

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	IPID02/2023/24	CLOSING DATE:	26 MAY 2023	CLOSING TIME:	11:00 (am)
DESCRIPTION	REQUEST FOR PROPOSAL FOR THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE ASSISTANCE PROGRAMME TO THE INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE OFFICES FOR A PERIOD OF 36 MONTHS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT (STREET ADDRESS)

BID BOX, GROUND FLOOR, BENSTRA BUILDING, 473 STANZA BOPAPE STREET, ACARDIA, PRETORIA

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
		TCS PIN:	
		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		☐ Yes	☐ Yes
		☐ No	☐ No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		☐ AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) ☐ A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) ☐ A REGISTERED AUDITOR NAME:	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	IPID	CONTACT PERSON	Ms I Lentswane
CONTACT PERSON	Ms F Maseko / Mr M Gqalane	TELEPHONE NUMBER	012 399 0046
TELEPHONE NUMBER	012 399 0095 / 0103		
E-MAIL ADDRESS	fmaseko@ipid.gov.za / mgqalane@ipid.gov.za	E-MAIL ADDRESS	ilentswane@ipid.gov.za

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 ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- | | |
|--|--|
| 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | ☐ YES ☐ NO |
| 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? | ☐ YES ☐ NO |
| 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | ☐ YES ☐ NO |
| 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? | ☐ YES ☐ NO |

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

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.: IPID02/2023/24

CLOSING TIME 11:00

CLOSING DATE. 26 MAY 2023

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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REQUEST FOR PROPOSAL FOR APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE ASSISTANCE PROGRAMME TO THE INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE (IPID) FOR A PERIOD OF 36 MONTHS.

1. The accompanying information must be used for the formulation of proposals.
 2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....
 3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)
 4. PERSON AND POSITION
- | | HOURLY RATE | DAILY RATE |
|-------|-------------|------------|
| | R..... | |
| | R..... | |
| | R..... | |
| | R..... | |
| | R..... | |
5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT
- | | | |
|-------|--------|------------|
| | R..... | days |
| | R..... | days |
| | R..... | days |
| | R..... | days |
- 5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

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

TOTAL: R.....

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

Name of Bidder:

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

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

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

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

NAME: MS F Maseko/ Mr M Gqalane
 EMAIL: fmaseko@ipid.gov.za / mgqalane@ipid.gov.za
 TEL : 012 399 0095 / 0103

Or for technical information –

NAME: MS I Lentswane
 EMAIL: ilentswane@ipid.gov.za
 Tel : 012 399 0046

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

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

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

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \mathbf{or} & \mathbf{Ps} = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise with ownership of 51% or more by person/s who are black	8	
Enterprise with ownership of 51% or more by person/s who are woman	8	
Enterprise with ownership of 51% or more by person/s who are youth	2	
Enterprise with ownership of 51% or more by person/s with disability	2	
Total	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary

proof to the satisfaction of the organ of state that the claims are correct;

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

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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



independent police investigative directorate

Department
Independent Police Investigative Directorate
REPUBLIC OF SOUTH AFRICA

Private Bag X941, PRETORIA, 0001. Benstra Building, 473 Street, Pretoria Tel: (012) 399 0000, Fax: (012) 399 1440, Email: complaints@ipid.gov.za

1. INTRODUCTION.

- 1.1. The Independent Police Investigative Directorate (IPID) intends procuring the services of a reputable Service Provider to provide an Employee Assistance Programme (EAP) to address issues of employee health and wellness in the workplace (in particular the psychosocial aspect of wellbeing) with the focus to promote employee wellness and improve productivity.
- 1.2. The IPID invites a suitably qualified and experienced Service Provider to submit proposals for the implementation and management of an outsourced Employee Assistance Program (EAP).

