



## agriculture, land reform & rural development

Department:  
Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA

### **CHIEF DIRECTORATE: PROVINCIAL SHARED SERVICES CENTRE - GAUTENG**

Provincial Shared Service Centre 524 Suncardia Building, cnr Stanza Bopape & Steve Biko Street  
Private Bag x9 Hatfield, 0028, Tel: 012 337 3600/01

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## **TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

### **1. INTRODUCTION**

The Department of Agriculture, Rural Development and Land Reform (DALRRD) requires the services of one (1) or a consortium of suitably qualified service providers to develop the Zeekoehoek precinct plan for the Mogale City Local Municipality.

### **2. BACKGROUND**

2.1 Precincts are not necessarily formal administrative areas in terms of current planning legislation or policies. Precinct commonly refers in planning to a geographically smaller area with specific characteristics that requires detailed planning within the broader administrative boundaries of a municipality and the exact size of a precinct will thus vary.

2.2 A precinct can be developed to provide a new desired development pattern to an area, alter existing land use disparities, protect and promote existing predominant or preferred future dominant land uses and associated ancillary or compatible land uses. Example of core attributes a precinct plan should protect and promote includes:

- Rural or eco-tourism;
- A sense of place;

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

- Functional built environment to promote:
  - Accessibility-paths and linkages
  - Equity-even distribution of resources
  - Integration- place making
  - Functionality-compatibility of land use activities
  - Sustainability-social, economic, institutional enhancement and environmental protection
- Economic activities and opportunities;
- Agriculture;
- Intensive animal production;
- Sport and recreation;
- Forestry;
- Water supply catchments and other water supply sources;
- Mining and extractive resources;
- Functional built environment to promote:
  - Accessibility-paths and linkages
  - Equity-even distribution
  - Integration- place making
  - Functionality-compatibility of land use activities
  - Sustainability-social, economic, institutional enhancement and environmental protection

2.3 A precinct plan is a planning tool that sets out a vision for the future development trajectory of an area. It establishes a planning and management framework to guide development and land-use change and aims to achieve environmental, social and economic objectives.

2.4 A precinct plan such as is required by this project should take into account all of the issues affecting an area, including its buildings and spaces, land uses,

## **TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

activities and transport. An essential aspect of the precinct planning process is feedback from the community on how the area should evolve. An important phase of the precinct planning process requires consultation with the community, residents, businesses and the development industry to determine the best outcome for the precinct area.

- 2.5 Each precinct plan requires detailed and ongoing consultation with its local community. From the background research, analysis and consultation, the precinct plan should determine what is working well in an area and how this can be enhanced, and how the area can grow and change in the future. It provides clear strategies and detailed actions for how this can be achieved through the implementation of the precinct plan over time.
- 2.6 The precinct plan will inform interventions by both the public and private sectors in order to facilitate economic growth and development through social, spatial and economic development or regeneration. The aim is to initiate, stabilize, consolidate and promote economic development in the precinct and to enhance business efficiencies and opportunities as a response to various government initiatives by proposing appropriate land-use interventions or densities within this nodal area.
- 2.7 The proposals in the precinct plan should inform the overall development of the precinct in terms of medium to long-term strategic interventions required to promote the development of spatially and economically integrated precincts that are attractive, efficient, convenient, safe and effectively managed. The interventions will also promote restructuring, sustainable communities, economic development, poverty alleviation and environmental sustainability.
- 2.8 The primary aim of a precinct plan is the arrangement of land use and infrastructure associated with the needs of specific communities within administrative regions. It

## **TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

integrates transportation, environment, education, economic development, social, residential development and other developmental requirements. Development needs, opportunities and priorities are identified. It is a process that is community-based and driven.

2.9 The required precinct plan must: -

2.9.1 Give effect to the development principles contained in the Spatial

Planning & Land Use Management Act including: -

- i. Spatial Justice;
- ii. Spatial Sustainability;
- iii. Efficiency;
- iv. Spatial Resilience; and
- v. Good Administration

2.9.2 Set out objectives those reflect desired spatial form of the rural municipality;

2.9.3 Contain strategies, policies and plans which must-

- i. Indicate desired patterns of land use within the precinct;
- ii. Address the spatial reconstruction of the location and nature of development within the identified precinct; and
- iii. Provide strategic guidance in respect of the nature of development within the precinct.

2.9.4 Set out basic guidelines for a land use management system in the precinct;

2.9.5 Identify programmes, projects and restructuring elements for the development of land within the precinct;

2.9.6 Provide a visual representation of the desired spatial form of the precinct which:

- i. must indicate where public and private land development and infrastructure investment should take place;
- ii. must indicate desired or undesired utilisation of space in the particular area;
- iii. may delineate the land use parcels and precincts;

## TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY

- iv. must identify areas where strategic intervention is required; and
- v. must provide urban design interventions and guidelines to enhance the aesthetic appeal.

### 3. PROBLEM STATEMENT

3.1 The introduction of the Spatial Planning and Land Use Management Act (SPLUMA), 2013 has realized the process of wall-to-wall planning. In terms of Chapters 4 and 5 of SPLUMA, the preparation of planning tools, frameworks and legislation needs to:

- *"Include **previously disadvantaged areas**, areas under traditional leadership, **rural areas**, informal settlements, slums and land holdings of state-owned enterprises and government agencies and address their inclusion and integration into the spatial, economic, social and environmental objectives of the relevant sphere".*
- *"Include provisions that permit the incremental introduction of land use management and regulation in areas under traditional leadership, **rural areas**, informal settlement, slums and areas not previously subject to a land use scheme".*

