



YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE WESTERN CAPE GOVERNMENT:  
HEALTH & WELLNESS

BID NUMBER: RCCH23/2025	CLOSING DATE: 26 February 2026	CLOSING TIME: 11:00 am
-------------------------	--------------------------------	------------------------

FOR THE SUPPLY AND DELIVERY OF VARIOUS BEEF PRODUCTS FOR THE FOOD SERVICES DEPARTMENT AT RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL FOR A 3 (THREE) YEAR PERIOD

The successful bidder will be required to complete and sign a written contract form (WCBD7.1).

BID DOCUMENTS MUST BE POSTED TO:

RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL  
SUPPLY CHAIN MANAGEMENT, ROOM 1 C,  
ADMINISTRATION BUILDING, KLIPFONTEIN ROAD,  
RONDEBOSCH, 7700

OR

DEPOSITED IN THE BID BOX SITUATED  
IN:

THE FOYER, ADMINISTRATIVE BUILDING, MAIN  
ENTRANCE, RED CROSS WAR MEMORIAL CHILDREN'S  
HOSPITAL, KLIPFONTEIN ROAD, RONDEBOSCH, 7700.

The bid box will be accessible Monday to Friday from  
07h30 till 15h30, 5 days a week excluding public  
holidays.

1. Please ensure that bids are delivered **to the correct address on time**. If the bid is late, it will not be accepted for consideration. If you are uncertain about the location of the bid box, please call the responsible official **Ms. Shanice October at (021) 658 5158**, or email: [rxh.bidsdepartment@westerncape.gov.za](mailto:rxh.bidsdepartment@westerncape.gov.za) or **Mr. Owethu Zibaya at (021) 658 5892**, or email: [rxh.bidsdepartment@westerncape.gov.za](mailto:rxh.bidsdepartment@westerncape.gov.za) for assistance during office hours. The bid box is generally open during business hours Monday to Friday from 07h30 till 15h30, 5 days a week excluding public holidays.
2. Please submit your bid on the official, **not re-typed** forms. Only original, signed documents will be considered. **Failure to complete and sign the bidding documents, certificates, questionnaires, and specification forms in all respects will invalidate the bid.**
3. Each bid must be deposited in a **sealed envelope** with the **name and address of the bidder, the bid number, and the closing date**. The envelope shall not contain documents related to any bid other than those indicated on the envelope.

Contractor to initial.....

Page 1 of 69

4. **All Bidders must be registered on the Central Supplier Database (CSD) at the time of bid closing.**  
Any prospective **unregistered bidders** must register as a supplier on the **CSD** prior to bidding.

Central Supplier Database	
Self-registration	<a href="http://www.csd.gov.za">www.csd.gov.za</a> (self-registration only)
Contact email	<a href="mailto:SCMeProcurement.DOH@westerncape.gov.za">SCMeProcurement.DOH@westerncape.gov.za</a>

5. **Bidders already registered on the CSD** must have confirmation of their registration, by contacting [www.csd.gov.za](http://www.csd.gov.za), AND ensure that their status is up to date prior to bidding.
6. **In instances where a bidder's tax compliance status cannot be verified or if a bidder's tax status is non-compliant on the CSD, the bidder will be afforded 7 working days to confirm tax compliance for the bid to be considered.**
7. Only the B-BBEE status reflected **on form WCBD 6.1 included in the bid document** will apply to the evaluation of the relevant formal bids and **not the B-BBEE status on CSD**. Bidders are further required to complete the attached **form WCBD4 and include it in the Bid document**.
8. **NB:** In bids where Consortia / Joint Ventures / Sub-Contractors are involved, each party **MUST** submit ALL MANDATORY documents. Failure to provide or comply with this requirement will render this bid invalid.
9. All other mandatory documents held on CSD will be accepted by Western Cape Government Health & Wellness (WCGHW) for the consideration of formal bids.
10. Bidders must be duly **registered** on CSD at the **closing of the award**.

**\*\* "duly registered"** means that a supplier is registered on the CSD by means of valid mandatory registration documents, including TCC or other documentation confirming the bidder's tax compliance status at the time of the award and WCBD4. If these documents have expired, such a supplier will be suspended on the WCSEB.

11. This bid is subject to the **General Conditions of Contract (GCC)** issued by the National Treasury. Where applicable, additional **Special Conditions of Contract** will also apply. The **80/20** Preferential Procurement Point System will be used for the evaluation of this bid, where **80 points** will be allocated for price and **20 points** for specific goals as outlined in the bid documentation.
12. The following listed documents are required for your bid submission and **must be submitted in full and in the order suggested below. Failure to submit all the required documents and to fully comply with each requirement will render your bid invalid.** This includes all pages of the Bid Terms of Reference (ToR), which must be submitted in full:

<ul style="list-style-type: none"><li>• <b>WCBD 1 – The Bid. (FAILURE TO COMPLETE AND SIGN PART A &amp; PART B FORMS WILL INVALIDATE YOUR BID.)</b></li></ul>
<ul style="list-style-type: none"><li>• <b>Instructions for Completing Bid Documents</b></li></ul>
<ul style="list-style-type: none"><li>• <b>Section A – Evaluation Criteria</b></li></ul>
<ul style="list-style-type: none"><li>• <b>WCBD 3.1 – Specification / your schedule of offers</b></li></ul>
<ul style="list-style-type: none"><li>• <b>WCBD 4 – Declaration of interest</b></li></ul>

Contractor to initial.....

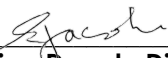
Page 2 of 69

<ul style="list-style-type: none"> <li>• <b>WCBD 5</b> – National Industrial Participation Programme</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Amended WCBD 6.1</b> – form to claim points as BEE contributor</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Sworn Affidavit</b> – BBBEE Qualifying Small Enterprise</li> </ul>
<ul style="list-style-type: none"> <li>• <b>BEE Certificate (valid original or certified copy)</b></li> </ul>

13. Please refer to all technical/specification enquiries to **Ms. Melanie Coetzee** by email:  
[rxh.bidsdepartment@westerncape.gov.za](mailto:rxh.bidsdepartment@westerncape.gov.za)

**TO ENSURE FAIRNESS AND TRANSPARENCY, PLEASE TAKE NOTE OF THE FOLLOWING:**

- All technical enquiries must be submitted no later than **7 working days** before the bid closing date.
- All enquiries will be acknowledged in writing. If needed, responses will be issued via addendum to all bidders.
- Clearly reference the relevant clause number in the specification when making an enquiry.
- All enquiries and responses must be in English.
- **Not permitted.** Only written enquiries sent via email will be considered.

  
**Acting Deputy Director: Finance and Supply Chain Management**  
**Mr. Ebrahim Jacobs**  
**Date: 30 December 2025**

Contractor to initial.....

## PART A INVITATION TO BID

### ZERO-TOLERANCE TO FRAUD, THEFT AND CORRUPTION (ANTI-FRAUD, THEFT AND CORRUPTION)

THE WCG IS COMMITTED TO GOVERN ETHICALLY AND TO COMPLY FULLY WITH ANTI-FRAUD, THEFT AND CORRUPTION LAWS AND TO CONTINUOUSLY CONDUCT ITSELF WITH INTEGRITY AND WITH PROPER REGARD FOR ETHICAL PRACTICES.

THE WCG HAS A ZERO TOLERANCE APPROACH TO ACTS OF FRAUD, THEFT AND CORRUPTION BY ITS OFFICIALS AND ANY SERVICE PROVIDER CONDUCTING BUSINESS WITH THE WCG.

THE WCG EXPECTS ALL ITS OFFICIALS AND ANYONE ACTING ON ITS BEHALF TO COMPLY WITH THESE PRINCIPLES TO ACT IN THE BEST INTEREST OF THE WCG AND THE PUBLIC AT ALL TIMES.

THE WCG IS COMMITTED TO PROTECTING PUBLIC REVENUE, EXPENDITURE, ASSETS AND REPUTATION FROM ANY ATTEMPT BY ANY PERSON TO GAIN FINANCIAL OR OTHER BENEFIT IN AN UNLAWFUL, DISHONEST OR UNETHICAL MANNER.

INCIDENTS AND SUSPICIOUS ACTIVITIES WILL BE THOROUGHLY INVESTIGATED AND WHERE CRIMINAL ACTIVITY IS CONFIRMED, RESPONSIBLE PARTIES WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

**YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE DEPARTMENT OF HEALTH AND WELLNESS - RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL (RCWMCH).**

BID NUMBER:	RCCH23/2025	CLOSING DATE:	26 FEBRUARY 2026	CLOSING TIME:	11:00 AM
-------------	-------------	---------------	------------------	---------------	----------

DESCRIPTION	FOR THE SUPPLY AND DELIVERY OF VARIOUS BEEF PRODUCTS FOR THE FOOD SERVICES DEPARTMENT AT RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL FOR A 3 (THREE) YEAR PERIOD
-------------	---

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT BID BOX SITUATED AT THE FOYER ADMINISTRATION BUILDING, RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL.**

**THE FOYER, ADMINISTRATION BUILDING, RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL**

**CORNER MILNER ROAD AND KLIPFONTEIN ROAD**

**RONDEBOSCH**

**7700**

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

CONTACT PERSON	MS. SHANICE OCTOBER	CONTACT PERSON	MS. M. COETZEE
----------------	---------------------	----------------	----------------

TELEPHONE NUMBER	ENQUIRIES IN WRITING	TELEPHONE NUMBER	ENQUIRIES IN WRITING
------------------	----------------------	------------------	----------------------

FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A
------------------	-----	------------------	-----

E-MAIL ADDRESS	<a href="mailto:rxh.bidsdepartment@westerncape.gov.za">rxh.bidsdepartment@westerncape.gov.za</a>	E-MAIL ADDRESS	<a href="mailto:rxh.bidsdepartment@westerncape.gov.za">rxh.bidsdepartment@westerncape.gov.za</a>
----------------	--	----------------	--

**SUPPLIER INFORMATION**

NAME OF BIDDER	
----------------	--

POSTAL ADDRESS	
----------------	--

STREET ADDRESS	
----------------	--

TELEPHONE NUMBER	CODE		NUMBER	
------------------	------	--	--------	--

CELL PHONE NUMBER	
-------------------	--

FACSIMILE NUMBER	CODE		NUMBER	
------------------	------	--	--------	--

E-MAIL ADDRESS	
----------------	--

VAT REGISTRATION NUMBER	
-------------------------	--

Contractor to initial.....

