



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

BID NUMBER: RCCH03/2023

CLOSING DATE: 2 October 2023

CLOSING TIME: 11:00 am

FOR THE PROVISIONING OF OPTOMETRIC SERVICES AND OPTOMETRIC CONSUMABLES FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR AN ADDITIONAL TWO (2) YEARS BASED ON PERFORMANCE AND DEPARTMENTAL PRESCRIPTS, AT THE SOLE DISCRETION OF THE DEPARTMENT.

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.

10. 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, Mr. M Kili at (021) 658 5158, or email: [rxh.bidsdepartment@westerncape.gov.za](mailto:rxh.bidsdepartment@westerncape.gov.za) or Mr. Velisa Booï at (021) 658 5698, 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.
10. 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.**
10. 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.
10. **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>

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10. **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.
10. **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.**
10. 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**.
10. 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.
10. This bid is subject to the General Conditions of the Contract (GCC) and, if applicable, any other Special Conditions the of Contract. **The 80:20 Points System is applicable to this bid.**
10. Please refer to all technical/specification enquiries to Dr. N. Freeman by email: [rxh.bidsdepartment@westerncape.gov.za](mailto:rxh.bidsdepartment@westerncape.gov.za)



**DEPUTY DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT**  
**RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL**  
**MS SHARMANE JANKI**  
**DATE 01.09.2023.**

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## 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 REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)**

BID NUMBER:	RCCH03/2023	CLOSING DATE:	2 October 2023	CLOSING TIME:	11H00AM
DESCRIPTION	FOR THE PROVISIONING OF OPTOMETRIC SERVICES AND OPTOMETRIC CONSUMABLES FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR AN ADDITIONAL TWO (2) YEARS BASED ON PERFORMANCE AND DEPARTMENTAL PRESCRIPTS, AT THE SOLE DISCRETION OF THE DEPARTMENT.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
THE FOYER, ADMINISTRATION BUILDING, RED CROSS WAR MEMORIAL CHILDREN'S HOSPITAL					
CORNER MILNER ROAD AND KLIPFONTEIN ROAD					
RONDEBOSCH					
7700					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr M Killi		CONTACT PERSON	Dr N. Freeman	
TELEPHONE NUMBER	021 658 5158		TELEPHONE NUMBER	ENQUIRIES IN WRITING	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	rxh.bidsdepartment@westerncape.gov.za		E-MAIL ADDRESS	rxh.bidsdepartment@westerncape.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		AND	CENTRAL SUPPLIER DATABASE No:	MAAA

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

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**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. 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).
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO 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 THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE WITH 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 CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."
<b>NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID</b>

SIGNATURE OF BIDDER: .....

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

DATE: .....

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## 1. Instructions for Completing Bid Documents

Bidders are advised to read all the pages of this tender document carefully and to comply fully with all requests for information and documentation. Please acknowledge that conditions have been read and understood in the 'Comply' column by responding with either a 'Yes' or 'No' entry. Bidders are required to:

Condition	NOTES	
1. Complete all the documents and forms this bid invitation document provides.		
2. Supply all the requested information.		
3. Number each page of the bid submitted and all the supporting documentation (the entire bid) in the top right-hand corner of each page.		
4. The numbering system used in this tender SHALL be adhered to. If there are additional and/or alternative product options, every option/alternative proposal to an item SHALL be separately quoted for, with a complete schedule, description, deviations from specifications, and technical brochures on each proposal.		
5. Submit the bid under the cover of a full table of contents referencing all the documents contained therein about the relevant page numbers.		
6. Submit the bid in hard copy.		
7. Confirm in writing that the copy submitted is a true and complete reproduction of the original and contains all the annexures 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 "Noted" SHALL be interpreted as "Comply" 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  <b>Bid Documents shall be completed in black ink only.</b>		
10. <b>Items not completed in this manner SHALL be to the disadvantage of the bidder and, if excessive, SHALL lead to exclusion in the tender evaluation process</b>		
11. Bidders are permitted to submit video/cd/samples/product literature/catalogs to support their statements of competence and are to confirm that such are true and accurate reflections of the service/s which the bidder intends to provide.		
12. All additional supporting documentation returned as part of this tender MUST be given a document number marked on each page of the document.		

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## TAX CLEARANCE CERTIFICATE REQUIREMENTS

**It is a condition of bid that the Tax Status of the successful bidder must be in order, or that satisfactory arrangements have been made with 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 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. **Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not 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-Filers 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

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Western Cape  
Government

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

THIS DOCUMENT SETS OUT THE SPECIFICATIONS FOR:

FOR THE PROVISIONING OF OPTOMETRIC SERVICES AND OPTOMETRIC CONSUMABLES FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR AN ADDITIONAL TWO (2) YEARS BASED ON PERFORMANCE, AND DEPARTMENTAL PRESCRIPTS, AT THE SOLE DISCRETION OF THE DEPARTMENT.