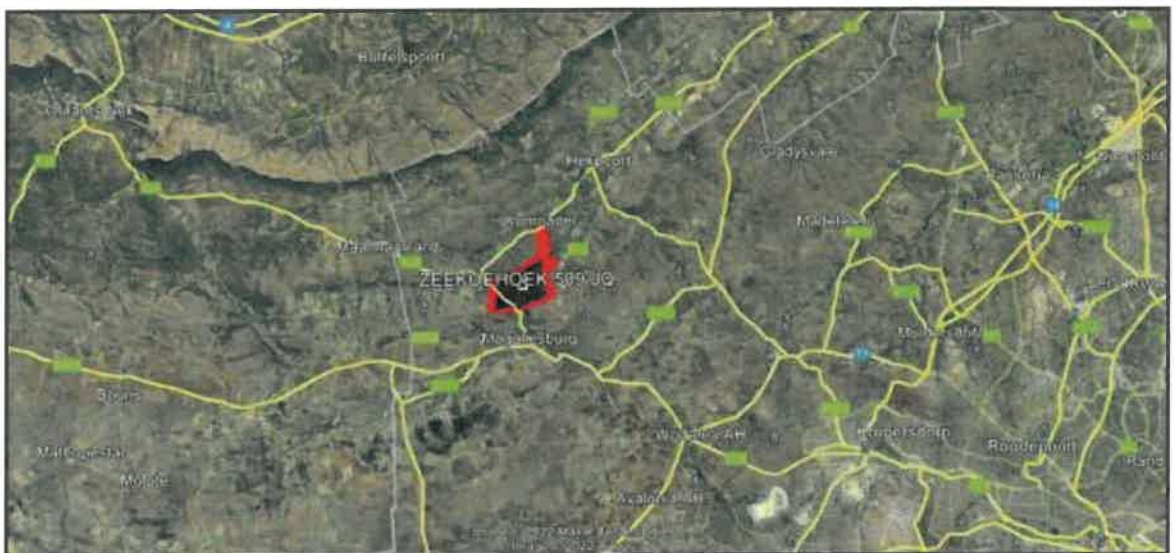
3.2 As part of developing the West Rand Rural Development Plan, 2022 the need to enhance the rural area of Zeekoehoeek has been highlighted as a significant due to the location and context of the area. The development of this area seeks to improve the livelihood of rural communities, with more emphasis placed on eco-tourism, agriculture and agricultural related activities.

3.3 The Zeekoehoeek area does not currently have a plan guiding spatial planning and land use management in the area and only depends on the municipal-wide land use and spatial plans to guide any development and land use activities.

# **TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

## **4. LOCATIONAL CONTEXT**

- 4.1 Zeekoehoek is located within the Mogale City Local Municipality which is located in the West Rand District Municipality. The District consists of three local municipalities namely: Mogale City LM, Rand West LM as well as Merafong City LM.
- 4.2 The municipal area lies directly west and south of the Johannesburg and Tshwane metropolitan areas respectively. Mogale City Local Municipality is located at the edge of Gauteng's urban conurbation with the largest part of the Municipality being rural in nature. The rural environment is characterised by intensive as well as extensive agricultural development, agricultural holdings, physical elements such as mountains, ridges and rivers, wilderness areas and nature conservation areas.



- 4.3 Zeekoehoek Precinct is situated approximately 4.5 km away from Magaliesburg town, about 30 km from Krugersdorp. The main thoroughfares through the Precinct are R24 linking Magaliesburg to Krugersdorp/ Johannesburg to the south-

## **TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

east and Rustenburg/ Botswana to the north-west, R560 linking Hekpoort to Haartebeesfontein in the north east and R96.

- 4.4 Zeekoehoek has rural character and a unique blend of institutional – schools, high quality hotels & accommodation facilities. Its economy is anchored around tourism, leisure activities and farming.

### **5. THE LEGISLATIVE FRAMEWORK**

#### **5.1 The Spatial Planning and Land Use Management Act**

5.1.1 The Spatial Planning and Land Use Management Act, 2013 (SPLUMA) is a legislation that gives a framework for all spatial planning and land use management in South Africa. It seeks to promote consistency and uniformity in procedures and decision-making pertaining to issues of spatial planning and land use management. Other objectives include; addressing historical spatial imbalances and the integration of the principles of sustainable development into land use and planning regulatory tools and legislative instruments.

5.1.2 In terms Section 9 of SPLUMA, the National Government must provide support and assistance to municipalities in the performance of its land use management functions and also monitor the quality and effectiveness of municipal spatial development frameworks and **other spatial planning and land use management tools and instruments** of municipalities.

# **TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

## **5.2 The Mogale City Spatial Development Framework, 2022**

- 5.2.1 The Spatial Development Framework identifies Zeekoehoeek as an area where a precinct plan needs to be developed. The SDF states the following “Zeekoehoeek area has a unique blend of institutional – schools, high quality hotels & accommodation facilities. The fact that the school has a water purification & sewer plant may provide an opportunity for developing this area into a node. A Precinct Plan is needed to guide future development”.
- 5.2.2 The SDF further proposes that the Zeekoehoeek Precinct Plan be articulated in the proposed Magalies-Hekpoort Local Spatial Framework Plan.

## **6. OBJECTIVES**

- 6.1 The key objective of the project is to appoint a service provider to develop the Zeekoehoeek Precinct Plan for the Mogale City Local Municipality (MCLM) within a period of seven (7) months that should: -
- 6.1.1 A precinct plan, as a spatial planning tool should include proposals to form the basis of a land use scheme or suggest proposed amendments to an existing land use scheme that are required to establish and manage the precinct(s), such as:
- land use controls to protect and promote regional landscape values and industries and economic activities within a precinct;
  - levels of development assessment for land use changes within a precinct;
  - modified controls to promote opportunities to diversify, innovate and value-add to activities within a precinct;
  - options to prevent incompatible land uses within a precinct;
  - identifying key areas where a precinct can sustain rural economic activities;



**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

- preventing inappropriate fragmentation of land; and
- development proposals to protect or promote compatible development within a precinct.

6.1.2 The precinct plan should detail the type, location, size and configuration of the proposed precinct. Depending on these factors, some of the matters discussed in paragraph 2 of this Term of Reference may have more or less relevance to the proposed rural precinct. The precinct plan should indicate the relevance of each matter and detail how relevant matters have been addressed.

6.1.3 Enhancing infrastructure and investment opportunities for activities. The precinct plan should identify opportunities to coordinate and integrate rural and urban planning, especially planning for local and regional infrastructure. This information can be used to assist in prioritising infrastructure options such as transport networks and water supply systems. The precinct plan should improve the exchange of benefits of regional and local infrastructure between urban areas and rural precincts.

6.1.4 Enabling rural industries to diversify, adjust, innovate and value-add. The precinct plan should include strategies and actions that support the diversification of compatible activities, encourage innovative land-use planning and management, assist in implementing adjustment strategies, or add value to activities within a precinct.

6.1.5 Identifying alternative economic uses of land. The precinct plan should aid in identifying alternative economic uses of rural land by establishing a vision and identifying economic, social and environmental opportunities and constraints to improve the profitability and sustainability of natural resource use in the precinct.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

- 6.1.6 Protecting and promoting productive activities within a precinct and associated regional landscape values within a precinct. The precinct plan should aid in identifying strategies and actions that protect and promote productive activities, including the range of landscape values supported by the particular rural precinct. In addition, a precinct plan should help identify opportunities and constraints to promote the ecologically sustainable development of the natural resources within the precinct.
- 6.1.7 Sustaining benefits to the community derived from the natural environment. The precinct plan should protect the environmental and natural resource values of the rural area by protecting or promoting activities that employ best practice management, maintain or enhance ecosystem services, and/or implement regional natural resource management plans.
- 6.1.8 Scheme amendments. This section should identify how the proposed planning scheme amendments achieve the planning intent for the rural precinct(s) by describing how the proposed assessment tables, planning and subdivision controls, and any land-use restrictions satisfy the matters listed above.
- 6.1.9 Management and Implementation strategies. This section should identify how other planning and management initiatives contribute to achieving the planning intent of the rural precinct(s) and the matters listed above.