SUPPLIER COMPLIANCE STATUS	WCSEB No.		TCS Pin	AND	CSD No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		
IF YES, WAS THE CERTIFICATE ISSUED BY A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS)	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs&amp; QSEs) MUST BE SUBMITTED TOGETHER WITH A COMPLETED 6.1 IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>						

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>[IF YES ENCLOSE PROOF]</b>	ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <b>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</b>
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> <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>			

Contractor to initial.....

## 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 (WCB7).**

#### 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 THE STATE TO VIEW THE TAXPAYERS PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING THROUGH THE WEBSITE [WWW.SARS.GOV.ZA](http://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 AND CSD NUMBER AS MENTIONED IN 2.3 ABOVE.
- 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 CLOSED 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: .....

NAME AND SURNAME OF BIDDER: .....

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

DATE: .....

Contractor to initial.....

Page 6 of 69

## **General Conditions for Completing and Submitting Bid Documents**

**Bidders are advised to read all pages of this bid document thoroughly and ensure complete compliance with all instructions, specifications, and requirements. This bid requires a formal, structured response to each section, particularly the Terms of Reference (TOR), using the compliance format provided.**

<b>No</b>	<b>REPLY: Comply / Does Not Comply</b>	<b>COMMENTS / ATTACHMENTS (If applicable)</b>
1.	All documents and forms included in this bid invitation must be completed in full.	
2.	All information requested must be provided as per the requirements.	
3.	Each page of the entire bid, including attachments and supporting documents, must be consecutively numbered in the top right-hand corner.	
4.	The original numbering system of this bid document must be preserved. If alternatives or additional options are submitted, each must be presented separately with a complete description, clear reference to deviations, and supporting documentation.	
5.	The bid must be submitted under a cover page and a full table of contents, referencing all documents and their corresponding page numbers.	
6.	<p>The bid submission must be physically delivered in a printed hard copy format to the designated address by the stipulated closing date and time. No faxed, emailed, or electronic submissions will be accepted unless formally specified by the Department in writing.</p> <p>The submission must be enclosed in a sealed envelope or package, clearly marked as follows:</p> <ul style="list-style-type: none"> <li>• <b>BID NUMBER: RCCH23/2025</b></li> <li>• <b>DESCRIPTION: Supply and Delivery of Various Beef Products for a Three (3) Year Period</b></li> <li>• <b>CLOSING DATE: 26 February 2026</b></li> <li>• <b>CLOSING TIME: 11:00 AM</b></li> <li>• <b>NAME OF BIDDING COMPANY</b></li> </ul> <p>If the bid consists of multiple documents or volumes, each must be clearly labelled (e.g., "Volume 1 of 3").</p> <ul style="list-style-type: none"> <li>• The bid must be deposited in the official tender box at the following location:</li> <li>• Red Cross War Memorial Children's Hospital</li> <li>• Procurement Office / Official Bid Box</li> </ul> <p><b>BIDDERS ARE SOLELY RESPONSIBLE FOR ENSURING THAT THEIR BID IS SUBMITTED BEFORE THE</b></p> <p><b>DATE AND TIME. LATE SUBMISSIONS, REGARDLESS OF CAUSE (E.G., COURIER</b></p>	

Contractor to initial.....

Page **7** of **69**

	<p><b>DELAYS, TRAFFIC, OR MISDELIVERY), WILL NOT BE ACCEPTED OR CONSIDERED.</b></p> <ul style="list-style-type: none"> <li>• After bid closure a written acknowledgment of submission can be requested at the point of delivery. However, the Department will not take responsibility for bids delivered to the wrong address or outside of the designated tender box.</li> <li>• Bids must remain valid for a minimum period of <b>60 calendar days</b> from the closing date unless otherwise stated in the bid document.</li> <li>• Failure to comply with the submission format, labeling, packaging, or delivery requirements may render the bid non-responsive and subject to disqualification.</li> </ul>	
7.	A written declaration must accompany the submission, confirming that the bid is a true and complete copy of the original and includes all annexures and attachments submitted to the Department.	
8.	The bidder is to complete the bid response document by stating in the block opposite each subsection whether the bidder will comply or will not comply with the specifications in that subsection.	
9.	A response of <b>"Noted"</b> SHALL be interpreted as <b>"Comply"</b> In addition, an explanatory note MUST be provided in a separate document with a clear reference to the corresponding paragraph number or beneath each point in the bid document. The numbering in the bid document may not be altered.	
10.	<p>Items not completed in the prescribed manner SHALL be to the disadvantage of the bidder and, if excessive, SHALL lead to exclusion from the tender evaluation process.</p> <p>Incomplete, ambiguous, or incorrectly completed responses – including failure to respond to each subsection using the required format (<b>"REPLY: COMPLY / DOES NOT COMPLY – Add comments or attachments as required"</b>) – will negatively impact the responsiveness of the bid.</p> <p>The evaluation committee reserves the right to:</p> <ul style="list-style-type: none"> <li>• Disqualify the bid if the required documentation, declarations, or compliance responses are not submitted as instructed.</li> <li>• Disregard any responses that are vague, contradictory, incomplete, or not substantiated with supporting documentation (where required).</li> <li>• Reject any bid in its entirety where the extent of non-compliance suggests the bidder has not sufficiently understood or engaged with the bid requirements.</li> </ul> <p><b>Bidders are therefore strongly advised to:</b></p> <ul style="list-style-type: none"> <li>• Review each section thoroughly and ensure full, accurate responses.</li> <li>• Cross-reference any supporting attachments clearly and consistently.</li> </ul>	

Contractor to initial.....



	<ul style="list-style-type: none"> <li>Seek clarification from the Department before the closing date, if any aspect of the bid requirements is unclear.</li> </ul> <p>Failure to comply with the structure, format, and response instructions may result in the bid being deemed non-responsive and excluded from further consideration.</p>	
--	---	--

**SECTION A: EVALUATION CRITERIA**

ADJUDICATING PROCESS	COMPLY YES / NO	NOTES
1. This bid will be adjudicated in terms of the Preferential Procurement System in accordance with the information provided in the Preference Procurement Points Claim Forms.		
2. Preference point will be allocated in terms of the balanced scorecard. Bidders must provide a valid BEE certificate at the close of bid.		
3. However, only bids which are found to be acceptable will be allocated Preference Points.		
EVALUATION CRITERIA	COMPLY YES / NO	NOTES
<i>Bids will be deemed to be acceptable if (Inter Alia):</i>		
1. <b>Compliant with Condition and Legitimacy Test.</b>		
2. <b>Central Suppliers Database.</b>  Bidders are to be registered on the Central Supplier Database.		
3. <b>Compliant with the Specification.</b>		
4. <b>Compliant with latent and other factors which may affect the award of the bid.</b>		

**TAX CLEARANCE CERTIFICATE REQUIREMENTS**

**It is a condition of the bid that the Tax Status of the successful bidder must be in order, or that satisfactory arrangements have been made with the South African Revenue Service (SARS) to meet the bidder’s tax obligations.**

- 1. To meet this requirement bidders are required to complete in full the attached form TCC 003 “Application for a Tax Clearance Certificate” and submit it to any SARS branch office Nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of one (1) year from the date of approval.
- 3. The original Tax Clearance Certificate must be submitted together with the bid.  
**Certified copies of the Tax Clearance Certificate will be acceptable.**
- 4. In bids where Consortia / Joint Ventures / Sub-contractors are involved; each party must submit a separate Tax Clearance Certificate.
- 5. Copies of the TCC 003 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6. Applications for the Tax Clearance Certificates may also be made via e-Filing. To use this provision, taxpayers will need to register with SARS as e-Fileers through the website [www.sars.gov.za](http://www.sars.gov.za).

Please confirm that you are duly registered on the **Central Supplier Database**. **YES/NO**

## GENERAL INFORMATION – (FOR SUPPLY & DELIVERY CONTRACTS)

- **The Occupational Health and Safety Act comprises SECTIONS** 1 to 50 and all un-repealed REGULATIONS promulgated in terms of the former Machinery & Occupational Safety Act No. 6 of 1983 as amended, as well as other REGULATIONS which may be promulgated in terms of the new Act.

Note: While this Act broadly governs workplace safety, in the context of this bid, it applies to the **handling, transportation, and delivery** of goods, ensuring driver and staff safety, proper vehicle maintenance, and safe loading/unloading procedures at the hospital.

- “Mandatory” is defined as including an agent, a contractor, or subcontractor for work but WITHOUT DEROGATING FROM HIS STATUS IN HIS OWN RIGHT AS AN EMPLOYER or user of plant or machinery.

Note: If the bidder makes use of delivery services or subcontracted suppliers, they are considered mandatories and **remain independently responsible** for compliance with applicable safety and hygiene regulations.

- Section 37 of the Occupational Health & Safety Act potentially punishes employers (principals) for the unlawful acts or omissions of mandatories (contractors), save where a Written Agreement between the parties has been concluded, containing arrangements and procedures to ensure compliance with the said Act BY THE MANDATORY.

Note: If third-party transporters or packers are used, it is recommended that bidders have written agreements in place to ensure that food safety, transport hygiene, and general compliance obligations are clearly assigned.

- All documents attached or referred to in the above Agreement form an integral part of the Agreement.

Note: This includes the bid specification, food handling laws (e.g., Regulation R638), vehicle COA documents, and any halal certifications. Bidders must ensure that all referenced or attached documents are reviewed and complied with.

- To perform in terms of this Agreement, mandatories must be familiar with the relevant provisions of the Act.

Note: This includes provisions relevant to **safe food transport, hygienic handling**, vehicle safety, and employee health and safety during delivery.

- Mandatories who utilise the services of their own mandatories (subcontractors) are advised to conclude a similar Written Agreement.

Note: For example, if a bidder outsources delivery to a third-party logistics company, it is their responsibility to ensure that the same **health, safety, and hygiene standards** apply downstream.

- Be advised that this Agreement places the onus on the mandatory to contact the employer in the event of inability to perform as per this Agreement. The Employer, however, reserves the right to unilaterally take any steps as may be necessary to enforce this Agreement.

Note: Timely communication regarding any disruptions (e.g., delivery delays, stock shortages, non-compliance) is critical. RCWMCH reserves the right to take corrective measures, including finding alternative suppliers if necessary.

---

Contractor to initial.....

Page 11 of 69



## WESTERN CAPE DEPARTMENT OF HEALTH & WELLNESS RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL

### THIS DOCUMENT SETS OUT THE SPECIFICATIONS FOR:

**FOR THE SUPPLY AND DELIVERY OF VARIOUS BEEF PRODUCTS FOR THE FOOD SERVICES DEPARTMENT AT RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL FOR A 3 (THREE) YEAR PERIOD**

**BID NUMBER: RCCH23/2025**

NAME OF BIDDING COMPANY.....