**BID NUMBER: RCCH03/2023**

NAME OF BIDDING COMPANY.....

NAME OF PRODUCT OFFERED.....

NAME OF BIDDER / CONTACT PERSON .....

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

NOTE: SHOULD THE ITEM OFFERED DEVIATE FROM ANY SPECIFIED REQUIREMENTS, FULL DETAILS OF SUCH DEVIATIONS MUST BE GIVEN. IN THE EVENT OF THE AVAILABLE SPACE BEING INSUFFICIENT, SUCH DETAILS MUST BE GIVEN ON A SEPARATE SHEET, INDICATING THE RELEVANT PARAGRAPH NUMBER IN THE SPECIFICATION.

THE "DETAILS OF OFFER" SECTION MUST BE COMPLETED IN FULL. FAILURE TO REPLY TO ALL SECTIONS WILL RESULT IN THE OFFER NOT BEING CONSIDERED.

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NOTE: SHOULD THE EQUIPMENT OFFERED DEVIATE FROM ANY SPECIFIED TECHNICAL REQUIREMENTS, FULL DETAILS OF SUCH DEVIATIONS MUST BE GIVEN. IN THE EVENT OF THE AVAILABLE SPACE BEING INSUFFICIENT, SUCH DETAILS MUST BE GIVEN ON A SEPARATE SHEET, INDICATING THE RELEVANT PARAGRAPH NUMBER IN THE SPECIFICATION.		DETAILS OF OFFER IF YOUR OFFER COMPLIES WITH THE APPLICABLE BLOCK OF PARAGRAPHS THEN NOTE "COMPLY/DOES NOT" IN THE "DETAILS OF OFFER" BOX ADJACENT TO THE BLOCK.
1.	SCOPE	REPLY: COMPLY/DOES NOT COMPLY IN THE BOXES BELOW Add comments or attachments as required"
1.1	This specification establishes the requirements for the provisioning of pediatric optometric consumables and rendering of optometric services to Red Cross War Memorial Children's Hospital for a three (3) year period with an option to extend for an additional two (2) years based on performance, and departmental prescripts, at the sole discretion of the department.	
1.2	The successful bidder will be required to render service as an optometrist and provide optometric consumables to Red Cross War Memorial Children's Hospital patients for a three-year period.	
1.3	The premises will be provided to the successful bidder for consultations, free of charge.	
1.4	An Optometrist (Including Dispensing) Service for Red Cross Children's Hospital will consist of two sessions per week (four hour sessions or until all booked patients are seen, whichever comes first i.e. max 4 hours), consulting on the premises of Red Cross Children's Hospital.	
1.5	Annual leave is to be communicated timeously to assist the clinic with booking, a maximum of 12 sessions (6 weeks) of leave per year.	
1.6	Leave period of longer than 3 weeks must be covered by an experienced locum appointed by the bidder, at no additional cost to the department.	
1.7	The service provider must be able to manufacture or procure all items listed in this bid.	
1.8	The supplier will only invoice for the provision of the items in this bid and may charge a nominal consultation fee for children over 6 years of age, and patients under six years, where refractions are required, but no prescriptions are issued.	
1.9	The Hospital reserves the right to extend the contract for an additional 2 years, based on satisfactory performance of the service provider, and departmental prescripts, at the sole discretion of the department specifically with reference to: <ul style="list-style-type: none"> <li>• Maintaining the full range of good quality spectacles, contact lenses, and ocular prostheses.</li> <li>• Maintaining a high level of clinical competence in performing complex paediatric refractions.</li> <li>• Maintaining an efficient dispensing service, with optometric consumables being delivered within 4 weeks of ordering.</li> </ul>	

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1.10	The service and consumables offered must comply with or exceed all of the minimum performance specifications as indicated in the bid document, supported by factory - supplied product specifications / brochures / samples.	
1.11	Red Cross War Memorial Children's Hospital reserves the right to request the bidder to deliver all consumables for testing, as well as demonstrate paediatric refraction skills.	
1.12	The full range of consumables from the successful bidder will be stored on-site in the eye clinic at RCWMCH for quality control purposes.	
2.	<b>APPLICABLE DOCUMENTS</b>	<b>REPLY: COMPLY/DOES NOT COMPLY IN THE BOXES BELOW</b> <b>Add comments or attachments as required"</b>
Legislative and regulatory requirements contained in the various pieces of legislation will apply in this bid and the successful bidder must comply with the applicable legislation and regulatory standards/policies as set in the present and future of relevant legislation including but not limited to the following:		
2.1	General Condition of Contract (Annexure A). No alternations are allowed.	
2.2	Additional Conditions of Bid (Section B).	
2.3	Bidders are to produce current HPCSA membership as an optometrist in terms of the 'Professional Board of Optometry and Dispensing Opticians, Regulation No. R. 1250 of 28 November 2008'	
Any other documents that may be required to fulfil national regulations to comply with any, and all Health and Safety standards, as promulgated. Such regulations will include specific standards referring to the safety of children.		
3.	<b>REQUIREMENTS</b>	<b>REPLY: COMPLY/DOES NOT COMPLY IN THE BOXES BELOW</b> <b>Add comments or attachments as required"</b>
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;	
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	Any requested options and optional extras shall be clearly defined, and a separate pricing schedule shall be provided by the Bidder;	
3.5	The Bidder shall clearly indicate if their offered product exceeds the stated requirement by noting with proof "Above specification" next to the corresponding clause;	
3.6	Any exclusions must be listed and priced on a separate pricing schedule	
3.7	All responses shall be clear and legible;	
3.8	Each pair of spectacles will be provided with a case and cleaning cloth at no extra charge.	
3.9	Each pair of contact lenses will be provided with a holder and the first cleaning solution at no extra charge.	