**7. SCOPE OF WORK**

- 7.1 The successful service provider would be expected to undertake the following towards the development of the Precinct Plan:

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

- a) Draft a Spatial Vision for the Precinct Area, in line with the Municipal Spatial Development Framework. The Spatial Vision will be subject to consultation with the municipality and various stakeholders.
- b) Develop spatial challenges, options and proposals for the municipality taking into cognizance the local circumstance, local policies, local economic challenges and development, provincial and national policies and strategies. The options must also consider government priority programs from all relevant spheres of government. The envisaged outcome of this exercise is the development of Spatial Options that will inform the Precinct Plan and also highlight and identify visible changes, trends, and their opportunities, conflicts and tensions and how they can be addressed.
- c) The Precinct Plan must also include an Implementation Plan with detailed budgets and projects/programmes that identifies the responsibilities for its implementation both within and outside the municipality.
- d) Precinct planning report that documents the results of technical studies, analyses and community consultation undertaken during the development of the precinct plan; and demonstrates the consistency of the proposed precinct with the Spatial Development Framework and the Integrated Development Plan of the applicable municipality. The **precinct planning report** presents the results of technical analyses of data that address the matters set out in Paragraph 2 of this TOR; and
  - uses the best-available information held by all organs of state, research organisations and other relevant stakeholders;
  - provides adequate analysis and rationale to support the objectives of the rural precinct; and
  - includes a summary of consultation activities, submissions and responses.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

- e) List of implementation actions which include a prioritised list of development interventions and their spatial locations that indicate how the Municipality intends to manage the rural precinct. This can include both statutory and non-statutory implementation measures.
- f) Provide information that may be relevant for developing the precinct plan and to establish and manage a rural precinct includes the identification and/or analysis of:
- Existing precinct character;
  - Land attributes and constraints (SWOT Analysis);
  - Geology and geotechnical characteristics (linked to developmental potential of precinct);
  - Good quality agricultural land;
  - Pastoral production land or grazing areas
  - Rural enterprises / economic development opportunities;
  - Mining and extractive resources;
  - Topography;
  - Hydrology;
  - Proximity to waterways, dams and other water resource infrastructure and supplies;
  - Existing and future noise sources;
  - Environmental hazard/risk;
  - Nature conservation areas;
  - Public utility network;
  - Tourism/scenic amenity;
  - Transport network including public transport networks;
  - Other critical infrastructure;
  - Relationship/proximity to towns & villages;

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

- Population and demographics
- Publicly accessible open space and recreation areas, networks/linkages
- Areas of cultural significance
- Land use (types of rural uses undertaken in precinct); and
- Consultation issues.
  - A list of implementation actions proposed to establish and manage a precinct should include:
- Proposed planning scheme amendments;
- Other implementation actions, such as collaborations with other organisations, including the linkages with, or dependence on, other actions or stakeholders;
- List of key projects;
- Prioritized list of developmental interventions and spatial location;
- Cost and budget estimates;
- Timelines and phasing of development;
- Possible sources of finance/funding;
- Implementation agent/s and their roles and responsibilities;
- Recommendations for the revision of existing policies or strategies, where necessary;
- Proposals on how the precinct plan can be used for the implementation of projects by sector departments;
- Institutional capacity recommendations;
- Proposals for handing over the project;
- Develop monitoring and evaluation tools to ensure that the precinct plan is implemented accordingly; and
- Proposals on how the precinct plan should be marketed to attract investment and implementation of projects by sector departments.

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- g) Develop a stakeholder engagement plan for the various consultation processes with various stakeholders, including government, private sector and any other stakeholders throughout the lifespan of the project. The service provider should cater for additional unplanned meetings that may be required for the duration of the project.
- h) The service provider will also be required to assist the municipality in finalizing any documents for the presentation of the Precinct Plan in various committees towards/and for the adoption by Council.

**8. DELIVERABLES**

8.1 The appointed service provider will be required to deliver the following to the Department and the municipality:

- a) Precinct Plan with a Spatial vision, Spatial challenges, options and proposals report with related mapping submitted in digital format and a full colour hard copy.
- b) Precinct Plan textual document including all maps, tables and figures in both hardcopy (printed) and softcopy (electronic as MS word document), and image files (e.g. JPEG, windows Bitmap, GIF, etc.);
- c) A0 Precinct Plan Maps x 2;
- d) Executive Summary Document and a public participation report
- e) GIS Information (spatial information collected and derived should be submitted in GIS capable file format i.e. shapefiles, geo-database, layer file, data package, MXD files and must include metadata records captured in line with the South Africa National Standard (SANS -1878). Spatial information captured must be in line with Regulation 5(2) of the Spatial Data Infrastructure Act, 2003;
- f) Implementation Framework (Graphically Illustrated) for approval by council.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

- 8.2 Submissions of reports should be in the form of both hard and electronic versions. Ownership of documentation collected from this project vest in DALRRD and the municipality. The DALRRD and the municipality will become the custodian of documentation submitted. The service provider will be responsible for the layout design and editing of the publication. The project manager must sign off the final document before printing. The proposed Specification for the Final Precinct Plan can be seen below:

<b>Booklet Size</b>	A4
<b>Cover Page</b>	250 gsm Hi-Q Titan double coated gloss
<b>Text Printed</b>	113 gsm Hi-Q Titan double coated gloss
<b>Colour</b>	Full Colour
<b>Binding</b>	PUR binding
<b>Volume</b>	30 copies
<b>An open file and a print ready artwork of the final Draft Precinct Plan and implementation framework is to be submitted on a USB along with the all map mxd and Geo-database (shapefiles)</b>	X20

- a. Supplemented by Roll-up banners X2 and posters x5.