NAME OF PRODUCT OFFERED.....

NAME OF BIDDER / CONTACT PERSON .....

CONTACT NUMBER.....(w)..... (cell)

### **IMPORTANT NOTE:**

- THE "DETAILS OF OFFER" SECTION BELOW MUST BE COMPLETED IN FULL.
- FAILURE TO COMPLETE ANY SECTION WILL RESULT IN THE OFFER NOT BEING CONSIDERED.
- THE BIDDER MUST INDICATE "COMPLY" OR "DOES NOT COMPLY" NEXT TO EACH CLAUSE AND PROVIDE ADDITIONAL INFORMATION WHERE REQUESTED.

Contractor to initial.....

Page 12 of 69

#### NOTE TO BIDDERS:

ALL BIDDERS ARE REQUIRED TO CLEARLY INDICATE COMPLIANCE WITH EACH SPECIFIED REQUIREMENT LISTED IN THE BID SPECIFICATIONS. THIS INCLUDES BUT IS NOT LIMITED TO PRODUCT COMPOSITION, PACKAGING, LABELLING, REGULATORY COMPLIANCE (E.G., FOOD SAFETY LEGISLATION), AND DELIVERY STANDARDS.

- FOR EACH BLOCK OF SPECIFICATIONS, BIDDERS MUST INDICATE “**COMPLY**” OR “**DOES NOT COMPLY**” IN THE CORRESPONDING “DETAILS OF OFFER” COLUMN.
- WHERE **NON-COMPLIANCE OR DEVIATIONS** EXIST, FULL AND DETAILED **JUSTIFICATION** MUST BE PROVIDED.
- IF THE SPACE PROVIDED IN THE BID DOCUMENT IS INSUFFICIENT TO EXPLAIN ANY DEVIATIONS, PLEASE ATTACH A SEPARATE SUPPORTING SHEET, CLEARLY REFERENCING THE RELEVANT PARAGRAPH OR SPECIFICATION CLAUSE.

#### IMPORTANT:

FAILURE TO DISCLOSE OR EXPLAIN MATERIAL DEVIATIONS MAY LEAD TO DISQUALIFICATION. THE BID EVALUATION COMMITTEE (BEC) WILL ASSESS WHETHER ANY DEVIATION IS MINOR (NON-MATERIAL) OR MATERIAL IN NATURE, AND WHETHER IT IMPACTS PRODUCT SAFETY, NUTRITIONAL VALUE, COMPLIANCE, OR SUITABILITY FOR USE AT A PAEDIATRIC FACILITY.

IN PARTICULAR, PLEASE ENSURE THAT DEVIATIONS ARE ADDRESSED FOR THE FOLLOWING:

- PRODUCT WEIGHTS AND TOLERANCES, IN LINE WITH SANS 458:2011 AND THE LEGAL METROLOGY ACT
- HALAAL CERTIFICATION AND FOOD SAFETY HANDLING PROTOCOLS
- PACKAGING CONDITIONS AND ACCEPTABILITY
- VAT TREATMENT (E.G., WHERE ITEMS ARE ZERO-RATED UNDER SECTION 11(1)(J) OF THE VAT ACT)

**BY COMPLETING EACH SECTION, BIDDERS CONFIRMS THAT THEIR PRODUCTS AND PROCESSES MEET THE REQUIRED STANDARDS, OR THEY PROVIDE VALID GROUNDS FOR ANY EXCEPTIONS**

Contractor to initial.....

Page **13** of **69**

1	SCOPE	<b>REPLY: COMPLY/DOES NOT COMPLY IN THE BOXES BELOW</b> Add comments or attachments as required
1.1	The Department of Health & Wellness, through its tertiary Hospital Red Cross War Memorial Hospital, wishes to appoint a supplier for the supply and delivery of various beef products for the Food Services Department at Red Cross War Memorial Children's Hospital for a period of 3 (three) years	
1.2	The required quantities are estimated and RCWMCH reserves the right to increase or decrease the quantities based on the hospital's requirements and patient volumes	
1.3	The deliveries should be made on receipt of an official order number, and deliveries should be made to RCWMCH only	
2	<b>REGULATORY COMPLIANCE AND LEGAL FRAMEWORK</b>	
<p><i>The onus is on the prospective bidder to ensure full compliance with all current and future legislative, regulatory, and policy frameworks applicable to the scope of this bid. Compliance with these provisions is mandatory and forms a non-negotiable component of both the technical specification and the bid evaluation process.</i></p> <ul style="list-style-type: none"> <li><b>The successful bidder must maintain continuous compliance throughout the duration of the contract.</b></li> <li><b>At a minimum, the bidder must adhere to the following applicable legal, regulatory, and industry-specific frameworks, including but not limited to:</b></li> </ul>		
2.1	<p>The bidder must comply with all applicable legislative and regulatory requirements relating to the handling, packaging, storage, transportation, and delivery of various beef products for human consumption, including but not limited to:</p> <ul style="list-style-type: none"> <li>Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972)</li> <li>Occupational Health and Safety Act, 1993 (Act 85 of 1993)</li> <li>National Health Act, 2003 (Act 61 of 2003)</li> <li>Consumer Protection Act, 2008 (Act 68 of 2008)</li> <li>Agricultural Product Standards Act, 1990 (Act 119 of 1990)</li> <li>Meat Safety Act, 2000 (Act No. 40 of 2000)</li> <li>GN No. R.1125 of 8 August 2003</li> <li>Legal Metrology Act, 2014 (Act 9 of 2014)</li> <li>SANS 289: Prepackaged Products; Requirements for Labelling and Net Quantities</li> <li>SANS 458: Permissible Tolerances on Quantities of Goods</li> <li>The National Treasury Regulations (NTR) and Preferential Procurement Regulations (PPR)</li> <li>Applicable policies and circulars issued by Provincial Treasury (PTR) or National Treasury</li> <li>Any relevant municipal health, food safety, environmental, or transport regulations</li> </ul>	

Contractor to initial.....

	<ul style="list-style-type: none"> <li>Any other relevant national or municipal health, food safety, transport, or environmental regulations that may apply during the contract period.</li> </ul> <p><b>Failure to comply with any of the above may result in disqualification, contract termination, or further legal consequences as determined by the Red Cross War Memorial Children's Hospital and the Western Cape Department of Health &amp; Wellness.</b></p> <p><b>VEHICLES MUST BE:</b></p> <ul style="list-style-type: none"> <li>Clean, regularly sanitized, and well maintained;</li> <li>Temperature-controlled, where required for product stability;</li> <li>Free from contamination or cross-contamination risks (e.g., segregation of food and chemicals);</li> <li>Clearly marked/labeled to indicate use for food transport only;</li> </ul> <p>Compliant with hygiene and transportation standards for various beef products</p>	
2.3	The bidder must comply with Regulations R638 of 22 June 2018, governing general hygiene requirements for food premises, the transport of food, and related matters, issued under the Foodstuffs, Cosmetics and Disinfectants Act	
2.4	The Vehicle registration number of the transporting vehicle must correspond with the Certificate of Acceptability (COA) issued for food transportation to ensure that the vehicle meets the necessary food safety and hygiene standards.	
2.5	The bidder must remain aware of and comply with <b>any amendments or new legislation</b> introduced during the contract period that affects the supply, transportation, storage, and handling of food products.	
2.6	<p><b>General Conditions of Contract (GCC)</b></p> <ul style="list-style-type: none"> <li>The General Conditions of Contract (GCC) issued by the National Treasury apply to this bid and form part of the agreement with the successful bidder.</li> <li><b>No alterations, deletions, or substitutions</b> to the GCC or the bid specification will be permitted. Any attempt to do so will render the bid <b>non-responsive</b>.</li> </ul> <p>Bidders must confirm their acceptance of the GCC in the compliance section and must not submit alternative terms or conditions</p>	
2.7	The Vehicle registration number of the transporting vehicle must correspond with the Certificate of Acceptability (COA) issued for food transportation to ensure that the vehicle meets the necessary food safety and hygiene standards.	
3	<b>REQUIREMENTS</b>	<p><b>REPLY: COMPLY/DOES NOT COMPLY IN THE BOXES BELOW</b></p> <p>Add comments or attachments as required"</p>
3.1	The Bidder shall clearly indicate if their offered product complies with the stated requirements, by indicating, <b>"Comply"</b> or <b>"Does not comply"</b> next to the corresponding clauses;	

Contractor to initial.....

3.2	The Bidder shall clearly state any parameter values or additional information as requested in the relevant clause;	
3.3	The Bidder shall provide a clear pricing schedule listing all the requirements and the associated pricing;	
3.4	Price increases will not be considered within the first year of the contract	
3.5	All prices are to include VAT and are to be firm prices in Rand. The Bidder shall state the period for which the firm price is valid	
3.6	Details shall be supplied where asked. This detail shall be considered during the adjudication process	
3.7	Each offer shall be accompanied by a completed specifications document. Failure to comply with this instruction shall lead to the disqualification of the offer.	
3.8	Payment will take place <b>ONLY</b> once per month. The first payment can only be expected between 45 and 60 days after the commencement of the contract. Thereafter payment may be expected within 30 days of submission of the invoice at the end of the month in which the service was provided.	
3.9	All responses shall be clear and legible;	
4	<b>EVALUATION OF DEVIATIONS FROM SPECIFICATIONS:</b>	<b>NOTES</b>

**IN LINE WITH THE SUPPLY CHAIN MANAGEMENT (SCM) FRAMEWORK AND THE PUBLIC FINANCE MANAGEMENT ACT (PFMA), ALL BIDS SUBMITTED UNDER THIS TENDER WILL BE EVALUATED FOR COMPLIANCE WITH THE PRESCRIBED TECHNICAL SPECIFICATIONS AND PROCUREMENT OBJECTIVES OUTLINED IN THIS DOCUMENT.**

**WHETHER DEVIATIONS FROM THE SPECIFICATIONS ARE CONSIDERED MATERIAL DEVIATIONS WILL BE DETERMINED BY THE BID EVALUATION COMMITTEE (BEC). A MATERIAL DEVIATION IS DEFINED AS ANY VARIATION IN THE BID THAT MAY AFFECT SAFETY, QUALITY, SHELF LIFE, REGULATORY COMPLIANCE, OR OVERALL SUITABILITY OF VARIOUS BEEF PRODUCTS INTENDED FOR USE AT RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL.**

*Any other documents that may be required to fulfil national regulations to comply with any Health and Safety standards as promulgated. Such regulations will include specific standards referring to the safety of children*

Contractor to initial.....