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3.10	All prices are to include VAT and be firm in Rand. The Bidder is to state the period for which the firm price is valid. No rate of exchange will be negotiated in this Bid and will be the ruling clause for this document.	
3.11	Details shall be supplied where asked. This detail shall be considered during the adjudication process;	
3.12	If the product offered is unknown to the Department, the department reserves the right to have the consumables evaluated on site (Red Cross War Memorial Hospital) by a team of technical and clinical <u>experts</u> with regard to its functionality, performance, and quality. The decision of this committee shall be used as a motivation for the acceptance or non-acceptance of the optometric service. The cost for this site visit is for the account of the Bidder and it will not place any obligation on the Department to procure from this specific Bidder.	
3.13	Each offer shall be accompanied by a completed specifications document. Failure to comply with this instruction shall lead to the disqualification of the offer.	
4.	<b>TECHNICAL SPECIFICATIONS</b>	<b>REPLY: COMPLY/DOES NOT COMPLY IN THE BOXES BELOW</b> <b>Add comments or attachments as required"</b>
<b>NB: THE BID EVALUATION COMMITTEE (BEC) WILL REVIEW ANY DEVIATIONS SPECIFIED TO DETERMINE IF THE NATURE OF THE DEVIATION IS OF A MATERIAL NATURE. MATERIAL DEVIATIONS ARE ANY DIFFERENCES IN REQUIREMENTS WHERE SUCH DIFFERENCES WOULD AFFECT THE OPTIMUM USE OF THE MACHINE/SERVICE. THE BEC RESERVES THE RIGHT TO ALLOW SLIGHT DEVIATIONS IN SPECIFICATIONS; SUCH DEVIATIONS SHOULD NOT COMPROMISE THE FUNCTIONALITY OF THE SYSTEM.</b>		
4.1	<b>Frames: 0 months – 6 years of age</b> <b>Frame Standard</b>	
4.1.1	Supported at the nose (and the two ear points if needed), so that the frame does not impinge on the growth at the temples.	
4.1.2	All materials are to be hypoallergenic with regards to material migration and organic compounds, if the child should chew on the frame.	
4.1.3	The frame must be aesthetically acceptable.	
4.1.4	The frame should be comfortable and durable.	
4.1.5	Metal or plastic	
4.1.6	Comfortable adjustable headband to hold spectacles in optimal position. Durable spectacle case to be provided	
4.2	<b>Flexible One-Piece</b>	
4.2.1	Supported at the nose (and the two ear points if needed), so that the frame does not impinge on the growth at the temples.	
4.2.2	All materials to be hypoallergenic with regards to material migration and organic compounds, if the child should chew on the frame.	
4.2.3	The frame should be comfortable and durable.	
4.2.4	No metal parts	
4.2.5	Hinge free temples	
4.2.6	Comfortable adjustable headband to hold lenses in optimal position. Durable spectacle case to be provided	