2. BACKGROUND.

- 2.1 The IPID is a Public Service Department established in terms of Act No. 1 of 2011. Its mandate is to investigate complaints of brutality, criminality and misconduct against members of the South African Police Service (SAPS) and Municipal Police Service (MPS).
- 2.2 The Department of Public Service and Administration (DPSA) introduced an Employee Health and Wellness Strategic Framework for the Public Service in November 2008. The purpose of the framework is to provide guidelines on the principles and practices for the Health and Wellness of public servants, their families and citizens. The Strategic Framework recognizes the need for workplaces to develop Wellness Management programme that is largely preventative in nature focusing on both primary (avoid the risk or condition) and secondary (minimize the effects of the condition) prevention when dealing with psychosocial problems, organizational climate assessments of hostile physical and psychosocial working environments.

3. DURATION.

- 3.1 The Independent Police Investigations Directorate (IPID) requires the rendering of a full employee assistance programme (EAP) to all eligible employees and their immediate family members for a period of 36 months.
- 3.2 The bid and all contracts issued in accordance with the National Treasury Regulations 16 A published in terms of the Public Finance Management Act (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the special contract are supplementary to the General Conditions of

Contract. Where, however, the Special Conditions of contract are in conflict the General Conditions of Contract, the Special Conditions of Contract shall take precedence.

4. SCOPE OF THE PROJECT

In terms of the Public Service Regulations 54 of 2016 "every department shall have a policy that promotes the health and wellbeing of employees.

The programme will be a full service for employees and their household. For this purpose, household means spouse, children and anyone who is dependent financially and otherwise on the employee. The approved establishment of the Department comprises of an estimated 397 posts.

The proposal must be aligned to the Employee Health and Wellness Strategic Framework for the Public Service in four key areas such as HIV/AIDS & TB Management, SHERQ (Safety, Health and environment, Risk, Quality) Health and Productivity Management. Develop a Disease Management program to align with the provision of the Policy of Incapacity Leave and Ill-Health Retirement.

4.1. The fully managed Employee Assistance Programme must offer:

4.1.1 **Suitable Counselling and Trauma debriefing system.**

Develop a suitable counselling referral system and trauma debriefing sessions to deal with the following areas (but not limited to):

a) Stress, Anxiety and Depression;

- Anxiety or depression;
- Managing Stress; and
- Poor Work performance.
- Quarterly debriefing sessions for Investigators.

b) Marital, Divorce and Relationships;

- Domestic Violence;
- Personality Conflicts at home or on the job;
- Learning to be more assertive/ ways to improve self-esteem;
- Positive communication skills; and
- Counselling on relationships matters.

c) Family and Parenting concern;

- Children and behavioural problems; and
- Eldercare

d) Alcohol and other drug dependencies;

- Drugs or alcohol abuse/ recognising a substance abuse problem.
- Support when living with a person who abuses alcohol and drugs; and

e) Financial problems;

- Money management and financial problems.
- Gambling problems

f) Bereavement and other losses;

- Dealing with a loss of a loved one.

g) Dealing with communicable diseases/illnesses.

h) Analyse Absenteeism.

i) Fitness and nutrition management;

j) Legal Advice

4.1.2 Marketing and Communication strategy:

Develop and implement a marketing and communication strategy for employees, management, supervisors and the unions in the form of (but not limited) to) awareness programmes; electronic mail/media; pamphlets; brochures; leaflets; posters; exhibitions and provide an annual program of planned wellness activities and the related costs. Conduct communication session with IPID staff and line managers, introducing EAP and benefits for outsourced services.

4.1.3 Training and awareness sessions

Conduct a minimum of 4 training sessions per year to employees, managers and supervisors on identification and referral of troubled employees, and strengthen working relationships with external support structures. The program must include an education component on lifestyle management, which comprise of health risk assessments and wellness days, as well as e-care services.

To give or arrange cost effective and accredited training upon request from the IPID. To advise and recommend appropriate training or information sessions as per themes and trends.

4.1.4 Face to Face/ Contact service

Provide a face-to-face counselling service that will be available during office hours.

Toll free call centre counselling services will be available 24 hours.

All formal referrals will be dealt with through a formal process and documentation that will enable personnel information recording.