Page **16** of **69**



SPECIFICATIONS			REPLY: COMPLY/DOES NOT COMPLY																																																	
			IN THE BOXES BELOW Add comments or attachments as required"																																																	
<table border="1"> <thead> <tr> <th rowspan="2">ITEM NO</th> <th rowspan="2">VARIOUS BEEF PRODUCTS</th> <th rowspan="2">UNIT OF ISSUE</th> <th colspan="4">RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL QUANTITIES</th> </tr> <tr> <th>YEAR 1</th> <th>YEAR 2</th> <th>YEAR 3</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>4.1.1</td> <td>BOLO CUBES/GOULASH, BEEF</td> <td>KG</td> <td>2 200KG</td> <td>2 200KG</td> <td>2 200KG</td> <td>6 600KG</td> </tr> <tr> <td>4.1.2</td> <td>MINCE, BEEF</td> <td>KG</td> <td>1 500KG</td> <td>1500KG</td> <td>1500KG</td> <td>4 500KG</td> </tr> <tr> <td>4.1.3</td> <td>SAUSAGE, BEEF</td> <td>KG</td> <td>3 500KG</td> <td>3 500KG</td> <td>3 500KG</td> <td>10 500KG</td> </tr> <tr> <td>4.1.4</td> <td>COLD MEATS, ASSORTED</td> <td>KG</td> <td>4 500KG</td> <td>4 500KG</td> <td>4 500KG</td> <td>13 500KG</td> </tr> <tr> <td>4.1.5</td> <td>SMOKED VIENNAS</td> <td>KG</td> <td>2 200KG</td> <td>2 200KG</td> <td>2 200KG</td> <td>6 600KG</td> </tr> </tbody> </table> <p>The table gives the estimated quantities of Various Beef Products that will be required. Note that the quantities are estimated, and the Hospital reserves the right to increase or decrease the quantities based on Hospital needs.</p>							ITEM NO	VARIOUS BEEF PRODUCTS	UNIT OF ISSUE	RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL QUANTITIES				YEAR 1	YEAR 2	YEAR 3	TOTAL	4.1.1	BOLO CUBES/GOULASH, BEEF	KG	2 200KG	2 200KG	2 200KG	6 600KG	4.1.2	MINCE, BEEF	KG	1 500KG	1500KG	1500KG	4 500KG	4.1.3	SAUSAGE, BEEF	KG	3 500KG	3 500KG	3 500KG	10 500KG	4.1.4	COLD MEATS, ASSORTED	KG	4 500KG	4 500KG	4 500KG	13 500KG	4.1.5	SMOKED VIENNAS	KG	2 200KG	2 200KG	2 200KG	6 600KG
ITEM NO	VARIOUS BEEF PRODUCTS	UNIT OF ISSUE	RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL QUANTITIES																																																	
			YEAR 1	YEAR 2	YEAR 3	TOTAL																																														
4.1.1	BOLO CUBES/GOULASH, BEEF	KG	2 200KG	2 200KG	2 200KG	6 600KG																																														
4.1.2	MINCE, BEEF	KG	1 500KG	1500KG	1500KG	4 500KG																																														
4.1.3	SAUSAGE, BEEF	KG	3 500KG	3 500KG	3 500KG	10 500KG																																														
4.1.4	COLD MEATS, ASSORTED	KG	4 500KG	4 500KG	4 500KG	13 500KG																																														
4.1.5	SMOKED VIENNAS	KG	2 200KG	2 200KG	2 200KG	6 600KG																																														
4.1	<b>THE VARIOUS BEEF PRODUCTS SHOULD MEET THE FOLLOWING MINIMUM QUALITY STANDARDS:</b>																																																			
4.1.1	<b><u>BOLO CUBES/GOULASH, BEEF:</u></b> <ul style="list-style-type: none"> <li>GOULASH: (1 – 3mm fat layer)</li> <li>The product shall consist of A-grade beef topside or silverside, cut into cubes measuring 10 mm x 10 mm x 10 mm – a small cut for children is imperative.</li> <li>Beef goulash should be fresh (not frozen) when delivered, lean beef, minimum sinews, and be boneless.</li> <li>Sinews are not acceptable and will be duly returned and regarded as a deviation from the specification</li> <li>Should be delivered in a temperature not higher than 4°C</li> <li>Must be delivered in 5kg sealed clear plastic bags. The meat must be delivered in sealed boxes.</li> </ul>																																																			
4.1.2	<b><u>MINCE, BEEF:</u></b> <ul style="list-style-type: none"> <li>Meat in preparation on mince shall be fresh, untainted, and healthy muscle fibre and fat of beef only, no additional other fats added. Mince must be A or B grade meat, no Sinew &amp; no Soya.</li> <li>No liver may be added. These are sensory observations in a raw or cooked state.</li> <li>Minced meat may not contain any nitrates.</li> <li>No foreign odour may be present; these can be observed through smell. The product shall consist of ground beef with a maximum fat</li> </ul>																																																			

Contractor to initial.....

	<p>content of 10%. This is observed when it is cooked and how much fat is produced.</p> <ul style="list-style-type: none"> <li>• Should be delivered in a temperature not higher than 4°C</li> <li>• Must be delivered in 5kg sealed clear plastic bags. The meat must be delivered in sealed boxes.</li> </ul>	
4.1.3	<p><b><u>SAUSAGE, BEEF:</u></b></p> <ul style="list-style-type: none"> <li>• Beef sausage shall have 20% - 30% fat content, no offal content, no spicy, no soya, and no processed meat.</li> <li>• Not frozen, when delivered skin/membrane to remain intact when cooked.</li> <li>• Must be 100-gram portions, packs containing up to 3kg. Not more than 1.5% salt.</li> <li>• Should be delivered in a temperature not higher than 4°C</li> <li>• Must be delivered in 6kg Styrofoam and plastic wrapped.</li> <li>• The meat must be delivered in sealed boxes.</li> </ul>	
4.1.4	<p><b><u>COLD MEATS, ASSORTED:</u></b></p> <ul style="list-style-type: none"> <li>• Sliced in a 3mm diameter cylindrical shape.</li> <li>• Must be packaged in vacuum – sealed plastic bags, with packaging date specified.</li> <li>• Cold meats should be fresh, not frozen. It should be firm with a fine texture.</li> <li>• Must be a variety of flavour – no chilli flavour.</li> <li>• Should be delivered in a temperature not higher than 4°C</li> <li>• Must be delivered in sealed boxes.</li> </ul>	
4.1.5	<p><b><u>SMOKED VIENNAS:</u></b></p> <ul style="list-style-type: none"> <li>• These products shall be reddish-brown with a light brown emulsion on the outside, soft and juicy on the inside, must contain no bone, cartilage, or grit, and shall have an outer surface free from foreign matter and rancidity.</li> <li>• Not frozen, no spicy or over salty taste, no sinew &amp; no mielie-meal textures that are observed through taste.</li> <li>• The skin must not be tough and rubbery (<b><u>This will be duly returned and regarded as a deviation from the specification</u></b>)</li> <li>• (40 - 50g Portions). Must be packaged in a vacuum - sealed transparent plastic bags, with the packing date specified.</li> <li>• Vienna's should be fresh, and natural casings should be used.</li> <li>• Should be delivered in a temperature not higher than 4°C</li> <li>• Must be delivered in sealed boxes.</li> </ul>	
5	<b>SPECIAL CONDITIONS</b>	<p><b>REPLY: COMPLY/DOES NOT COMPLY</b></p> <p><b>IN THE BOXES BELOW</b> Add comments or attachments as required"</p>
5.1	Meat must be fresh (never previously frozen), Grade-A quality, and locally produced.	

Contractor to initial.....

Page **18** of **69**

5.2	Fresh meat must be lean (without inherent fat) or defatted (with the excess external fat trimmed).	
5.3	Meat must be free from disease and have a mild, clean smell. Strong, foreign, or putrid odours must not be present.	
5.4	No undeclared foreign matter (meat or ingredients) may be added to processed meat products.	
5.5	Declared, limited amounts of grain products or any other fillers, spices, or flavourings, and food-safety preservatives, except nitrates, may be added to processed meat products.	
5.6	No amount of grain products or any other fillers (fat, "rusks", soya, water, offal, etc), spices or flavourings, and food safety preservatives may be added to fresh meat products.	
5.7	No injected meat will be allowed.	
5.8	The products shall be vacuum-packed immediately after portioning to prevent bacterial contamination.	
5.9	Meat must be packed in transparent vacuum-sealed plastic bags (food grade) in weights ranging from 3 kg to 5 kg, labelled on the packaging with the local brand (where applicable), product description, production date, weight, and the "Best before date" or "Sell by date" (shelf-life) of the product. These dates must be valid for at least 6-9 months after delivery.	
5.10	If at any time after the initial commencement of the agreement, the quality of the products no longer meets the specification criteria, the agreement can be cancelled in terms of paragraph 23 of the General Conditions of Contract.	
6	<b>SERVICE PROVISION REQUIREMENTS:</b>	<b>REPLY: COMPLY/DOES NOT COMPLY</b>  <b>IN THE BOXES BELOW</b> Add comments or attachments as required"
6.1	The bidder will be issued with one (1) order for the remainder of the contract per year unless advised otherwise and bidders need to note that the Food Service Department will place requests for weekly deliveries. The supplier should adhere to the provided delivery frequency and times as set by the Hospital.	
6.2	A Sample of each of the various beef products should be supplied on request to the Food Service Department at the bidder's expense. (Product to be supplied must not differ from samples). Also, a clear picture of the box packaging must be submitted showing the, 5kg, and 10kg boxes indicating expiry date stickers on the side or front. This print can accompany the sample delivery.	
6.3	No imported products will be considered only RSA brands will be accepted; brands need to be specified.	
6.4	Any applicable laws pertaining to the food processing industry will also form part of this bid.	

Contractor to initial.....