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<b>4.3</b>	<b>Spectacle lenses: 0 months to 6 years of age</b>	
<b>4.3.1</b>	All lenses must be impact/shatter resistant and must be at least 70% UV resistant.	
<b>4.3.2</b>	Single vision standard lenses (under $\pm 4D$ sphere, $\pm 2D$ cylinder).	
<b>4.3.3</b>	Single vision surfaced lenses (over $\pm 4D$ sphere, $\pm 2D$ cylinder).	
<b>4.3.4</b>	Single vision lenses (over $\pm 8D$ sphere).	
<b>4.4</b>	<b>Optional Extras</b>	
<b>4.4.1</b>	100% UV resistant	
<b>4.4.2</b>	Hard coating	
<b>4.4.3</b>	Photochromic tint	
<b>4.4.4</b>	Bifocals	
<b>4.4.5</b>	High index	
<b>4.4.6</b>	High specification frames to fit extremely small infants	
<b>4.4.7</b>	High specification frames with removable nose bridges	
<b>4.4.8</b>	High specification frames with adjustable silicone earpieces	
<b>4.5</b>	<b>Contact Lenses: Children up to and including 12 years of age</b>	
<b>4.5.1</b>	Soft monthly disposables (per box of 6)	
<b>4.5.2</b>	Soft extended wear	
<b>4.5.3</b>	Hard Lenses	
<b>4.5.4</b>	Scleral Lens	
<b>4.5.5</b>	Prosthetic Lens	
<b>4.6</b>	<b>NOTE TO BIDDERS:</b> <b>Supply a material safety data sheet with each container.</b> <b>Supply instructions for usage with each container.</b>  <b>Cleaning Solution: Children up to and including 12 years of age</b>	
<b>4.6.1</b>	Multipurpose solution for the cleansing of soft, as well as hard contact lenses.	
<b>4.6.2</b>	$\pm 250ml$ container with a screw-top lid (lens holder inclusive).	
<b>4.6.3</b>	Hypoallergenic	
<b>4.6.4</b>	Containers are to be marked in legible, indelible ink.	
<b>4.6.5</b>	All containers are to have an expiry date.	
<b>4.7</b>	<b>Optometric prostheses: Children up to and including 13 years of age</b>	
<b>4.7.1</b>	Ready-made ocular prostheses (left and right), with appropriate scleral shading, iris colours	

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4.7.2	Scleral shell	
4.7.3	Suction cups	
4.7.4	Paediatric Orbital Socket expanders with appropriate sizes to manage enophthalmic and microphthalmic sockets.	
5.	<b>OPTIONAL ACCESSORIES OFFERED BY BIDDER</b>	<b>REPLY: COMPLY/DOES NOT COMPLY IN THE BOXES BELOW</b> Add comments or attachments as required"
5.1	The Bidder is to give a full description of any additional optional accessories offered, and the prices of each.	
6	<b>PENALTIES</b> <b>PENALTIES SHALL BE INCURRED UNDER FOLLOWING CONDITIONS:</b>	<b>REPLY: COMPLY/DOES NOT COMPLY IN THE BOXES BELOW</b> Add comments or attachments as required"
<b>PENALTIES SHALL BE INCURRED UNDER FOLLOWING CONDITIONS:</b>		
6.1	If delivery of spectacles takes more than six (6) weeks from the ordering date until the delivery date without reasonable reasons.	
6.2	If the bidder repeatedly does not render the required services consistently and in a reliable manner, i.e. bidder repeatedly on a weekly basis, does not pitch up at the institution and render the required services.	
6.3	If the bidder does not adhere to the required four hour sessions or until all the booked patients are attended to, whichever comes first.	
6.4	If the bidder does not provide a locum when three (3) or more weeks of leave is taken.	
6.5	The bidder should have contingency capacity in case of emergencies	
7	<b>NEGOTIATIONS</b>	<b>REPLY: COMPLY/DOES NOT COMPLY IN THE BOXES BELOW</b> Add comments or attachments as required"
7.1	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.	

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<b>8</b>	<b>PERFORMANCE MONITORING</b>	<b>REPLY: COMPLY/DOES NOT COMPLY IN THE BOXES BELOW</b> <b>Add comments or attachments as required"</b>
<b>8.1</b>	Constant performance monitoring will be conducted to ensure that Contractors meet their contractual obligations and that contracts run with as little disruption as possible. The contractor/ optometrist will work alongside with the eye specialist in the eye unit, and service performance will thus be monitored.	
<b>8.2</b>	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	
<b>9</b>	<b>GENERAL</b>	<b>REPLY: COMPLY/DOES NOT COMPLY IN THE BOXES BELOW</b> <b>Add comments or attachments as required"</b>
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:		
<b>9.1</b>	To amend the bid process, closing date, or any other date at its sole discretion	
<b>9.2</b>	To cancel the bid or any part of the bid before the bid has been awarded	
<b>9.3</b>	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	
<b>9.4</b>	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	
<b>9.5</b>	To withdraw any services from the bid process	
<b>9.6</b>	To terminate any party's participation in the bid process	
<b>9.7</b>	or to accept or reject any response to this invitation to bid on notice to the bidders without liability to any party	
<b>9.8</b>	To extend or expand the contract on written request from the Department	
<b>9.9</b>	Accordingly, parties have no rights, expressed or implied, with respect to any of the services because of their participation in the bid process,	
<b>9.10</b>	The bidder must provide two samples of each size as per the table above for clinical evaluation. <b>Attention: Mr Mzamo Kili, Ms Randy-Jade Janda, Mr Velisa Booie and Mr.Aashiq Congo</b> <b>Red Cross War Memorial Children's Hospital</b> <b>Admin Building – Supply Chain Management</b> <b>Corner Klipfontein Road and Milner Road</b> <b>Rondebosch, Cape Town</b>  NOTE – No samples will be returned to the bidders. The cost of samples is for the account of the bidder.	

