUE					
BLOCK B – ECO GLADES 2 OFFICE PARK					
HIGHVELD EXT 70					
CENTURION					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Ms. Nomathemba Mendu</b>		CONTACT PERSON	<b>Ms. Octavia Makgati</b>	
TELEPHONE NUMBER	<b>012 003 0519</b>		TELEPHONE NUMBER	<b>012 003 0519</b>	
FACSIMILE NUMBER	<b>N/A</b>		FACSIMILE NUMBER	<b>N/A</b>	
E-MAIL ADDRESS	<b>bids@psira.co.za</b>		E-MAIL ADDRESS	<b>bids@psira.co.za</b>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>

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

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder .....	Bid number: PSiRA/2025/RFB/22
Closing Time 11:00	Closing date: 30 MARCH 2026

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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R.....

**APPOINTMENT OF A SERVICE PROVIDER FOR THE IMPLEMENTATION AND MAINTENANCE OF CASE MANAGEMENT SYSTEM FOR A PERIOD OF 36 MONTHS.**

- Required by: **PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY (PSiRA)**
- At: **PSiRA Head Office**
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....  
\*Delivery: Firm/not firm
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

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

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

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

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

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

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

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

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

**1. GENERAL CONDITIONS**

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

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

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 or 90 points is allocated for price on the following basis:

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

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 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 either the 90/10 or 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)
100% Black ownership	7	
>75% Women ownership	5	
Enterprise size (EME)	5	
People with disabilities	3	

**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.

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

# THE NATIONAL TREASURY

Republic of South Africa



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## GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

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

**NOTES**

The purpose of this document is to:

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

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

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

## TABLE OF CLAUSES

1. Definitions
2. Application
3. General
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6. Patent rights
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30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

## General Conditions of Contract

### 1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

**2. Application**

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

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

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

**3. General**

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

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

**4. Standards**

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

**5. Use of contract documents and information; inspection.**

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

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

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

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

**6. Patent rights**

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

**7. Performance security**

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

**8. Inspections, tests and analyses**

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

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

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

**9. Packing**

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

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

**10. Delivery and documents**

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

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

**11. Insurance**

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

**12. Transportation**

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

**13. Incidental services**

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

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

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

**14. Spare parts**

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

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

**15. Warranty**

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

**17. Prices**

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

**18. Contract amendments**

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

**19. Assignment**

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

**20. Subcontracts**

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

**21. Delays in the supplier's performance**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities

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supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

## **22. Penalties**

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

## **23. Termination for default**

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any

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

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

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

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

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

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

**24. Anti-dumping and countervailing duties and rights**

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

may be due to him

**25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

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

**27. Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 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.

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Signature

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Date

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Position

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Name of bidder