- 8.3 The GIS data must further meet the following requirements: -

- ✓ All maps should be in A4 size in the document;
- ✓ Maps must be numbered and listed in the page of contents.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

- ✓ All the text in the maps and the legends must be legible.
- ✓ The same map template/ layout must be used throughout the document.
- ✓ All maps should have the basic map elements, namely: a title, north arrow, legend, scale bar.
- ✓ All the features on the map must be explained in the legend.
- ✓ All mapping must be developed at an appropriate and readable scale; and
- ✓ All maps must also be available in Power point Presentation format as well as the corresponding Map Document (MXD) with all spatial information in shapefiles or a geodatabase ready to be accessed in ArcGIS.
- ✓ The final Precinct Plan Map should be printed on an AO size
- ✓ All maps must be included in the Draft Precinct Plan document
- ✓ Tourism brochure map

**9. SKILLS REQUIREMENTS**

9.1 Companies with individuals with qualifications and extensive experience will be required as detailed in Table 1 and in section 9 and section 18 respectively.

**Table 1: MINIMUM QUALIFICATIONS REQUIRED BY THE DALRRD**

<b>No.</b>	<b>Minimum Qualification</b>	<b>Key Skill Set</b>	<b>Registration Requirements</b>
<b>1.</b>	B Degree in Town/Urban/City and Regional Planning	Spatial Planning Land use management Urban Design Report writing	Registration with SACPLAN as Professional Planner
	B Degree in Urban Design	Urban Design Report writing	



**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

2.	B Degree in Economics with specialisation in Urban/Development Economic	Development Economics Urban Economics Agricultural Economics	N/A
3.	Relevant Qualification related to Geographic Information	Mapping Spatial analysis	Registration with South African Geomatic Council (SAGC) as Professional GISc Practitioner
4.	BSc in Civil Engineering with specialisation in Infrastructure Planning and Transport planning	Infrastructure planning Transport planning	Registration with ECSA (Engineering Council of South Africa)
5.	BSc or Bachelor's Degree or BTech Environmental Sciences/ Environmental Management	Environmental management	N/A
6.	Diploma in Graphic Design or Visual Communication	Layout design Animation Attention to detail	N/A

Please note that above is a minimum set of skills required, the service provider is welcome to add more skills as deemed necessary to undertake the work.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

- 9.2 Qualified and skilled Town and Regional Planner with project management background will be required to manage the different specialists and coordinate the work being undertaken.
- 9.3 Proven experience and thorough understanding in the following is also required:
- a) Spatial, social economic and infrastructure development policies and legislation.
  - b) Urban and rural development and land reform.
  - c) Previous experience in the development of a precinct plan.
  - d) Previous experience with policy and / or planning work.
  - e) Strategic capability and understanding of strategic planning process.
  - f) Understanding of the interrelationship amongst the following: social, economic, land use, transport and environmental issues.
  - g) Stakeholder and Project Management.
  - h) Facilitation and negotiation skills.
  - i) Research, analytical writing and communication skills.

**10. PROJECT DURATION AND PAYMENT MILESTONES**

- 10.1 The project will commence after the letter of appointment has been issued and Service Level Agreement has been signed which will expire in seven (7) months thereafter and is subject to addition, extension or early termination, depending on the need and performance assessment of the service provider.
- 10.2 The DALRRD reserve full rights to implement the above-mentioned clause.
- 10.3 The target dates for each milestone (as well as the associated deliverable) and the amount of financial compensation for the work done is detailed in Table 2 below.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

**TABLE 2: PROJECT PHASES**

<b>PHASES</b>	<b>% PAYABLE</b>	<b>TIME FRAME S</b>	<b>DELIVERABLE</b>
<b>Phase 1: Inception report</b>	5%	2 weeks	Final inception report Stakeholder Engagement / Public Participation Plan
<b>Phase 2: Situational Analysis and stakeholder consultations</b>	25%	2 months	Situational Analysis Report
<b>Phase 3: Spatial proposals, land use proposals and Public participation</b>	25%	4 months 2 weeks	Draft precinct plan report
<b>Phase 4: Implementation Framework</b>	20%	1 months	Implementation framework with detailed budgets and projects/programmes
<b>Phase 5: Final Precinct Plan</b>	15%	1 month	Final Comprehensive Draft Precinct Plan Report and workshop/s
<b>Close- out and Retention</b>	10%	After Council Approval	Proof of Council adoption
<b>Total</b>	100%	9 months	

- A 10% retention will be paid once final project documentation has been approved and adopted by the relevant stakeholders.
- Monthly reports (per phase) will be forwarded by the service provider to the designated project manager. The service provider will be required to report via a written and electronic report.
- The service provider shall forfeit the total payment per milestone in the case of the project being delayed for longer than 30 days after milestone due date.
- The service provider may apply to the Department for an extension on the delivery date on any milestone – provided that the service provider gives valid reason(s) to the sole satisfaction of the Department.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

**11. UNDUE DELAY REMEDIES**

11.1 Should it be found that the delay of the project in terms of the agreed time period is unreasonable then for every 5 (five) days or other stipulated time frame there shall be a penalty in terms of percentages which will be deducted from the payment as indicated below:

<b>Milestone</b>	<b>% Payable</b>	<b>5 Days Overdue</b>	<b>10 Days Overdue</b>	<b>15 Days Overdue</b>	<b>30 Days Overdue</b>	<b>More than 30 days overdue</b>
<b>Phase 1:</b>	5%	15%	25%	50%	75%	100%
<b>Phase 2:</b>	25%	20%	40%	60%	80%	100%
<b>Phase 3:</b>	25%	20%	40%	60%	80%	100%
<b>Phase 4:</b>	20%	15%	25%	50%	75%	100%
<b>Phase 5:</b>	15%	30%	60%	75%	85%	100%
<b>Retention</b>	10%					
<b>Total</b>	<b>100%</b>					

**12. EXTRA WORK**

Any costs for extra work by the service provider, incurred over and above this bid which, in the sole opinion of the Director: SPLUM are due to reasons attributable to the service provider during any phase of the project shall be borne by the service provider.