Page 19 of 69

6.5	Red Cross Hospital reserves the right to inspect the premises of the successful supplier on a random basis. The supplier will be given a 24-hour notice before the inspection.	
6.6	Outer product description, country of origin, consignment number, metric weight, pack date and expiry date must be clearly visible, health mark (where appropriate), storage temperature, an indication of minimum durability, and ingredient declaration.	
6.7	Only Reputable brands will be accepted and if the brand is not known the hospital reserves the right to request samples for evaluation and testing.	
6.8	Products must be traceable to the source; ingredients should be free from genetically modified DNA or GMO specific protein.	
7	<b>COMPULSORY REQUIREMENTS:</b>	<b>REPLY: COMPLY/DOES NOT COMPLY</b>  <b>IN THE BOXES BELOW</b> Add comments or attachments as required"
7.1	The following requirements must be submitted with the bid:	
7.2	A Food Certificate of Acceptability (COA) in your company name is valid within the regulation R638 published on the 22 June 2018, which replaced the R962 of 2012	
7.3	A Valid Halaal Certificate in your company name, endorsed by the Muslim judicial council in South Africa for the products that is being provided such as various beef products, registered in the Supplier's name.	
7.4	<p><u>QUALITY CONTROL AND FOOD SAFETY COMPLIANCE</u></p> <p>A Valid HACCP certificate (Hazard Analysis Critical Control Points). The successful contractor must implement and maintain a food safety management system based on Hazard Analysis and Critical Control Points (HACCP) principles, as required under food safety regulations.</p> <ul style="list-style-type: none"> <li>• If the contractor is directly involved in the <b>handling, packaging, or distribution</b> of the various beef products a <b>valid HACCP certificate</b> must be submitted with the bid.</li> <li>• If the contractor is <b>not directly involved</b> in these activities, they must:</li> <li>• <b>Provide proof</b> that all suppliers, subcontractors, or logistics providers involved in handling or distribution are HACCP-certified; <b>and a letter of agreement between manufacturer/distributor.</b></li> <li>• Maintain documented agreements with these parties to ensure that HACCP standards are upheld throughout the supply chain.</li> </ul>	

Contractor to initial.....

Page 20 of 69

	<p><b>LABORATORY TESTING</b></p> <ul style="list-style-type: none"> <li>• The contractor must ensure that periodic microbial and safety testing is conducted by a SANAS-accredited laboratory or equivalent.</li> <li>• Testing costs will be borne by the contractor and results must be made available to the Department upon request.</li> <li>• Testing must cover, but not be limited to: <i>total bacterial count, E. coli, Salmonella, Listeria</i>, and other relevant contaminants.</li> </ul> <p><b>TRACEABILITY AND RECALL PROCEDURES</b></p> <p>The contractor must implement and maintain a product traceability system and recall procedure in case of contamination or food safety risks. This must be aligned with best practices and relevant food legislation.</p> <p><b>SITE AUDITS AND INSPECTIONS</b></p> <ul style="list-style-type: none"> <li>• The Department reserves the right to conduct inspections or request third-party audits at any time during the contract period.</li> <li>• Refusal to grant access or cooperate during inspections may lead to disqualification or termination of the contract.</li> </ul> <p><b>Non-Compliance Consequences</b></p> <p>Failure to comply with HACCP principles, maintain required documentation, or meet food safety standards will result in:</p> <ul style="list-style-type: none"> <li>• Formal non-compliance notices.</li> <li>• Withholding payments until rectified.</li> <li>• Possible contract termination or blacklisting for future tenders</li> </ul>	
7.5	All bidders must be duly registered on the database at the time of bid closing: <b>The Central Supplier Database (CSD)</b>	
7.6	The company must provide reference letters from at least three contactable references where similar services for <b>various beef products</b> have been performed. The hospital reserves the right to contact the references provided or to conduct site visits to suppliers who passed Stage 2 of the evaluation process.	
8	<b>SITE AND TRANSPORTATION INSPECTION</b>	
8.1	Kindly refer to Annexure A on page 27 - 29 (Site and Transportation Checklist) that will be used when the Hospital comes to inspect your premises. Inspection on Bidders premises will only occur to Bidder that has progressed to Stage 2 of the Evaluations.	

Contractor to initial.....

8.2	The hospital will conduct random Transport Inspections to delivery vehicles as per Annexure B on page 30.	
9	<b>DELIVERY REQUIREMENTS:</b>	<b>REPLY: COMPLY/DOES NOT COMPLY</b>  <b>IN THE BOXES BELOW</b> Add comments or attachments as required"
9.1	Food items and non-food items are not to be delivered in the same truck. Random vehicle inspection will be done to ensure compliance with Legislation on transportation of food stuff legislation GN732/JUL02. Failure to do so will result in immediate cancellation and given to second best bidder.	
9.2	Transportation of meat must be compliant with legislation GN No.R.1125 of 8 August 2003 Regulations governing general hygiene requirements for food premises and the transportation of food.	
9.3	The delivery truck will be subject to inspection by Hospital officials on a random basis.	
9.4	Deliveries to the Food Service Department for Red Cross War Memorial Children's Hospital from Monday to Friday between 7h30 and 12h00 or 14h00 – 15h00pm as requested on order.	
9.5	Delivery should be done at least once every week. The day would be agreed upon between the supplier and the contract manager. The Hospital may order more than once a week if there are any urgent requirements, if quantities, as specified in our specification is depleted, the company MUST not deliver.	
9.6	The potential suppliers must either have based in Cape Metro or have a distribution network within the metro. The reason for this is to ensure there is a consistent supply of required goods.	
9.7	Companies outside Cape Metro provide delivery agreements between the potential contractor/supplier and the distributor.	
10	<b>PENALTIES</b>	<b>REPLY: COMPLY/DOES NOT COMPLY</b>  <b>IN THE BOXES BELOW</b> Add comments or attachments as required"
10.1	The hospital shall pay to the Contractor the quoted price for the goods supplied, with the hospital retaining the right to deduct from the monthly payments, in the event of the Contractor failing to render a satisfactory service due to an oversight, negligence on the part of the Contractors or lack of supervision, an amount equivalent to 0.5% of the monthly payment.	
11	<b>NEGOTIATIONS</b>	<b>REPLY: COMPLY/DOES NOT COMPLY</b>  <b>IN THE BOXES BELOW</b> Add comments or attachments as required"

Contractor to initial.....

11.1	The Department of Health and Wellness reserves the right to enter into negotiations with bidders (before the contract is concluded) and contractors (after the contract is concluded) regarding inter alia price revisions, increases, and service delivery should it be deemed necessary.	
12	<b>PERFORMANCE MONITORING</b>	<b>REPLY: COMPLY/DOES NOT COMPLY</b>  <b>IN THE BOXES BELOW</b> Add comments or attachments as required"
12.1	Constant performance monitoring will be conducted to ensure that Contractors meet their contractual obligations and that contracts run with as little disruption as possible. Regular meetings with Contractors will be performed to discuss contract issues. Regular site inspections take place regularly to ensure that the service is being rendered according to the contract, whether the service is being performed at a Departmental site or at the Contractor's site.	
12.2	On a quarterly basis the successful supplier will have to provide Red Cross War Memorial Children's Hospital 3 (three) monthly invoices for auditing purposes	
13	<b>GENERAL</b>	<b>REPLY: COMPLY/DOES NOT COMPLY</b>  <b>IN THE BOXES BELOW</b> Add comments or attachments as required"
Receipt of the invitation to bid does not confer any right on any party in respect of the services or in respect of, or against, the Department of Health & Wellness. The Western Cape Department of Health & Wellness reserves the right, in its sole discretion:		
13.1	To amend the bid process, closing date, or any other date at its sole discretion	
13.2	To cancel the bid or any part of the bid before the bid has been awarded	
13.3	Not to accept the lowest or any other bid and to accept the bid which it deems shall be in the best interest of the Department	
13.4	Not to award the bid to the highest points or lowest price, To reject all responses submitted and to embark on a new bid process	
13.5	To withdraw any services from the bid process	
13.6	To terminate any party's participation in the bid process	
13.7	or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party	
13.8	Accordingly, parties have no rights, expressed or implied, with respect to any of the services as a result of their participation in the bid process,	

Contractor to initial.....

## 1. EVALUATION OF BIDS

This bid will be evaluated in the following stages.

- Stage 1: Compliance with the specifications and bid requirements
- Stage 2: Sample Evaluation
- Stage 3: Preferential procurement evaluation / price

### **Stage 1: Compliance with the specifications and bid requirements**

This stage involves the **administrative and regulatory compliance** check to ensure that all bids meet the **minimum eligibility criteria**. These include, but are not limited to:

- Registration on the Central Supplier Database (CSD);
- Submission of the bid before the closing date and time;
- Completion and submission of all required bid documentation, including:
  - Fully completed pricing schedule;
  - Declaration forms (WCBD4 forms, WCBD6.1, etc)
  - Food safety and transport certificates (e.g., COA, Valid Halaal Certificate, etc.);
  - Signed acceptance of bid terms and conditions;
  - Any additional supporting documentation as required.

**Note: Failure to comply with any bid requirement will result in the bid being disqualified at this stage and not progressing to further evaluation.**

### **Stage 2: Sample Evaluation**

- Bidders who are compliant with Stage 1 of the evaluation will be invited to submit samples of their offers for evaluation.
- The bidders must submit a 500g sample of each beef product as listed on the sample table for evaluation purposes at a specific date to be determined by the Bid Evaluation Committee members.
- A picture of the packaging will be requested.
- The Department will notify the bidders giving them at least 7 working days to submit the samples.
- Samples will be delivered at the correct location and time.
- The samples should be supplied on request to the Food Services Department at the bidder's expense and will not be returned to the supplier. (Product delivered that differs from the samples submitted will be viewed in a serious light).
- Offers that score at least an average of Score 2 or above will be considered acceptable. An average score of less than Score 2 will be considered unacceptable.
- The samples must be delivered at a temperature not higher than 4°C

#### Evaluation Key

The evaluation will be done as per the Sample evaluation criteria below. Offers that score at least an average of Score 2 or above will be considered acceptable. An average score of less than Score 2 will be considered unacceptable.

Score 3 – Good (Meets expectations)	Score 2 – Fair (Fairly meets expectation)	Score 1 – Poor (does not meet expectations)
-------------------------------------	---	---

In the event of discrepancy with the COA (Certificate of Acceptability) the hospital reserves the right to conduct site visits as part of functionality testing to ascertain the bidders' ability to provide

Contractor to initial.....

Page **24** of **69**



the goods and services in accordance with the specifications as set out in the tender document. The supplier will be given 24 hours' notice.

The evaluation will be done by at least three (3) duly appointed Evaluation Committee Members, and the following table is the required samples and quantities.

**Sample Table**

ITEM NO.	VARIOUS BEEF PRODUCTS	SAMPLE QUANTITY
1.1	BOLO CUBES/GOULASH, BEEF	500g
1.2	MINCE, BEEF	500g
1.3	SAUSAGE, BEEF	500g
1.4	COLD MEATS, ASSORTED	500g
1.5	SMOKED VIENNAS	500g

**Stage 3: Preferential procurement evaluation:**

Bids that pass the first two stages will be evaluated on the basis of **price and preferential procurement points** as per the **80/20 preference point system**:

- **80 points** will be allocated for price;
- **20 points** will be allocated for **specific goals**, which may include:
  - Level of B-BBEE contributor status;
  - Promotion of local enterprise;
  - Ownership by historically disadvantaged individuals.