4.1.5 Clinical and Life Management Services shall:

- Provide a direct, multi-lingual, confidential, unlimited access and 24-hour 7 days a week personal support.
- Eight (8) personal counselling sessions per person per condition per year, depending on the employee.
- Only professional, qualified, registered clinicians and specialists will render services.
- Critical Incidents to report within 12 to 24 hours;
- To offer individual and group trauma debriefing;
- Training on trauma and resilience;
- Debriefing and Skills Development Sessions;
- 1-hour monthly sessions to Investigators quarterly; and
- To offer debriefing session to all staff as and when requested.

4.1.6 Briefing and Training to Managers and Supervisors / Team leaders

- Comprehensive briefing and workshop sessions for managers; and
- Individual Managerial Consultancy for managers.

4.1.7 Disease Management Programme

A comprehensive programme that will assist in managing various chronic diseases and conditions.

- Management of HIV & AIDS and other chronic illness; occupational injuries and diseases, mental diseases and disability to reduce employee's total health related costs; and
- Vaccination of Hepatitis B to Investigators

To come up with a comprehensive, multi-disciplinary approach to managing diseases and pandemics effectively, and includes health risk profiling, disease prevention and management protocols and rehabilitation activities.

The Service provider must implement and exercise the necessary measures to address complaints with corrective measures.

4.1.8 Review, Evaluation and Change Control Procedures

Review Procedures:

Data will be collated with the following:

- Quarterly sets of uptakes and utilisation;
- Trends and themes;
- Quarterly and ad hoc meetings with the IPID Employee Health and Wellness Unit;
- Quarterly Reporting;
- Annual Reporting; and
- Annual Review.

Evaluation procedures:

Reporting will include:

- Statistics and calculations;
- Data Analysis;
- Uptake & utilisation;
- Themes and trends;
- Benchmarking;
- Training; and
- Recommendations.
- Benchmarking - EAP service provider must use local and international benchmarking techniques as part of the evaluation of the programme.

Change Control procedures

If the EAP service provider decides to change the Account Manager, the following shall occur:

- Consultation with the intention to change the Account Manager;
- Notify change within reasonable time;
- A formal and proper handover will take place; and
- Reviews will be done with reports and will include any themes and trends by the EAP service Provider.

4.1.9 Management and Administration

- Develop integrated Employee Health & Wellness information management system
- Develop and implement management standards for EH&W (ISO standards);
- Assist with the introduction of disease management programmes for the management of all non-communicable and communicable diseases
- Study and analyse the Annual Performance Review Reports in respect of matters relating to IPID and advise accordingly;
- Assist in the development of the Operational Plans and produce quarterly reviews
- On-going liaison with the IPID's co-ordinators. This includes developing objectives for the EWP together with measurements for efficiency, quality and cost effectiveness.

4.1.10 Account Management

A dedicated EAP Account Manager must be allocated to the IPID.

The core functions will include:

- Implementation of the Employee Assistance Programme;
- Liaising between EW service provider and the IPID;
- Continuous assessment and analysis of statistical data;
- Pro-active alerting of observed risks/threats to the IPID;
- Ongoing feedback of themes and trends;
- Complaints handling mechanism;
- Training material
- Review sessions on the impact of the service to employees

5. EVALUATION PROCESS

- The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal.
- Bidders will be evaluated on mandatory, functionality and the price. The bidders that score points which exceed the minimum threshold provided on functionality will further be evaluated on price and specific goals in terms of Preferential Procurement Regulations 2022.
- The bid documents will be evaluated individually on score sheets, by representatives in the evaluation panel and according to the evaluation criteria indicated in the Terms of Reference.
- A bidder who score less than 70 out of 100 points on functionality will not be considered further.
- This bid will be evaluated on the 80/20 principle point system.

6. REQUIREMENTS

6.1 MANDATORY REQUIREMENT

Bidder (s) must submit the below mentioned documents. All documents must be completed and signed by the duly representative of the prospective bidder(s). During this phase bidders responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidders proposal will be disqualified for non-submission of any documents.