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## SUPPLY CHAIN MANAGEMENT COMPLIANCE DOCUMENTATION REQUIRED

- i. The bidder must fully complete the bid document, it is the bidders' responsibility to check, verify the information provided and ensure any corrections are made should there be any. However, should the bidder fail to follow all the instructions given on this bid, the institution reserves the right to make any offer that fails to comply with.
- ii. Sign each page of this bid to evidence that terms of reference are noted and agreed to
- iii. **Proof of registration on the Central Supplier Database (CSD)**
- iv. **Bidders MUST be Tax compliant, failure to be compliant the bidders will be given 7 working days to get the tax status in order.**
- v. Duly completed and signed WCBD3 .1
- vi. Bidders may submit a current and original S.A.R.S. Tax Clearance with the bid application and CSD will be accepted by the Western Cape Government.
- vii. BBBEE Certificate and Duly Completed and signed WCBD6.1

## EVALUATION OF BIDS

This bid will be evaluated in terms of the following stages.

- Stage 1: Compliance with the bid specifications and bid requirements.
- Stage 2: Clinical Evaluation of Samples
- Stage 3: Preferential procurement evaluation

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

- This evaluation is based on compliance with the SCM requirements which includes, among others, registration on the Central Supplier Database, submission of bids in time, and submission of all required documents completed in full.

### Stage 2: Clinical Evaluation of Samples

- The samples will be clinically tested and evaluated against the advertised criteria of the specification in this bid e.g. refractions and consumables.
- The samples will be evaluated for clinical acceptability with regards to paediatric use at RCWMCH.
- The samples will also be evaluated for ease of use and storage.
- One (1) sample of each item to be provided as samples.
- Items delivered as samples, should be the items supplied during the contract period, if not that will result in a breach of contract.

### Stage 3: Preferential procurement evaluation

- Qualifying bids will further be evaluated according to the preferential procurement system based on 80:20 preferential point systems.

The Evaluation form below must be completed and attached to EACH sample (Do NOT fill in the section for clinical feedback).

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## **Contract Performance and Contract management**

The successful bidder shall be required to enter into a Service Level Agreement with the Hospital. A bi-monthly control checklist will be used by Red Cross War Memorial Children's Hospital to monitor work effectiveness in order to effect monthly payment to the contractor. A representative of the contractor shall visit the hospital every 2 weeks to accompany a designated Red Cross War Memorial Children's Hospital staff member on inspections. The General Conditions of Contract apply in this bid.

### **AWARD**

The Department reserves the right to award the Services in part or in whole and will determine the award of the bid to the Service Provider, based on compliance to mandatory requirements and specifications (measured through clinical acceptability), and thereafter price and preference points.

### **CONSENT TO THE AWARD**

The Service Provider will be required to indicate their consent to the award by means of a completed and signed contract form following the award. The Service Provider will be notified and presented with the 'Contract Form - Purchase of Goods/Works/Services (WCBD 7.1)' for acceptance.

Bidders are advised to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their bid is accepted.

### **PACKAGING OF PRODUCTS FOR BID AND CONTRACT PURPOSES**

All items must be delivered in a carton/box.

Each item must be individually packaged according to the specification and include the following information, at a minimum:

- Name of the manufacturer/supplier
- Bidder Item name
- Bidder Item code
- Date of manufacture
- Product expiry date
- Batch/lot number
- Date of sterilization
- Expiry date of sterilization
- Sterilization method, e.g. ETO, steam, etc. – must appear on outer and immediate packaging
- Sterilization process indicator – must appear on outer or immediate packaging

Successful bidders who are the supplier/distributor but not the manufacturer are required to ensure that delivered items are marked with the successful bidder's details on a separate label, which must read "Contractor's Details" and must include company name, address and contact details, on the outer packaging

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## **QUANTITIES**

The quantities reflected in the specification/WCBD3.1 are estimated quantities and are not guaranteed. Usage will be determined solely by the requirements of ordering institutions.

## **CLINICAL EVIDENCE**

The Department reserves the right to request clinical evidence of any product or medical device if and when required.

## **PAYMENT**

In the interest of security and expeditious payment, it is the policy of the Department to effect payments by electronic funds transfer (EFT) as far as possible. If a successful bidder is not yet a regular participant in Departmental contracts and has not been registered already, the supplier will be required to furnish the Department with its banking details for the systems in operation (LOGIS, BAS, CSD) in order to be registered. Successful bidders must ensure, therefore, that their banking details are provided to institutions on request where necessary.

Payment shall be made within **30 days from receipt of a valid and correct invoice.**

## **STATEMENT OF SUPPLIES AND SERVICES**

Contractors must comply when requested by the Department or person appointed by the Department to furnish particulars of supplies delivered against contracts awarded in consequence of this bid. If a contractor fails to do so, the Department, without prejudice to any other rights that it may have, may institute enquiries at the expense of the contractor to obtain the required particulars.