**Award Methodology:**

**This is a single supplier award. One bidder will be appointed to supply all items listed in the specification. The total cost across all line items will be used to evaluate offers.**

**The bidder with the highest total points (price + preference) will be recommended for appointment.**

- RCWMCH reserves the right to conduct unannounced site visits to the distributor, warehouse, or manufacturer:
  - During the evaluation phase; and/or
  - At any point during the contract period.

These inspections may assess:

- Storage conditions;
  - Stock control systems;
  - Hygiene and safety protocols;
  - Product availability and quality assurance procedures.
2. Clearly distinguish zero-rated and standard-rated items in all invoices and pricing documents to ensure compliance with Section 11(3) of the VAT Act.

Contractor to initial.....

Page **25** of **69**

3. Provide supporting documentation if requested during the evaluation phase. This may include SARS VAT classification confirmations, sample tax invoices, or other relevant certifications.

**FAILURE TO APPLY CORRECT VAT TREATMENT MAY RESULT IN BID DISQUALIFICATION OR POST-AWARD CORRECTIONS AT THE BIDDER'S EXPENSE**

## WESTERN CAPE DEPARTMENT OF HEALTH RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL

**RCCH23/2025 - FOR THE SUPPLY AND DELIVERY OF VARIOUS BEEF PRODUCTS FOR THE  
FOOD SERVICES DEPARTMENT AT RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL FOR A  
3 (THREE) YEAR PERIOD**

**END-USER FEEDBACK - SITE-INSPECTION IN TERMS OF HALAAL CERTIFICATE,  
TRANSPORTATION AND FOOD ACCEPTABILITY**

<b>Bidder's name:</b>	
<b>Address:</b>	
<b>Date of inspection:</b>	
<b>Inspector's name:</b>	

Halaal and COA Certificate Requirements	Response Options	Comments/Additional Input
Halaal certification: Verify current Halaal certification from a recognized certifying authority in bidder's name.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Certificate visibly displayed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Food Acceptability Certificate	Response Options	Comments/Additional Input
Visibly displayed	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Contractor to initial.....

Page **27** of **69**

FACILITIES PHYSICAL PLANT OBSERVATION		Response Options	Comments/Additional Input
<b>WALK IN COLD- ROOMS</b>	Clean floors, walls & shelving.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Clean floors, walls & shelving.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Closed with rubber sealable door	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>WALK IN FREEZER ROOMS</b>	Clean floors, walls & shelving	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Temperature measured: -14 to -20degrC	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Closed with rubber sealable door.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Frozen products stored separately (incl no mixing such meat/fish/raw foods stored in one area)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Products in dated boxes	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>STAFF OBSERVATON</b>	Wearing safety caps, gloves when working with food	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Adequate staff facilities, toilets, change rooms, and tearooms	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Handwashing facilities on premises is adequate	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Facility and Equipment</b>		<b>Response Options</b>	<b>Comments/Additional Input</b>
Facility cleanliness: Ensure facility is clean and sanitized.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Equipment maintenance: Ensure equipment is well-maintained.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Transportation Inspection</b>		<b>Response Options</b>	<b>Comments/Additional Input</b>
Vehicle cleanliness: Ensure vehicles are clean and sanitized.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vehicles used must refrigerated enclosed vehicles		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Contractor to initial.....



## ANNEXURE B: DELIVERY VEHICLE RANDOM COMPLIANCE CHECKLIST

### RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL

#### BID NO: RCCH23/2025 – SUPPLY AND DELIVERY OF VARIOUS BEEF PRODUCTS

This checklist is to be used during random inspections of delivery vehicles transporting various beef products to Red Cross War Memorial Children's Hospital. It supports food safety, hygiene, and regulatory compliance as required by this bid.

<b>Name of Supplier</b>			
<b>Date of Delivery</b>			
<b><u>List of items being delivered:</u></b>			
<b>Questions</b>	<b>Desirable answer</b>	<b>YES</b>	<b>NO</b>
1. Are raw and cooked products delivered in the same truck?	<b>No</b>		
2. Are there any other perishables delivered with raw vegetables?	<b>No</b>		
3. Are there any meat and chicken delivered with fish and fish products?	<b>No</b>		
4. Is the temperature in the truck delivering chilled products 5-7 degrees Celsius?	<b>Yes</b>		
5. Are frozen good delivered in a frozen state?	<b>Yes</b>		
6. Are milk and milk products delivered with meat, fish and chicken products?	<b>No</b>		
7. Are frozen vegetables delivered in an open vehicle?	<b>No</b>		
8. Is the delivery truck clean and neat?	<b>Yes</b>		
9. Is a delivery staff neat and clean with appropriate attire?	<b>Yes</b>		
10. Is there any non-food items delivered with food in one truck?	<b>No</b>		
<b><u>Desirable:</u></b>		6 No/4 Yes	
<b><u>Comments :</u></b>			
<b><u>Name of Supervisor:</u></b>			
<b><u>Signature of Supervisor:</u></b>			

Contractor to initial.....

Page 30 of 69

**RCCH23/2025 – VARIOUS BEEF PRODUCTS**  
**SAMPLE EVALUATION FORM**

<b><u>ITEM NR</u></b>	<b><u>SUPPLIER</u></b>	<b><u>PRODUCT ITEM</u></b>	<b><u>APPEARANCE</u></b>		<b><u>TASTE</u></b>	<b><u>COMMENTS</u></b>	<b><u>SCORE</u></b>
			<b><u>RAW</u></b>	<b><u>COOKED</u></b>			
1.1		BOLO CUBES/GOULASH,					
1.2		BEEF MINCE					
1.3		BEEF SAUSAGE					
1.4		BEEF COLD MEATS					
1.5		ASSORTED SMOKED VIENNAS					

<b>1</b>	<b>2</b>	<b>3</b>
Quality Unacceptable	Quality Fair	Quality Good

Print Name of evaluator	Signature of evaluator	Date

Contractor to initial.....

**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**

Name of bidder: .....	Bid Number: RCCH23/2025
Closing Time: 11H00am	Closing date: 26 FEBRUARY 2026

OFFER TO BE VALID FOR **60 DAYS** FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	UNIT OF ISSUE	ESTIMATED ANNUAL QUANTITY*	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE COSTS INCLUDED)		
				YEAR 1	YEAR 2	YEAR 3
1.1	BOLO CUBES/GOULASH, BEEF	KG	7000KG	R..... Price per unit**	R..... Price per unit**	R..... Price per unit**
				R..... Total per annum**	R..... Total per annum**	R..... Total per annum**

Contractor to initial.....



1.2	MINCE, BEEF	KG	7000KG	R..... Price per unit**	R..... Price per unit **	R..... Price per unit **
				R..... Total per month**	R..... Total per annum**	R..... Total per annum**
1.3	SAUSAGE, BEEF	KG	2500KG	R..... Price per unit **	R..... Price per unit **	R..... Price per unit **
				R..... Total per annum**	R..... Total per annum**	R..... Total per annum**
1.4	COLD MEATS, ASSORTED	KG	2200 KG	R..... Price per unit **	R..... Price per unit **	R..... Price per unit **
				R..... Total per annum**	R..... Total per annum**	R..... Total per annum**
1.5	SMOKED VIENNAS	KG	1300KG	R..... Price per unit **	R..... Price per unit **	R..... Price per unit **
				R..... Total per annum**	R..... Total per annum**	R..... Total per annum**
<b><u>Total Cost Per Year including VAT</u></b>				R.....	R.....	R.....
<b><u>GRAND TOTAL COST FOR A 3 (THREE) YEAR PERIOD</u></b> <b><u>*VAT INCLUSIVE</u></b>				R.....		

Contractor to initial.....

Enquired by:

**RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL**

- At: KLIPFONTEIN ROAD  
RONDEBOSCH  
CAPE TOWN, 7700
  
- Brand and model .....
  
- Guarantee period .....
  
- 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, import tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

Contractor to initial.....

Page **34** of **69**

## PRICE ADJUSTMENTS

## A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON-FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

Pa	=	The new escalated price to be calculated.
(1-V)Pt	=	85% of the original bid price. <b>Note that Pt must always be the original bid price and not an escalated price.</b>
D1, D2..	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
R1t, R2t.....	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated.....      Index..... Dated.....      Index..... Dated.....

Index..... Dated.....      Index..... Dated.....      Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	P PERCENTAGE OF BID PRICE

Contractor to initial.....

**B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

<b>PARTICULARS OF FINANCIAL INSTITUTION</b>	<b>ITEM NO</b>	<b>PRICE</b>	<b>CURRENCY</b>	<b>RATE</b>	<b>PORTION OF PRICE SUBJECT TO ROE</b>	<b>AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD</b>
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

<b>AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:</b>	<b>DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE</b>	<b>DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE</b>	<b>DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE</b>

Contractor to initial.....

Page 36 of 69



**PROVINCIAL GOVERNMENT WESTERN CAPE  
DECLARATION OF INTERESTS, BIDDERS PAST SCM PRACTICES AND INDEPENDENT BID  
DETERMINATION**

1. To give effect to the requirements of the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services), Public Finance Management Act (PFMA) Supply Chain Management (SCM) Instruction No. 3 of 2021/2022 - SBD 4 Declaration of Interest, Section 4 (1)(b)(iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.
2. 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.
3. All prospective bidders intending to do business with the Institution must be registered on the Central Supplier Database (CSD) and the Western Cape Supplier Evidence Bank (WCSEB) if they wish to do business with the Western Cape Government (WCG) via the electronic Procurement Solution (ePS).
4. The status of enterprises and persons listed on the National Treasury's Register for Tender Defaulters will be housed on the ePS. Institutions may not under any circumstances procure from enterprises and persons listed on the Database of Tender Defaulters.
5. The status of suppliers listed on the National Treasury's Database of Restricted Suppliers will be housed on the ePS; however, it remains incumbent on institutions to check the National Treasury Database of Restricted Suppliers before the conclusion of any procurement process. For suppliers listed as restricted, institutions must apply due diligence and risk assessment before deciding to proceed with procurement from any such supplier.

**6. Definitions**

**"bid"** means a bidder's response to an institution's invitation to participate in a procurement process which may include a bid, price quotation or proposal;

**"Bid rigging (or collusive bidding)"** occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors;

**If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701**

*This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.*

31 May 2022

Contractor to initial.....