**13. CONTENTS OF THE PROJECT PROPOSAL**

A clear and concise project proposal covering the aspect listed below is required;

- i. An executive summary.
- ii. A project plan.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

- iii. The proposed methodology should indicate a detailed list of data to be gathered and how it will be processed. The methodology should also indicate the project milestones that will be used to measure the project progress.
- iv. The approach should be cost saving yet achieve the highest value for money
- v. The names and CV's containing detailed information on relevant experiences of all the persons who will be **directly** contributing to the project, and their roles thereof.
- vi. Evidential and documentary proof of professional qualification, registration and affiliation. For instance, if a team member claims to be a Town Planner, a copy of the registration with the South African Council for Planners (SACPLAN) is required.
- vii. Any shortcomings in the study specifications, how this ought to be addressed and the cost implications thereof.
- viii. All-inclusive costing model.
- ix. The following technical information must be submitted with the Bid proposal:
  - Years of experience of each resource;
  - Relevant professional experience during the last seven years;
  - Organisational, managerial and technical ability;
  - Key Personnel and Resources;
  - Technical backup;
  - Full CV's of all members of the Team
  - Relevant Equipment and Software competence and capability;
  - Client References; and
  - Professional Affiliations.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

**14. INFORMATION GATHERING**

- 14.1** The successful service provider is expected to make contact with all the relevant and required officials and units within and outside government to obtain relevant information that is required for the project. Existing information on SDFs/ Local Plans which are available within DALRRD generally will be made available to the successful service provider. ***However, the responsibility for collecting information necessary for the successful execution of the project remains entirely with the service provider.***
- 14.2** In order to deliver on the following deliverables, the precinct plan should be in the form of text, maps, graphics and photographs. A tabular format shall be used for the purpose of summarizing the information collected.
- 14.3** It is recommended that more visual representation (maps, graphics and photographs) form the bulk part of the spatial analysis/current reality and the conceptual framework section of the precinct plan. A text box or other mechanisms may be used to provide an explanation, relevant information or analysis.
- 14.4** Submissions should be in the form of both hard and electronic versions of the precinct plan. All spatial information collected should be submitted in GIS capable file format (preferably shapefiles) for use in a GIS. The shapefiles must have clear attribute information that differentiates each precinct plan construct and its purpose, for example a service node shapefile should have an attribute called "description" with the value "service node".
- 14.5** The municipality and DALRRD will comment and send it to the service provider for amendment purposes.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

**15. TERMS AND CONDITIONS OF THE BID**

- 15.1 Awarding of the bid will be subject to the Service Provider's express acceptance of the DALRRD Supply Chain Management's general contract conditions. The DALRRD and Service Provider will sign a Services Level Agreement upon appointment.
- 15.2 The service provider should commence with the project within five (5) days after receiving the letter of appointment and the service level agreement signed.
- 15.3 During the execution of the project, the service provider is required to give reports on the progress of the project. It is the responsibility of the service provider to organise the progress report meetings and have one of their representatives assigned to taking minutes and circulating them to the steering committee members.
- 15.4 Any deviation from the project plan should be put in writing and signed by the project manager.
- 15.5 Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract.
- 15.6 Payments will be on work-completed basis i.e. on set milestones as per the project plan.
- 15.7 Financial penalties shall be imposed for agreed upon milestones, targets, and deadline not met without providing:
- Timely notification of such delays.
  - Valid reasons for the delays.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

- Supporting evidence that the delays were outside of the influence of the service provider.

- 15.8 Payments will be made only for work performed to the satisfaction of the DALRRD. Financial penalties will be imposed if the output produced does not meet the agreed upon deliverables criteria as stipulated in the General Conditions of Contract.
- 15.9 Original invoices to substantiate all costs must be provided. The invoices should include the Department's order number that will be provided to the selected service provider upon acceptance of the bid. Invoices must clearly indicate the number of hours spent on the project and for what purpose those hours were spent, and to what extent the objectives were achieved. No copies or e-mailed invoices will be processed.
- 15.10 When DALRRD accepts the final product, the appointed service provider will be liable to correct errors and fill gaps that may be discovered in the data/project, at no charge to DALRRD. This condition will apply for a period of one month from the day the project was completed and submitted to DALRRD. The Department reserves the right not to appoint anyone.
- 15.11 No material or information derived from the provision of the services under the contract may be used for any other purposed except for those of the DALRRD, except where duly authorized to do so in writing by the DALRRD.
- 15.12 Copyright in respect of all documents and data prepared or developed for the purpose of the project by the Service Provider shall be vested in DALRRD.



**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

- 15.13 The successful Service Provider agrees to keep confidential all records and information of or related to the project and not disclose such records or information to any third party without the prior written consent of DALRRD.
- 15.14 The successful Service Provider agrees to maintain the level of technical capacity as indicated in the bidding document submitted, throughout the duration of the project and any change to their team shall not compromise the technical capacity of the Service Provider or impact negatively on the pace and quality of the project outcome.
- 15.15 All team members that will be directly involved in the project may, at the sole discretion of the Director: SPLUM, be expected to attend all progress report meetings as scheduled. Due to the urgency of the project, time is of essence to this process and all work shall be submitted **when due**. Financial penalties will be imposed for any delay or non-compliance with time and quality requirements.

**16. MANDATORY AND NON-MANDATORY REQUIREMENTS**

**NB: Failure to submit / attach proof of the following requirements with the proposal will disqualify the bidder's proposal.**

**16.1 Evaluation for mandatory criteria:**

**a. Tax Requirements:**

- Bidders must ensure compliance with their tax obligations.
- 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

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

status.

- Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website [www.sars.gov.za](http://www.sars.gov.za).
- Bidders may also submit a printed TCS together with the bid.
- In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / pin / CSD number.
- Where no TCS is available, but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

**b.** Bidders must submit a resolution made by board members authorizing a particular person to sign the bid documents:

- In the case of a **ONE-PERSON CONCERN** submitting a tender, this shall be clearly stated on the company letter head.
- In case of a **COMPANY** submitting a tender, include a copy of a resolution by its board of directors authorizing a director or any other official of the company to sign the documents on behalf of the company.
- In the case of a **CLOSED CORPORATION** submitting a tender, include a copy of a resolution by its members authorizing a member or any other official of the corporation to sign the documents on each member's

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

behalf.

- In the case of a **PARTNERSHIP** submitting a tender, all the partners shall sign the documents, unless one partner or a group of partners has

been authorized to sign on behalf of each partner, in which case proof of such an authorization shall be included in the Tender.