## **COMPLIANCE FOR QUALITY**

Random samples will be collected from various institutions to conduct quality compliance testing throughout the contract period.

## **EVALUATION PROCESS AND THE CLINICAL VALUATION OF SAMPLES**

The Department reserves the right to visit the premises of the Bidder and/or any subcontractor nominated by the Bidder to supply the goods in scope of this bid by prior arrangement with the Bidder.

The Department reserves the right to evaluate the competency of the Bidder, with regards to the refraction of children aged 0-13 years of age. The bidder may be asked to demonstrate their skills on patients in the eye department.

**Samples must be submitted with the bid offer before closure of the bid, and only from such bidders who are deemed to be compliant to mandatory requirements articulated in this bid document.**

It is the responsibility of bidders to ensure that their products are available when Western Cape Government Health and wellness, RCWMCH requests them. No late samples will be considered

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under any circumstances and offers corresponding to late samples will be summarily disregarded. It is recommended that bidders prepare and label samples in advance as failure to supply samples will invalidate a bidder's offer.

Each individual sample must be marked with the **bid number, item number and the bidder's name and address** in clear, legible print of a reasonable size. An individual evaluation report form for each sample **must be attached to the sample** and must not be supplied separately in a box or envelope.

Bidders must ensure that the relevant evaluating institution is provided with sufficient samples of ALL the products offered, as specified for each item, including those currently available on contract(s) and/or in use at institutions. Bidders must further ensure that sufficient additional samples are available for testing purposes.

It is the bidder's responsibility to provide written proof that samples of each product were delivered to the specified institution. This shall consist of a document with the name of the designated institution, a list of item number(s) and description(s) of the sample(s) submitted along with the quantities provided for each, the signature of the representative who delivered the samples and the signature of the official receiving the samples.

**Samples will not be evaluated if:**

- ☐ the evaluation report/form **does not contain Sections A-C;**
- ☐ the evaluation report/form is **supplied without samples for clinical evaluation;**
- ☐ the **sample and evaluation form do not match;**
- ☐ **each item/sub-item is not accompanied by a separate evaluation form; and/or**
- ☐ **products are incorrectly labelled/not labelled and/or reflect incorrect supplier catalogue numbers.**

**No representative samples will be accepted for evaluation.** Please provide a sample for each item/subitem for which you have made an offer as proof of your ability to supply the specified goods and as evidence that the supplies perform as required under clinical conditions. The offers of bidders who are unable to comply with this paragraph regarding the supply of samples will be disregarded.

**Unsuccessful bidders must collect their samples within two weeks of the notification after the award.** Samples not collected within this period will be disposed of, donated or destroyed.

**As all offers are considered *sub judice* until a contract is concluded, no information about clinical evaluations may be disclosed and no discussion about results will be undertaken by the Department before finalization of the contract.**

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## OFFICIAL SAMPLE EVALUATION REPORT

### PLEASE NOTE:

- Section A1 and A2 must be completed in full and accurately by the bidder or their representatives.
- The purpose of this form is to obtain input from end-users for adjudication purposes only.
- The completed report is confidential and not for the information of bidders or their representatives.
- No other version of the evaluation form or report will be acceptable for adjudication purposes.
- EPS purchases are not regarded as valid evaluations.
- Bidders are to make copies of this form and must ensure that each sample is labelled, numbered, and has a corresponding form attached to it.

**CONTRACT NUMBER:**

**CONTRACT ITEM NO:**

RCCH03/2023

### SECTION A1: COMPANY DETAILS: FOR COMPLETION BY BIDDER

Bidder's/company name:

Representative's name and surname:

### SECTION A2: PRODUCT DETAILS: FOR COMPLETION BY BIDDER

Product name/type (e.g. gauze swab):

Trade/Brand name (if applicable):

Catalogue number/ Product code:

Offer number (if applicable):

### SECTION B: FOR COMPLETION BY THE EVALUATING INSTITUTION

Name of evaluating institution:

Date:

Evaluated by (print name):

Signature:

Department/Unit:

Contact number:

1. Is product to specification? (Please circle your option)

YES/NO If NO, provide reasons

2. Is product acceptable for intended use? (Please circle your option)

YES/NO If NO, provide reasons

3. Clinical competence in performing complex paediatric refractions

YES/NO If NO, provide reasons

4. Any other comments relating to the item:

Name of supervisor (print name):

Signature:

Have you checked and verified the evaluation forms for correctness?