Page **37** of **69**

**“business interest”** means -

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit, or
- (d) includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

**“Consortium or Joint Venture”** 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;

**“Controlling interest”** means, 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;

**“Corruption”**- General offences of corruption are defined in the Combating of Corrupt Activities Act, 2004 (Act No 12 of 2004) as:

Any person who directly or indirectly -

- (a) accepts or agrees or offers to accept an! gratification from any other person, whether for the benefit of himself or herself or for the benefit of another person; or
- (b) gives or agrees or offers to give to any other person any gratification, whether for the benefit of that other person or for the benefit of another person., in order to act personally or by influencing another person so to act, in a manner—
  - (i) that amounts to the-
    - (aa) illegal, dishonest, unauthorised, incomplete, or biased; or
    - (bb) misuse or selling of information or material acquired in the course of the exercise, carrying out or performance of any powers, duties or functions arising out of a constitutional, statutory, contractual or any other legal obligation;
  - (ii) that amounts to-
    - (aa) the abuse of a position of authority;
    - (bb) a breach of trust; or
    - (cc) the violation of a legal duty or a set of rules;
  - (iii) designed to achieve an unjustified result; or
  - (iv) that amounts to any other unauthorised or improper inducement to do or 45 not to do anything. of the, is guilty of the offence of corruption.

**“CSD”** means the Central Supplier Database maintained by National Treasury;

**If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701**

*This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.*

31 May 2022

Contractor to initial.....

Page **38** of **69**

**“employee”**, in relation to –

- (a) a department, means a person contemplated in section 8 of the Public Service Act, 1994 but excludes a person appointed in terms of section 12A of that Act; and
- (b) a public entity, means a person employed by the public entity;

**“entity”** means any -

- (a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or
- (b) sole proprietorship;

**“entity conducting business with the Institution”** means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the Province;

**“Family member”** means a person's -

- (a) spouse; or
- (b) child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption or some other legal arrangement (as the case may be);

**“intermediary”** means a person through whom an interest is acquired, and includes a representative or agent or any other person who has been granted authority to act on behalf of another person;

**“Institution”** means –

a provincial department or provincial public entity listed in Schedule 3C of the Act;

**“Provincial Government Western Cape (PGWC)”** means

- (a) the Institution of the Western Cape, and
- (b) a provincial public entity;

**“RWOEE”** means -

Remunerative Work Outside of the Employee's Employment

**“spouse”** means a person's -

- (a) partner in marriage or civil union according to legislation;
- (b) partner in a customary union according to indigenous law; or
- (c) partner with whom he or she cohabits and who is publicly acknowledged by the person as his or her life partner or permanent companion.

**If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701**

*This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.*

31 May 2022

Contractor to initial.....

Page **39** of **69**

7. Regulation 13(c) of the Public Service Regulations (PSR) 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.
  - a) Therefore, by 31 January 2017 all employees who are conducting business with an organ of state should either have:
    - (i) resigned as an employee of the government institution or;
    - (ii) cease conducting business with an organ of state or;
    - (iii) resign as a director/shareholder/owner/member of an entity that conducts business with an organ of state.
8. Any legal person, or their family members, may make an offer or offers in terms of this invitation to bid. In view of potential conflict of interest, in the event that the resulting bid, or part thereof, be awarded to family members of persons employed by an organ of state, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where the bidder is employed by the Institution.
9. The bid of any bidder may be disregarded if that bidder or any of its directors abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; disclosure is found not to be true and complete; or failed to perform on any previous contract.
10. Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
11. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorises accounting officers and accounting authorities to:
  - a) disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
12. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.

**If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701**

*This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.*

31 May 2022

13. In addition and without prejudice to any other remedy provided to combat any restrictive practices

Contractor to initial.....

Page **40** of **69**



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.

SECTION A: DETAILS OF THE ENTITY	
CSD Registration Number	MAAA
Name of the Entity	
Entity registration Number (where applicable)	
Entity Type	
Tax Reference Number	
Full details of directors, shareholder, member, partner, trustee, sole proprietor or any persons having a controlling interest with a right or entitlement to share in profits, revenue or assets of the entity should be disclosed in the Table A below.	

**TABLE A**

FULL NAME	DESIGNATION (Where a director is a shareholder, both should be confirmed)	IDENTITY NUMBER	PERSONAL TAX REFERENCE NO.	PERCENTAGE INTEREST IN THE ENTITY

**If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701**

*This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.*

31 May 2022

Contractor to initial.....

Page **41** of **69**

SECTION B: DECLARATION OF THE BIDDER'S INTEREST			
<p>The supply chain management system of an institution must, irrespective of the procurement process followed, prohibit any award to an employee of the state, who either individually or as a director of a public or private company or a member of a close corporation, seek to conduct business with the WCG, unless such employee is in an official capacity a director of a company listed in Schedule 2 or 3 of the PFMA as prescribed by the Public Service Regulation 13(c).</p> <p>Furthermore, an employee employed by an organ of state conducting remunerative work outside of the employee's employment should first obtain the necessary approval by the delegated authority (RWOEE), failure to submit proof of such authority, where applicable, may result in disciplinary action.</p>			
B1.	Are any persons listed in Table A identified on the CSD as employees of an organ of state? (If yes, refer to Public Service Circular EIM 1/2016 to exercise the listed actions)	NO	YES
B2.	Are any employees of the entity also employees of an organ of state? (If yes complete Table B and attach their approved "RWOEE")	NO	YES
B3.	Are any family members of the persons listed in Table A employees of an organ of state? (If yes complete Table B)	NO	YES

**TABLE B**  
*Details of persons (family members) connected to or employees of an organ of state should be disclosed in Table B below.*

FULL NAME OF EMPLOYEE	IDENTITY NUMBER	DEPARTMENT/ ENTITY OF EMPLOYMENT	DESIGNATION/ RELATIONSHIP TO BIDDER**	INSTITUTION EMPLOYEE NO./ PERSAL NO. (Indicate if not known)

**If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701**

*This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.*

31 May 2022

Contractor to initial.....  
Page **42** of **69**

**SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

To enable the prospective bidder to provide evidence of past and current performance.

<b>C1.</b>	Did the entity conduct business with an organ of state in the last twelve months? (If yes complete Table C)	NO	YES
------------	--	----	-----

**C2. TABLE C**

Complete the below table to the maximum of the last 5 contracts.

NAME OF CONTRACTOR	PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT/ ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT	
<b>C3.</b> Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?					NO	YES
<b>C4.</b> Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)?					NO	YES
<i>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445.)</i>						
<b>C5.</b> If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?				NO	YES	N/A
<b>C6.</b> Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?					NO	YES
<b>C7.</b> Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?					NO	YES

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details..

31 May 2022

Contractor to initial.....

Page 43 of 69

**SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT**

*This form must be signed by a duly authorised representative of the entity in the presence of a commissioner of oaths.*

- I, .....hereby swear/affirm;
- i. that the information disclosed above is true and accurate;
  - ii. that I have read understand the content of the document;
  - iii. that I have arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
  - iv. that the entity undertakes to independently arrive at any offer at any time to the Institution without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specification, 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;
  - v. that the entity or its representative are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract; and
  - vi. that there have been no consultations, communications, agreements or arrangements made 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 that my entity was not involved in the drafting of the specifications or terms of reference for this bid.

.....  
**DULY AUTHORISED REPRESENTATIVE'S SIGNATURE**

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

- 1.1 Do you know and understand the contents of the declaration? ANSWER: .....
- 1.2 Do you have any objection to taking the prescribed oath? ANSWER: .....
- 1.3 Do you consider the prescribed oath to be binding on your conscience? ANSWER: .....
- 1.4 Do you want to make an affirmation? ANSWER: .....
2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed and the deponent's signature/thumbprint/mark was placed thereon in my presence.

.....  
 SIGNATURE FULL NAMES Commissioner of Oaths

Designation (rank)..... ex officio: Republic of South Africa

Date:..... Place

Business Address: .....

**If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701**

*This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.*

31 May 2022

Contractor to initial.....

Page **44** of **69**

**This document must be signed and submitted together with your bid**

## **THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME**

### **INTRODUCTION**

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

#### **1. PILLARS OF THE PROGRAMME**

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US \$10 million will have an NIP obligation. This threshold of US \$10 million can be reached as follows:

- (i) Any single contract with imported content exceeding US \$10 million;  
or
- (ii) Multiple contracts for the same goods, works or services each with imported content exceeding US \$3 million awarded to one seller over a 2-year period which in total exceeds US \$10 million;  
or
- (iii) A contract with a renewable clause, where should the option be exercised the total value of the imported content will exceed US \$10 million.  
or
- (iv) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US \$3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US \$10 million.

1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30% of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.

1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R & D) with partners or suppliers.

1.4 A period of seven years has been identified as the time frame in which to discharge the obligation.

#### **2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY**

Contractor to initial.....

Page **45** of **69**

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts of the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1. (b) to 1.1. (d) above.
- 2.3 For bids above R10 million, accounting officer's authorities are required to obtain clearance from the Department of Trade and Industry regarding the National Industrial participation Programme prior to the award of any bid in excess of R10 million (ten million rands).

### 3. **BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)**

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD5) together with the bid on the closing date and time.
- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contracts as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number
- Description of the goods works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content.
- Imported content of the contract, if possible

- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401. Facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

### 4. **PROCESS TO SATISFY THE NIP OBLIGATION**

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
- (a) The contractor and the DTI will determine the NIP obligation;
- (b) The contractor and the DTI will sign the NIP obligation agreement;
- (c) The contractor will submit a performance guarantee to the DTI;
- (d) The contractor will submit a business concept for consideration and approval by the DTI;
- (e) Upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining

---

Contractor to initial.....

the business concepts;

(f) The contractor will implement the business plans; and

(g) The contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

**Bid Number: RCCH23/2025**

**Closing Date: 26 FEBRUARY 2026**

**Name of bidder .....**

**Postal address .....**

.....

**Signature .....**

**Name (in print) .....**

**Date .....**

Contractor to initial.....