- In the case of a **JOINT VENTURE** submitting a tender, include a resolution of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture." i.e., the Joint Venture must submit three Letters of Authority as per the aforesaid Joint Venture requirement.

c. The Bidder has completed the Pricing Schedule and is signed by the duly authorized person (SBD3.3)

d. Bidders must complete and sign all standard bidding documents (SBD1, SBD4, SBD6.1)

16.1 Recognising and developing new precincts successfully is a complex task that requires skills in:

- Intuitive and analytical problem recognition;
- Strategic and physical planning;
- Architectural and urban design;
- Environmental assessment and planning;
- Statutory control;
- Strategic and day-to-day management and financial processes; and
- Community liaison and participation.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

**16.4 Mandatory Requirements:**

- Team leader must hold a *tertiary qualification in planning* which is recognized for registration in the category of Professional Planner by the South African Council for Planners (SACPLAN) in terms of the Planning Profession Act, 2002; and
- Proof of Registration as a *Professional Planner* by the South African Council for Planners (SACPLAN) in terms of the Planning Profession Act, 2002; and
- Key member or Team Leader must hold appropriate qualification, practice experience as *Urban Designer* [minimum of 7 years demonstrable urban design experience]; and
- Proven experience in rural development planning, Geography, GIS and Project Management;
- Transport Engineer.
- Thorough understanding of political environment and Intergovernmental Relations Framework; and infrastructure framework

**16.5 Non-Mandatory Requirements**

- Strategic Planning including scenarios and future planning; and
- Advanced understanding of three-dimensional form and space in cities and settlements, and the relationship of this form to land, context, society and history; and

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

**17. REPORTING AND ACCOUNTABILITY**

- 17.1 During the execution of the project, the service provider must submit regular progress reports and attend meetings at intervals as determined by the project team managing the service provider.
- 17.2 All electronic and hard copy information captured/utilised to provide the output of the project remains the property of DALRRD. This data should be surrendered to the department at the end of the project, and it cannot be used or shared, whether for profit or otherwise with any other party, without written permission from DALRRD. DALRRD will retain copyright and all associated intellectual rights relating to the project.
- 17.3 The project will be signed off by the Director: SPLUM when:
- all the end products (refer to list) have been delivered, and
  - The Director: SPLUM is satisfied that all requirements have been met.

**18. EVALUATION CRITERIA**

**17. EVALUATION OF TENDERS/ PROPOSALS**

Tenders will be evaluated in terms of the evaluation criteria stipulated below:

- Evaluation for mandatory criteria
- Evaluation in terms of Functionality
- Evaluation in terms of Presentation
- Evaluation in terms of 80/20 preference point system as prescribed in the Preferential Procurement Regulations 2022.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

**18.2 Evaluation of Functionality**

The evaluation of the functionality will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below functionality, criteria and values. The applicable values that will be utilized when scoring each criterion range from **1 being poor, 2 being average, 3 being good, 4 being very good and 5 being excellent.**

**The minimum requirements as highlighted in the below table is an indication of the benchmark required to qualify for the third stage (presentation) of the evaluation.**

The bids that fail to achieve a minimum of 75 points out of 100 points for functionality will be disqualified. This means that such bids will not be evaluated on third stage (presentation) and fourth stage (Preference Points System).

The following Quality (functionality) criteria set out in the table below will be used in the evaluating of the tenders regarded as being responsive.

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	
<b>1. Capability:</b> Team Leaders' experience, track record and competency	Team leader must be a Town Planner registered as a Professional Planner with SACPLAN. Must have project management experience and a minimum of seven (7) years post registration experience and expertise in managing and coordinating multi -disciplinary projects in the spatial planning environment:  <b>Attach CV's clearly indicating a detailed profile of the previous work experience, registration with SACPLAN, contactable references of similar work undertaken (list</b>		<b>20</b>

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	
	<p><b>names, addresses, telephone numbers, fax numbers and e-mail).</b></p> <ol style="list-style-type: none"> <li>1. More than 10 years working experience post registration in a spatial planning environment. - <b>Excellent (score 5)</b></li> <li>2. 8 - 10 years working experience post registration in a spatial planning environment. - <b>Very Good (score 4)</b></li> <li>3. 5 - 7 years working experience post registration in a spatial planning environment. - <b>Good (score 3)</b></li> <li>4. 3 - 4 years working experience post registration in a spatial planning environment. - <b>Average (score 2)</b></li> <li>5. Less than 3 years working experience post registration in a spatial planning environment. - <b>Poor (score 1)</b></li> </ol>	10	
	<p>Team leader must have successfully managed a minimum of two (2) similar projects in the spatial planning environment in the past seven (7) years.</p> <p><b>Attach short profile clearly demonstrating successful completion of previous projects, contactable references of similar work done (list names, addresses, telephone numbers, fax numbers and e-mail).</b></p>	10	

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO  
DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN  
GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL  
MUNICIPALITY**

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	
	<ol style="list-style-type: none"> <li>1. Managed 4 or more similar projects in the spatial planning environment in the past 7 years. - <b>Excellent (score 5)</b></li> <li>2. Managed 3 similar projects in the spatial planning environment in the past 7 years. - <b>Very Good (score 4)</b></li> <li>3. Managed 2 similar projects in the spatial planning environment in the past 7 years. - <b>Good (score 3)</b></li> <li>4. Managed 1 similar project in the spatial planning environment in the past 7 years. - <b>Average (score 2)</b></li> <li>5. Managed 0 projects in the spatial planning environment in the past 7 years. - <b>Poor (score 1)</b></li> </ol>		
<b>2. Capability:</b> Project Teams' experience, track record and competency	Composition of technical team to be utilized in the execution of the project consist of the below professions:  <b>Attach copies of qualifications and CV's clearly indicating a detailed profile of their previous work experience, contactable references of similar work done (list names, addresses, telephone numbers, fax numbers and E-mail numbers, fax numbers and e-mail).</b>		<b>30</b>
	<b>Three (3) Town/Urban/City and Regional Planners and Urban Designers:</b> A minimum of two (2) Town Planners	10	



**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	
	<p>registered as professional planners with SACPLAN, and one (1) Urban Designer each with seven (7) years post qualification experience in Spatial Planning. In the absence of an Urban Designer the SP will forfeit 1 point.</p> <ol style="list-style-type: none"> <li>1. 5 Planners, (Town planners (4) registered with SACPLAN and Urban Designer (1)) each with 7 years post qualification experience in Spatial Planning. - <b>Excellent (score 5)</b></li> <li>2. 4 Planners, (Town planners (3) registered with SACPLAN and Urban Designer (1)) each with 7 years post qualification experience in Spatial Planning. - <b>Very Good (score 4)</b></li> <li>3. 3 Planners, (Town planners (2) registered with SACPLAN and Urban Designer (1)) each with 7 years post qualification experience in Spatial Planning. - <b>Good (score 3)</b></li> <li>4. 2 Planners, (Town planner (1) registered with SACPLAN and Urban Designer (1)) each with 7 years post qualification experience in Spatial Planning. - <b>Average (score 2)</b></li> <li>5. 1 Planner registered with SACPLAN and with 7 years post qualification experience in Spatial Planning. - <b>Poor (score 1)</b></li> </ol>		