YES/NO

Name of CPS/Appointed official (print name):

Signature:

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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: RCCH03/2023
Closing Time: 11H00am	Closing date: 2 October 2023

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

IMPORTANT NOTE:

- Bidders should provide the cost per unit of the item as indicated below.
- The unit of measure should be taken into consideration (for example where the unit of measure is a box of 6, the unit price should be the box price).
- If more than one option is submitted for evaluation per item, please title your options A, B, C and so forth, and supply a price list per option.
- The indicated annual quantities are estimates and the Hospital reserves the right to increase or decrease the quantities.

Item No.	Optometric Consumables	Unit of Measure	Estimated Number per Annum	Each/Per Box Price	Price per year 1	Price per year 2	Price per year 3
Frames: 0 months – 6 Years of Age							
1.1	Standard Frame	Each	200		R	R	R
1.2	Flexible One - Piece	Each	800		R	R	R

1.3	Comfortable adjustable headband to hold lenses in optimal position	Each	800		R	R	R
<b>Lenses</b>							
1.4	Single vision standard lenses (under $\pm$ 4D sphere, $\pm$ 2D cylinder)	Pairs	260		R	R	R
1.5	Single vision surfaced lenses (over $\pm$ 4D sphere, $\pm$ 2D cylinder)	Pairs	700		R	R	R
1.6	Single vision lenses (over $\pm$ 8D sphere)	Pairs	200		R	R	R
<b>Optional Extras</b>							
1.7	100% UV resistant	Pairs	50		R	R	R
1.8	Hard coating	Pairs	15		R	R	R
1.9	Photochromic tint	Pairs	50		R	R	R
1.10	Bifocals	Pairs	50		R	R	R
1.11	High index	Pairs	70		R	R	R
1.12	High specification frames to fit extremely small infants	Pairs	60		R	R	R

<b>1.13</b>	High specification frames with removable nose bridges	Pairs	45		R	R	R
<b>1.14</b>	Higher specification frames with adjustable silicone earpieces	Pairs	10		R	R	R
<b>Contact Lenses: Children up to and including 12 years of age</b>							
<b>1.15</b>	Soft monthly disposables (per box of 6)	Per Box	48		R	R	R
<b>1.16</b>	Soft extended wear	Each	50		R	R	R
<b>1.17</b>	Hard Lenses	Each	6		R	R	R
<b>1.18</b>	Scleral Lens	Each	4		R	R	R
<b>1.19</b>	Prosthetic Lens	Each	12		R	R	R
<b>1.20</b>	Multipurpose solution for the cleansing of soft, as well as hard contact lenses.	Each	60		R	R	R
<b>Artificial Eyes: Children up to and including 12 years of age</b>							
<b>1.21</b>	Ready-made ocular prostheses (left and right), with appropriate scleral shading.	Each	95		R	R	R
<b>Optional Extras</b>							
<b>1.22</b>	Scleral shell	Each	10		R	R	R

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<b>1.23</b>	Suction cups	Each	10		R	R	
<b>1.24</b>	Socket expanders	Each	20		R	R	
<b>Consultation Cost Per Patient</b>							
<b>1.25</b>	Consultation cost per patient over six (6) years of age, and patients under six years of age, where refractions are required, but no prescriptions are issued	Per Patient	890		R	R	

<b>GRAND TOTAL</b> (Item 1.1 – 1.25 total amounts added together)		<b>YEAR 1</b> R..... Total per annum**	<b>YEAR 2</b> R..... Total per annum**	<b>YEAR 3</b> R..... Total per annum**
<b>TOTAL COST FOR THREE YEARS</b>		R .....		

E. Are you the manufacturer for item 1.1 until 1.25? Please circle your option.

YES/NO

F. Does the offer comply with specification? Please circle your option

YES/NO





Item No.	Optometric Consumables	Unit of Measure	Estimated Number per Annum	Each/Per Box Price	Price per year 4	Price per year 5
<b>OPTION TO EXTEND FOR AN ADDITIONAL TWO YEARS IF REQUIRED.</b> Note that the department reserves the right to accept the option to extend for an additional two (2) years if required. Should the department elect to take the option, the bidder commits to maintain the offer for the additional two (2) years as offered.						
<b>Frames: 0 months – 6 Years of Age</b>						
1.1	Standard Frame	Each	200		R	R
1.2	Flexible One - Piece	Each	800		R	R
1.3	Comfortable adjustable headband to hold lenses in optimal position	Each	800		R	R
<b>Lenses</b>						
1.4	Single vision standard lenses (under $\pm$ 4D sphere, $\pm$ 2D cylinder)	Pairs	260		R	R
1.5	Single vision surfaced lenses (over $\pm$ 4D sphere, $\pm$ 2D cylinder)	Pairs	700		R	R
1.6	Single vision lenses (over $\pm$ 8D sphere)	Pairs	200		R	R
<b>Optional Extras</b>						
1.7	100% UV resistant	Pairs	50		R	R
1.8	Hard coating	Pairs	15		R	R