Page **47** of **69**

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND IN TERMS OF THE WESTERN CAPE GOVERNMENTS INTERIM STRATEGY AS IT RELATES TO PREFERENCE POINTS

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS (TENDERERS) MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER, PREFERENTIAL PROCUREMENT REGULATIONS, 2022 AND THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND THE CODES OF GOOD PRACTICE**

### 1. DEFINITIONS

- 1.1 **“acceptable tender”** means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.
- 1.2 **“affidavit”** is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings.
- 1.3 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 1.4 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.5 **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 1.6 **“bid”** means a written offer on the official bid documents or invitation of price quotations and “tender” is the act of bidding /tendering;
- 1.7 **“Code of Good Practice”** means the generic codes or the sector codes as the case may be;
- 1.8 **“consortium or joint venture”** 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;
- 1.9 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

Contractor to initial.....

Page 48 of 69



- 1.10 **"EME"** is an Exempted Micro Enterprise with an annual total revenue of R10 million or less.
- 1.11 **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 1.12 **"Large Enterprise"** is any enterprise with an annual total revenue above R50 million;
- 1.13 **"non-firm prices"** means all prices other than "firm" prices;
- 1.14 **"person"** includes a juristic person;
- 1.15 **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- 1.16 **"proof of B-BBEE status level contributor"** means-
- (a) The B-BBEE status level certificate issued by an authorized body or person;
  - (b) A sworn affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or
  - (c) Any other requirement prescribed in terms of the Broad- Based Black Economic Empowerment Act.
- 1.17 **QSE** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;
- 1.18 **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- 1.19 **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.
- 1.20 **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- 1.21 **"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;
- 1.22 **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- 1.23 **"the Regulations"** means the Preferential Procurement Regulations, 2022

- 1.24 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 11 October 2013;

- 1.25 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 1.26 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

## 2. GENERAL CONDITIONS

2.1 The following preference point systems are applicable to all bids:

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

2.2 Preference point system for this bid:

- (a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the.....preference point system shall be applicable; or
- (b) Either the 80/20 or 90/10 preference point system will be applicable to this tender  
(delete whichever is not applicable for this tender).

2.3 Preference points for this bid (even in the case of a tender for income-generating contracts) shall be awarded for:

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

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

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

2.5 Failure on the part of a bidder to fill in, sign this form and submit in the circumstances prescribed in the Codes of Good Practice either a B-BBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS) or an affidavit confirming annual total revenue and level of black ownership together with the bid or an affidavit issued by Companies Intellectual Property Commission, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed

Contractor to initial.....

Page 50 of 69

- 2.6 The organ of state reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 Subject to Section 2 (1) (f) of the Preferential Procurement Policy Framework Act, 2000, **the bidder obtaining the highest number of total points will be awarded the contract.**
- 3.2 A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
- 3.3 A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE will not be disqualified but will only score:  
 (a) points out of 80 for price; and  
 (b) 0 points out of 20 for B-BBEE
- 3.4 Points scored must be rounded off to the nearest 2 decimal places.
- 3.5 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.6 As per section 2 (1) (f) of the Preferential Procurement Policy Framework Act, 2000, the contract may be awarded to a bidder other than the one scoring the highest number of total points based on objective criteria in addition to those contemplated in paragraph (d) and (e) of the Act that justifies the award to another tenderer provided that it has been stipulated upfront in the tendering conditions.
- 3.7 Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.

### 4. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 4.1 POINTS AWARDED FOR PRICE

##### 4.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEM

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

**80/20**

**or**

**90/10**

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

Where:

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

Contractor to initial.....

Page **51** of **69**

## 5. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 5.1 POINTS AWARDED FOR PRICE

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

**80/20**

**or**

**90/10**

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

**or**

$$P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

## 6. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

6.1 In terms of WCG interim strategy, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

6.2 An **EME** must submit a valid, originally certified affidavit confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission

6.3 A **QSE that is less than 51% (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a valid, original or a legible certified copy of a B-BBEE Verification Certificate issued by SANAS.

6.4 A **QSE that is at least 51% black owned (51% or higher)** must submit a valid, originally certified affidavit confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.

6.5 A **large enterprise** must submit a valid, original or originally certified copy of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.

- 6.6 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 6.7 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.
- 6.8 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

## 7. BID DECLARATION

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

## 8. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPH 5

- 8.1 B-BBEE Status Level of Contribution .....= ..... **(maximum of 20 points)**

**(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or an affidavit confirming annual total revenue and level of black ownership in terms of the relevant sector code applicable to the tender.)**

## 9. SUB-CONTRACTING

- 9.1 Will any portion of the contract be sub-contracted? **YES / NO (delete which is not applicable)**

- 9.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted? .....%

(ii) the name of the sub-contractor? .....

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

(iv) whether the sub-contractor is an EME or QSE? **YES / NO (delete which is not applicable)**

- 9.1.2 Sub-contracting relates to a particular contract and if sub-contracting is applicable, the bidder to state in their response to a particular RFQ that a portion of that contract will be sub-contracted.

Contractor to initial.....

Page **53** of **69**

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

10.1 Name of company/ entity: .....

10.2 VAT registration number: .....

10.3 Company Registration number:.....

10.4 TYPE OF COMPANY/ FIRM

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

10.5 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7 above, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

(a) The Western Cape Government reserves the right to audit the B-BBEE status claim submitted by the bidder.

(b) As set out in Section 130 of the B-BBEE Act as amended, any misrepresentation constitutes a criminal offence. A person commits an offence if that person knowingly:

- (i) misrepresents or attempts to misrepresent the B-BBEE status of an enterprise;
- (ii) provides false information or misrepresents information to a B-BBEE Verification Professional in order to secure a particular B-BBEE status or any benefit associated with compliance to the B-BBEE Act;
- (iii) provides false information or misrepresents information relevant to assessing the B-BBEE status of an enterprise to any organ of state or public entity; or
- (iv) engages in a fronting practice.

(c) If a B-BBEE verification professional or any procurement officer or other official of an organ of state or public entity becomes aware of the commission of, or any attempt to commit any offence referred to in paragraph 9.1 (a) above will be reported to an appropriate law enforcement agency for investigation.

(d) Any person convicted of an offence by a court is liable in the case of contravention of

9.4 (b) to a fine or to imprisonment for a period not exceeding 10 years or to both a fine and such imprisonment or, if the convicted person is not a natural person to a fine not exceeding 10% of its annual turnover.

- (e) The purchaser may, if it becomes aware that a bidder may have obtained its B-BBEE status level of contribution on a fraudulent basis, investigate the matter. Should the investigation warrant a restriction be imposed, this will be referred to the National Treasury for investigation, processing and imposing the restriction on the National Treasury's List of Restricted Suppliers. The bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, may 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.
- (f) The purchaser may, in addition to any other remedy it may have –
  - (i) disqualify the person from the bidding process;
  - (j) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (ii) 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; and
  - (iii) forward the matter for criminal prosecution.
- (g) The information furnished is true and correct.
- (h) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 2 of this form.

SIGNATURE(S) OF THE BIDDER(S): .....

DATE: .....

ADDRESS: .....

.....

WITNESSES:

1. ....

2. ....

Contractor to initial.....

## SWORN AFFIDAVIT – B-BBEE/QUALIFYING SMALL ENTERPRISE

I, the undersigned

<b>Full name and surname</b>	
<b>Identity number</b>	

2. Hereby declare under oath as follows:

(i) The contents of this statement are to the best of my knowledge a true reflection of the facts.

(ii) I am a member/director/owner of the following enterprise and am duly authorized to act on its behalf:

<b>Enterprise name</b>	
<b>Trading name</b>	
<b>Registration number</b>	
<b>Enterprise address</b>	

3. I hereby declare under oath that:

- The enterprise is \_\_\_\_\_ % Black owned;
- The enterprise is \_\_\_\_\_ % Black woman owned;
- Based on management accounts and other information available for the \_\_\_\_\_ financial year, the income did not exceed R50 000, 000.00 (fifty million Rands)
- The entity is an Empowering Supplier in terms of Clause 3.3 (a) or (b) or (c) or (d) r l as amended (select one) \_\_\_\_\_ of the dti Codes of Good Practice.
- Please confirm in the table below the B-BBEE contributor **by ticking the applicable box.**

<b>100% Black owned</b>	<b>Level One</b> (135% B-BBEE procurement recognition)
<b>More than 51% Black owned</b>	<b>Level Two</b> (125% B-BBEE procurement recognition)
a) At least 25% of cost of sales (excluding labour costs and depreciation) must be procurement from local producers or suppliers in South Africa; For the service industry, include labour costs capped at 15%.	b) At least 50% of jobs created are for Black people, provided that the number of Black employees in the B-BBEE measurement verified immediately before is maintained.
c) At least 25% transformation of raw material/beneficiation, which includes local manufacturing, production and/or assembly, and/or packaging.	d) At least 12 days per annum of productivity deployed in assisting QSE end EME beneficiaries to increase their operational or financial capacity.
e) At least 85% of labour costs should be paid to South African employees by service industry entities.	

4. I know and understand the content of this affidavit, I have no objection to taking the prescribed oath, I consider the oath binding on my conscience and not on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date of signature by the commissioner.

**Deponent signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Contractor to initial.....

Page **56** of **69**



## 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.

Contractor to initial.....

Page **57** of **69**

## TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
1. Delivery and documents
2. Insurance
3. Transportation
4. Incidental services
5. Spare parts
6. Warranty
7. Payment
8. Prices
9. Contract amendments
10. Assignment
11. Subcontracts
12. Delays in the supplier's performance
13. Penalties
14. Termination for default
15. Dumping and countervailing duties
16. Force Majeure
17. Termination for insolvency
18. Settlement of disputes
19. Limitation of liability
20. Governing language
21. Applicable law
22. Notices
23. Taxes and duties
24. National Industrial Participation Programme (NIPP)
25. Prohibition of restrictive practices

---

Contractor to initial.....

Page **58** of **69**

## 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 anything 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.

---

Contractor to initial.....

Page **59** of **69**

- 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.
- 1.17 "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.

Contractor to initial.....

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

25.3 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.

Contractor to initial.....

Page **61** of **69**

- 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

Contractor to initial.....

Page **62** of **69**

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

Contractor to initial.....

Page **63** of **69**

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 (17) 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.

---

Contractor to initial.....



16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment 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.

## **17. Contract amendments**

17.1 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

---

Contractor to initial.....

Page **65** of **69**

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 cancelling 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.

---

Contractor to initial.....

Page 66 of 69

- 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.

Contractor to initial.....

Page **67** of **69**

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 wilful 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.

Contractor to initial.....

Page **68** of **69**

<b>30. Applicable law</b>	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
<b>31. Notices</b>	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.
<b>32. Taxes and duties</b>	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.
<b>33. National Industrial Participation (NIP) Programme</b>	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.
<b>34. Prohibition of Restrictive practices</b>	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.

Contractor to initial.....

Page **69** of **69**