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	
	<p><b>Economist:</b> B Degree with specialization in Economics / Development Economics / plus 7 years post qualification experience.</p> <ol style="list-style-type: none"> <li>1. Relevant qualification with more than 10 years post qualification experience in relevant field. - <b>Excellent (score 5)</b></li> <li>2. Relevant qualification with 8 – 10 years post qualification experience in relevant field. - <b>Very Good (score 4)</b></li> <li>3. Relevant qualification with 5 – 7 years post qualification experience in relevant field. - <b>Good (score 3)</b></li> <li>4. Relevant qualification with 3 – 4 years post qualification experience in relevant field. - <b>Average (score 2)</b></li> <li>5. Relevant qualification with less than 3 years post qualification experience in relevant field. - <b>Poor (score 1)</b></li> </ol>	5	
	<p><b>Professional Geographic Information Specialist:</b> Relevant B Degree qualification in GIS, registered as a professional with SAGC plus 7 years post registration experience in mapping and analysis.</p> <ol style="list-style-type: none"> <li>1. Relevant qualification plus registration with SAGC with more than 10 years post qualification relevant experience mapping and analysis</li> </ol>		

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	
	<p><b>- Excellent (score 5)</b></p> <p>2. Relevant qualification plus registration with SAGC with 8 – 10 years post qualification experience in mapping and analysis</p> <p><b>- Very Good (score 4)</b></p> <p>3. Relevant qualification plus registration with SAGC with 5 – 7 years post qualification experience in mapping and analysis</p> <p><b>- Good (score 3)</b></p> <p>4. Relevant qualification plus registration with SAGC with 3 – 4 years post qualification experience in mapping and analysis</p> <p><b>- Average (score 2)</b></p> <p>5. Relevant qualification plus registration with SAGC with less than 3 years post qualification experience in mapping and analysis</p> <p><b>- Poor (score 1)</b></p>	5	
	<p><b>Environmental Specialist:</b> B Degree or BTech in Environmental Sciences/ Environmental management plus 7 years post qualification experience in Environmental Sciences/ Environmental Management/ Environmental Planning.</p> <p>1. Relevant qualification with more than 10 years post qualification experience in relevant field.</p> <p><b>- Excellent (score 5)</b></p>		

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	
	<p>2. Relevant qualification with 8 - 10 years post qualification experience in relevant field. - <b>Very Good (score 4)</b></p> <p>3. Relevant qualification with 5 - 7 years post qualification experience in relevant field. - <b>Good (score 3)</b></p> <p>4. Relevant qualification with 3 - 4 years post qualification experience in relevant field. - <b>Average (score 2)</b></p> <p>5. Relevant qualification with less than 3 years post qualification experience in relevant field. - <b>Poor (score 1)</b></p>	5	
	<p><b>Graphic designer:</b> Diploma in Graphic design or Visual Communication and 7 years post qualification experience in design layout and animation.</p> <p>1. Relevant qualification with more than 10 years post qualification experience in relevant field. - <b>Excellent (score 5)</b></p> <p>2. Relevant qualification with 8 - 10 years post qualification relevant experience in relevant field. - <b>Very Good (score 4)</b></p> <p>3. Relevant qualification with 5 - 7 years post qualification experience in relevant field. - <b>Good (score 3)</b></p> <p>4. Relevant qualification with 3 - 4 years post qualification experience in relevant field.</p>	5	

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	
	<p align="center"><b>– Average (score 2)</b></p> <p>5. Relevant qualification with less than 3 years postqualification experience in relevant field.</p> <p align="center"><b>- Poor (score 1)</b></p>		
<p><b>3. Capability:</b> Firms' experience, track record and competency</p>	<p><b>Town Planning Company</b> with experience in developing a minimum of 3 plans/frameworks within the spatial planning environment within the last eight (8) years (Provide client reference for all projects completed within the last eight years).</p> <p>1. Five (5) or more Plans/Frameworks completed in the last 8 years.</p> <p align="center"><b>- Excellent (score 5)</b></p> <p>2. Four (4) Plans/Frameworks completed in the last 8 years.</p> <p align="center"><b>- Very Good (score 4)</b></p> <p>3. Three (3) Plans/Frameworks completed in the last 8 years.</p> <p align="center"><b>– Good (score 3)</b></p> <p>4. Two (2) Plans/Frameworks completed in the last 8 years.</p> <p align="center"><b>– Average (score 2)</b></p> <p>5. Below two Plans/Frameworks completed in the last 8 years.</p> <p align="center"><b>- Poor (score 1)</b></p>	<p align="center">10</p>	<p align="center"><b>10</b></p>

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	
<b>4. Methodology</b>	<p><b>Clear approach and methodology of how the project deliverables will be executed:</b></p> <ol style="list-style-type: none"> <li>1. The service provider approach and methodology are exceptional, with highly innovative solutions and demonstrates an exceptional understanding on how to execute the project. <b>- Excellent (score 5)</b></li> <li>2. The service provider approach and methodology are very-well defined and demonstrate a thorough understanding on how to execute the project and includes some innovative ideas. <b>- Very Good (score 4)</b></li> <li>3. The service provider approach and methodology are clearly defined and demonstrate good understanding on how to execute the project. <b>- Good (score 3)</b></li> <li>4. The service provider approach and methodology are fair and demonstrate little understanding on how to execute the project. <b>- Average (score 2)</b></li> <li>5. The service provider approach and methodology are not clearly defined. <b>- Poor (score 1)</b></li> </ol>	30	40
	<b>A project plan demonstrating a coordinated approach of how various project deliverables will be managed</b>		

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT	
	<p><b>against timeframes.</b></p> <ol style="list-style-type: none"> <li>1. The proposed project plan has innovative solutions to deliver the project ahead of schedule. - <b>Excellent (score 5)</b></li> <li>2. The proposed project plan meets all requirements and demonstrates a high standard of project execution. - <b>Very Good (score 4)</b></li> <li>3. The proposed project plan is in line with all the requirements. - <b>Good (score 3)</b></li> <li>4. The proposed project plan meets some of the requirements. Delays are unlikely to have a significant impact on the outcome. - <b>Average (score 2)</b></li> <li>5. The proposed project plan does not meet the requirements. - <b>Poor (score 1)</b></li> </ol>	10	

### 18.3 Third Stage - Presentation

Only bids that achieve the minimum qualifying score of 75 points out of 100 points in the second stage (functionality) will be evaluated in the third stage (presentation). The evaluation of the presentation in the third stage of evaluation will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below criteria and values.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

The applicable values that will be utilized when scoring each criterion range from **1 being poor, 2 being average, 3 being good, 4 being very good and 5 being excellent.**

<b>EVALUATION CRITERIA</b>	<b>WEIGHT</b>	<b>INDICATE VALUE 1 - 5</b>	<b>COMMENTS/REMARKS</b>
<b>Approach of Methodology</b> Understanding of the project Scope	<b>20</b>		
Methodology to the development of the Spatial Options and Proposals for the Precinct Plan	<b>40</b>		
- Approach to the development of the stakeholder's engagements. - Innovation – communication plan/strategy.	<b>40</b>		
<b>Total Points</b>	<b>100</b>		



**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

**18.4 Fourth Stage - Evaluation in terms of 80/20 Preference Points System**

Only bids that achieve the minimum qualifying score of 75 points out of 100 points for the third stage (presentation) will be evaluated further in accordance with the 80/20 preference points system.