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<b>1.9</b>	Photochromic tint	Pairs	50		R	R	
<b>1.10</b>	Bifocals	Pairs	50		R	R	
<b>1.11</b>	High index	Pairs	70		R	R	
<b>1.12</b>	High specification frames to fit extremely small infants	Pairs	60		R	R	
<b>1.13</b>	High specification frames with removable nose bridges	Pairs	45		R	R	
<b>1.14</b>	Higher specification frames with adjustable silicone earpieces	Pairs	10		R	R	
<b>Contact Lenses: Children up to and including 12 years of age</b>							
<b>1.15</b>	Soft monthly disposables (per box of 6)	Per Box	48		R	R	
<b>1.16</b>	Soft extended wear	Each	50		R	R	
<b>1.17</b>	Hard Lenses	Each	6		R	R	
<b>1.18</b>	Scleral Lens	Each	4		R	R	
<b>1.19</b>	Prosthetic Lens	Each	12		R	R	
<b>1.20</b>	Multipurpose solution for the cleansing of soft, as well as hard contact lenses.	Each	60		R	R	

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Artificial Eyes: Children up to and including 12 years of age						
1.21	Ready-made ocular prostheses (left and right), with appropriate scleral shading.	Each	95		R	R
Optional Extras						
1.22	Scleral shell	Each	10		R	R
1.23	Suction cups	Each	10		R	R
1.24	Socket expanders	Each	20		R	R
Consultation Cost Per Patient						
1.25	Consultation cost per patient over six (6) years of age, and patients under six years of age, where refractions are required, but no prescriptions are issued	Per Patient	890		R	
GRAND TOTAL (Item 1.1 – 1.25 total amounts added together)				YEAR 4 R..... Total per annum**		YEAR 5 R..... Total per annum**
TOTAL COST FOR ADDITIONAL TWO YEARS IF REQUIRED				R .....		

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H. Are you the manufacturer for item 1.1 until 1.25? Please circle your option.

YES/NO

I. Does the offer comply with specification? Please circle your option

YES/NO

J. If not to specification, please indicate (or attach) deviation(s) for item 1.1 until 1.25


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## 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..... used).	=	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.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				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)

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

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**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.*

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**“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 any 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 not to do anything, of which the person is guilty of the offence of corruption.

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

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**"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.

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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.

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13. 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.

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

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RCCH03/2023 -FOR THE PROVISIONING OF OPTOMETRIC SERVICES AND OPTOMETRIC CONSUMABLES FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR AN ADDITIONAL TWO (2) YEARS BASED ON PERFORMANCE AND DEPARTMENTAL PRESCRIPTS, AT THE SOLE DISCRETION OF THE DEPARTMENT.

**SECTION B: DECLARATION OF THE BIDDER'S INTEREST**

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). 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.

<b>B1.</b>	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
<b>B2.</b>	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
<b>B3.</b>	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)

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**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	
C3. 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
C4. 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
(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.)						
C5. 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
C6. 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
C7. 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

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**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***

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## 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;

- 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	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 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.

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
-------	----	-------

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

Where:

Ps = Points scored for price of bid under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

## 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

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

or

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 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.

## 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

[SELECT APPLICABLE ONE]

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 13O 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. ....

# SWORN AFFIDAVIT – B-BBEE/QUALIFYING SMALL ENTERPRISE

I, the undersigned

Full name and surname	
Identity number	

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:

Enterprise name	
Trading name	
Registration number	
Enterprise address	

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.

100% Black owned		Level One (135% B-BBEE procurement recognition)	
More than 51% Black owned		Level Two (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 and 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: \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths signature & stamp

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**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 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

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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.
- 1.17 "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

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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.

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.

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**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.

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- 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;

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- (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 (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.

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- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon 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

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which case the extension shall be ratified by the parties by amendment of contract.

- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without 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

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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**

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

Contractor to initial.....

**and countervailing  
duties and rights**

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,

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	<p>(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</p> <p>(b) the purchaser shall pay the supplier any monies due the supplier.</p>
<b>28. Limitation of liability</b>	<p>28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;</p> <p>(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</p> <p>(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.</p>
<b>29. Governing language</b>	<p>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.</p>
<b>30. Applicable law</b>	<p>30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.</p>
<b>31. Notices</b>	<p>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</p> <p>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.</p>
<b>32. Taxes and duties</b>	<p>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.</p> <p>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.</p> <p>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.</p> <p>This certificate must be an original issued by the South African Revenue Services.</p>
<b>33. National Industrial Participation</b>	<p>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.</p>

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<b>(NIP) Programme</b>	
<b>34.Prohibition Restrictive practices</b>	<div data-bbox="363 174 391 208" data-label="Text"><b>of</b></div> <div data-bbox="419 107 1340 860" data-label="List-Group"> <p>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).</p> <p>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.</p> <p>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.</p> </div>

Contractor to initial.....

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