- Company Profile Names / addresses / contact details
- Certified Copies of Identity Document of all company Directors for vetting purposes by State Security Agency (SSA) (certified within a period of six (6) months);
- Proof of registration on the Centralised Supplier Database;
- SBD 1. Invitation to the Bid;
- SBD 3.3 Pricing schedule
- SBD 4. Declaration of interest;
- SBD 6.1 (Preference point claim form fully completed and signed)
- 3 years audited financial statement of the company or letter from accountant confirming the financial good standing of the company.
- Proof of registration with EAPA SA (Employee Assistance Professionals Association of South Africa)
- Submit detailed proposals with the timeframes on how they intend to deliver on the above;
- Submit information relating to the ownership and detailed CV's of all staff members that will be involved in the execution of the task;
- Provide three contactable references with all their contact details against which the Department can verify the accuracy of information provided in the bid document as an indication as well as proof of registration with the relevant professional bodies.

Company	Contract Period	Nature of Contract (e.g EAP)	Value of Contract (tender price)	Contact person at company	Contact numbers at the company

- Submit a detailed breakdown of the budget per cost item;
- Provide evidence confirming that they have knowledge and clear understanding of cultural, racial, social, religious and economic diversity in South Africa; i.e Posters, fliers etc
- Provide evidence confirming that they have knowledge of labour legislation in South Africa.

6.2 FUNCTIONALITY

Only bidders that have met the pre-evaluation criteria will be evaluated in functionality. Bidder will be evaluated out of 100 points and are required to achieve a minimum threshold of 70 out of 100 points. Bidders that failed to achieve a minimum threshold will be disqualified;

FUNCTIONALITY CRITERIA

ITEM	Criterion	Total Score	Score
Methodology	Methodology must include the following Detailed roll-out plan outlining the activities to be carried out over the duration of contract (10) • Critical Incidence services • Fitness and nutrition management • Managerial Consultancy • Analysing Absenteeism • SHERQ Management	40	Detailed roll-out plan outlining 5 activities =10 points Detailed roll-out plan outlining 4 activities = 8 points Detailed roll-out plan outlining 3 activities =6 points Detailed roll-out plan outlining 2 activities = 4 points

	The bidder must provide a proposal indicating the CORE Employee Wellness services aligned to the Employee Health and Wellness Strategic Framework for the Public Service to be rendered and the methodology of how the services will be rendered as per page 2 of the Specifications. (15) • Suitable Counselling and Trauma debriefing system • Training and awareness (life skills developments) • Face to face / Contact services • Clinical and Life Management Services • Disease and Chronic Management Ability to services IPID, indicate the number of staff members available at any given time to service the needs for IPID (5) Proposals should indicate the number of references where relevant skills and experience were offered. (5) Include in the proposal the definition	Detailed roll-out plan outlining 1 activity =2 points 5 Cores addressed in proposal =15 points 4 Cores addressed in proposal =12 points 3 Cores address in proposal = 9 points 2 Cores addressed in proposal = 6 points 1 Core addressed in proposal = 3 points 5 person available = 5 points 4 persons available = 4 points 3 persons available = 3 points 2 persons available = 2 points 1 persons available = 1 points 3 references mentioned =5 points 2 references mentioned =3 points 1 reference mentioned = 2 points Proposal contains definition of
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	of immediate family members who will be covered and have access to the services.(5)		immediate Family = 5 points Proposal do not contain definition of immediate family Family = 0 points
Marketing and communication plan/strategy	The bidder should include in their proposal a communication and marketing plan to promote the utilization of the services over a period of 3 years (5) The marketing and communication strategy should include the promotion of events in line with the national health wellness calendar (5) The bidder should also indicate the capacity to print brochures in different languages indicating the capacity to deliver the EAP in all nine (9) provinces. Indicate different communication mediums which the services can be accessed. (5)	15	3 years marketing proposal =5 points 2 years marketing proposal =3 points 1 year marketing proposal = 2 points National health and wellness calendar considered in communication strategy = 5 points National health and wellness calendar not considered in Communication strategy = 0 points Can deliver/print brochures in 9 provinces = 5 points Can deliver/print brochures in 7-8 provinces = 4 points Can deliver/print brochures in 5-6 provinces = 3 points Can deliver/print brochures in 3-4 provinces = 2 points Can deliver/print brochures in 1 -2 provinces = 1 point
Experience in rendering Employee Wellness services both in	A minimum of 5 years' experience in	25	Years of Experience: 5 years and above experience = 5

the public private sector	the Employee Assistance Programme (5) Submission of recent references of work done within 12 months. (10) Provide evidence that they dealt with the functional pillars of the EAP aligned to Employee Health and Wellness Services for the Public Service (5) Provide evidence confirming that they have knowledge and clear understanding of cultural, racial, social, religious and economic diversity in South Africa.(5)	points 4 years experience = 4 points 3 years experience = 3 points 2 years experience = 2 points 1 year experience = 1 point 3 reference mentioned = 10 points 2 references mentioned = 5 points 1 references mentioned = 1 point Provide evidence by means of brochure Brochure were supplied dealing with 4 pillars = 5 points Brochure were supplied dealing with 3 pillars = 3 points Brochure were supplied dealing with 2 pillars = 2 points Brochure were supplied dealing with 1 pillar = 1 points No brochure were supplied = 0 points Provide evidence by means of brochure Brochure were supplied dealing with 5 diversity aspect = 5 points Brochure were supplied dealing with 4 diversity aspect = 4 points Brochure were supplied dealing with 3 diversity aspect = 3 points Brochure were supplied dealing with 2 diversity aspect = 2 points Brochure were supplied dealing
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			with 1 diversity aspect = 1 point No brochure supplied = 0 points
Call Centre	Capacity to provide the service 24/7/365 days in all 11 official languages to staff Information data system in all call received analysis (5) Capacity to provide the services 24/7/365 (5) Ability to communicate in all 11 official languages to staff (10)	20	Indication of availability of information data system = 5 points None availability of information data system = 0 Capacity to provide services 24/7/365 within 8 hours = 5 points Capacity to provide services within limited hours (less than 8 hours) = 0 points Ability to communicate in 10-11 official languages = 10 points Ability to communicate in 9 official languages = 9 points Ability to communicate in 8 official languages = 8 points Ability to communicate in 7 official languages = 7 points Ability to communicate in 6 official languages = 6 points Ability to communicate in 5 official languages = 5 points Ability to communicate in 4 official languages = 4 points Ability to communicate in 3 official languages = 3 points Ability to communicate in 2 official languages = 2 points Ability to communicate in 1 official languages = 1 point

Bidders that score 70 points in respect of functional and technical aspect will be further evaluated on price and specific goals. Bidders who scored less than 70 will be regarded as non – responsive bid and will be disqualified

Only bidders that have met 70 points threshold on functionality will be evaluated further for price and specific goals as follows:

6.3 PRICE AND SPECIFIC GOALS

- A detailed and complete cost break down must be provided by completing the schedule and ceiling price must be indicated on the Pricing schedule (SBD 3.3)
- Bids will be evaluated in terms of the Preferential Procurement Policy Framework Act No. 5 of 2000 where the **80/20** Preference point system will be used. The preferential procurement points will account for 80 points of the evaluation criteria and points obtained will be added to the points scored for functional compliance and price. Specific goals points will be added to points for price as stipulated in the Preferential Procurement Regulations 2022.
- Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
 - (a) Price; and
 - (b) Specific Goals.

6.3.1 POINTS AWARDED FOR PRICE

6.3.1.1 The following formula will be used to calculate the points out of 80 for price in respect of an invitation to the tender with a Rand value up to R50 million, inclusive of all applicable taxes

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

Where

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

6.3.2 POINTS AWARDED FOR SPECIFIC GOALS

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

Specific goals for the tender and points claimed are indicated in the table below

A Maximum of 20 points may be awarded to a tender for specific goals specified for tender as follows:

Specific goals	Points
Historically Disadvantage Individual (HDI)	
Enterprises with ownership of 51% or more by person/s who are black	8
Enterprises with ownership of 51% or more by person/s who are woman	8
Enterprises with ownership of 51% or more by person/s who are youth	2
Enterprises with ownership of 51% or more by person/s with disability	2
Total	20

The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

The contract must be awarded to the tender scoring the highest points

If two or more tenders score an equal total number of points, the contract must be awarded to the tender that scored the highest points for a specific goal, and if two or more tender score equal total points in all respects, the award must be decided by the drawing of lots.

A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

7. GENERAL

- Bidders must indicate compliance or non-compliance on a paragraph-by-paragraph basis, to all specifications, contractual conditions, schedules and appendixes included in this bid. Indicate compliance with the relevant quotation requirements by marking the YES box and non-compliance by marking the NO box. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the quotation submission. Bids not completed in this manner may be considered incomplete and unresponsive. Answering questions or supplying detail by referring to other sections will under no circumstances be accepted. Should bidders fail to indicate agreement/compliance or otherwise, the Department will assume that the bidder is not in compliance or agreement with the statement(s) or specification(s) as specified.
- The bidder must therefore either conform to the minimum requirements as set out in this document, or it must be stated clearly how it deviates from these requirements and why. Bidders who strictly adhere to the specifications are preferred.
- The bidders to submit properly compiled and paginated documents.
- The following information must be completed and submitted together with the company's response to this document. Failure to submit complete documents the bid will be disqualified.

- During evaluation of the bidder, additional information may be requested in writing. Replies to such requests must be submitted within seven working days or else bidders may be disregarded.
- Proper quotations including VAT for the goods and services specified must be submitted.
- The Department will not be held liable for any expenses incurred by companies in preparing and submitting quotations. See paragraph 3.1 of the General Conditions of Contract.
- IPID will only conduct business with service provider that comply with legal requirements (registered with SARS, CIPC and National Treasury Central Supplier database etc)

8. CONFIDENTIALITY

- All information in connection therewith shall be held in strict confidence by applying companies and usage of such information shall be limited to the preparation of the bid. Applying companies shall undertake to limit the number of copies of this document.
- All bidders are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding the Department and or of its activities to any other organisation or individual.
- The applying company shall not disclose any information, documentation or products to other clients without written approval of the Executive Director or his/her delegated officer.

9. PAYMENTS

- Payment shall be made into the bidder's bank account normally within 30 days after receipt of an acceptable invoice.

10. NON-COMPLIANCE WITH DELIVERY TERMS

- As soon as it becomes known to the contractor that he will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, the IPID must be given immediate written notice to this effect. The State reserves the right to implement remedies as provided for in paragraph 2 of the General Conditions of Contract.

11. GENERAL CONDITION OF CONTRACT

Attached

12. ENQUIRIES

Enquiries may be directed to the following persons

BID ADMINISTRATION AND SPECIFICATION	
Ms. Fikile Maseko	
Email: fmaseko@ipid.gov.za	
Tel: 012 399 0095	
Mr. Mteteleli Gqalane	
Email: mgqalane@ipid.gov.za	
Tel: 012 399 0103	
TECHNICAL ENQUIRIES	
Ms. Ingrid Lentswane	
Email: ilentswane@ipid.gov.za	
Tel: 012 399 0046	

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

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General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

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

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

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

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

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| 16. Payment | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>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.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>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.</p> |
| 18. Contract amendments | <p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p> |
| 19. Assignment | <p>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.</p> |
| 20. Subcontracts | <p>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.</p> |
| 21. Delays in the supplier's performance | <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p> |

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

25. Force Majeure

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

26. Termination for insolvency

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

27. Settlement of Disputes

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

28. Limitation of liability

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

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

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