18.5 The proposal will be evaluated individually on score sheets, by a representative evaluation panel according to the evaluation criteria indicated above. All service providers who scored less than **75 out of 100 points** for Presentation will not be considered further and considered to be non-responsive. This means that such bids will not be evaluated on the fourth stage (80/20) Preference Point System as prescribed in the Preferential Procurement Regulations 2022).

**18.5 Evaluation in terms of 80/20 preference point system as prescribed in the Preferential Procurement Regulations 2022**

Apply the 80/20 Preference Point system where a maximum of Eighty (80) tender adjudication points be awarded for price. Twenty (20) points will be awarded for preference in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and Preferential Procurement Regulation, 2022

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

**POINTS AWARDED FOR PRICE**

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

$$Ps = 80 \left( 1 + \frac{80/20 \cdot (Pt - P_{max})}{P_{max}} \right)$$

Where

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

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations,

preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below

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

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

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

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

**Specific goals for the tender and points claimed are indicated per the table below.**

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

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

Table 1: Specific goals for the tender points

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Who had no franchise in national elections before the 1983 and 1993 Constitution	10	
Who is female	5	
Who has a disability	2	
Specific goal: Youth	3	

Only proposals with the highest number of points scored in respect of the goals contemplated above and points scored for price may be selected.

18.8 Any suggestions during the progress meetings, once accepted by both parties,

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

shall form part of the contract. It is expected that the consultant will regularly affect all recommended amendments before the plan or document is resubmitted to relevant stakeholders.

*The Department of Agriculture, Land Reform and Rural Development reserves the right not to award the bid to any service provider, or to various Service Providers.*

**19. PROJECT MANAGEMENT WITHIN DALRRD**

This project will be facilitated by a team consisting of officials from the DALRRD, the municipality within which the Precinct is located, and any other person/s appointed by DALRRD.

**20. OUTCLAUSE**

- 20.1 The DALRRD reserves the right not to appoint if suitable candidates are not found, at the complete discretion of the Department.
- 20.2 The department reserves the right to terminate the contract in the event that there is clear evidence of non-performance.

**21. PUBLICATION**

- 21.1 21 days advertisement.
- 21.2 E-portal.

**22. CONTACT PERSON FOR TECHNICAL ENQUIRIES**

- 22.1 All enquiries related to this bid call must be forwarded to:  
Directorate: SPLUM Gauteng  
Department of Agriculture, Land Reform and Rural Development  
Private Bag X833  
Pretoria  
0001

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO  
DEVELOP A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN  
GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL  
MUNICIPALITY**

Attention: Mr Samuel Osei

Telephone: 012 337 3713/082 562 6154

Email: Samuel.Osei@dalrrd.gov.za

**22.2 Supply Chain Management Enquiries:**

Mr Absalom Marema / Ms Jane Mpepele

Senior Supply Chain Practitioner

Telephone: (012) 337 3700/3634

Email: Absalom.marema@dalrrd.gov.za/Jane.Mpepele@dalrrd.gov.za

**23. SIGNATORIES**

Terms of reference are approved as follows:

**PRICING SCHEDULE FOR TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOPMENT A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....BID NO.:

**CLOSING DATE:**

**OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.**

<b>ITEM NO TAX</b>	<b>DESCRIPTION</b>	<b>BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED</u></b>
----------------------------	--------------------	--

- The accompanying information must be used for the formulation of proposals.
- Bidders are required to indicate rates based on the total cost to the department for completion of each stage and including Expenses for the project.
- TOTAL BID PRICE (INCLUSIVE OF VAT)** R.....

<b>PHASES: (refer to the Terms of Reference; table 2 Project Phases)</b>	<b>PERCENTAGE</b>	<b>TIMEFRAME S</b>	<b>TOTAL COST</b>
<b>Phase 1: Detailed Inception Report</b>	5%	2 weeks	R.....
<b>Phase 2: Situational Analysis and stakeholder consultations</b>	25%	2 months	R.....
<b>Phase 3: Spatial proposals, and Public Participation</b>	25%	4 months & 2 weeks	R.....
<b>Phase 4: Implementation Framework</b>	20%	1 Months	R.....
<b>Phase 5: Rural Development Implementation Plan</b>	15%	1 month	R.....

Name of Bidder: .....

**PRICING SCHEDULE FOR TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOPMENT A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

[SBD 3.3]

<b>Close-out report and Retention</b>	10%	After Council Approval	R.....
			R.....
<b>SUB –TOTAL (Excluding VAT)</b>			R.....
<b>VAT</b>			R.....
<b>TOTAL (Including VAT)</b>			R.....

**NB! The Department will not be responsible for any travelling cost**

4. Period required for commencement with project after acceptance of bid  
.....
5. Estimated man-days for completion of project  
.....
6. Are the rates quoted firm for the full period of contract?  
.....
7. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.  
.....

Any enquiries regarding bidding procedures may be directed to the –

**AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT**  
**524 CNR STANZA BOPAPE & STEVE BIKO**  
**6<sup>TH</sup> FLOOR SANCADIA BUILDING**  
**ARCADIA**  
**PRETORIA**

Bid related enquiries:

**SUPPLY CHAIN ENQUIRIES**

Mr. A Marema / Ms Jane Mpepele

Directorate: Supply Chain Management

Contact Number: 012 337 3634/3700

Bid Initials .....

Bid's Signature.....

Date:

Name of Bidder: .....

**PRICING SCHEDULE FOR TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOPMENT A PRECINCT PLAN WITHIN A PERIOD OF NINE (9) MONTHS IN GAUTENG PROVINCE: ZEEKOEHOEK PRECINCT PLAN IN MOGALE CITY LOCAL MUNICIPALITY**

**[SBD 3.3]**

E-mail: [absalom.marema@dalrrd.gov.za](mailto:absalom.marema@dalrrd.gov.za) / [jane.mpepele@dalrrd.gov.za](mailto:jane.mpepele@dalrrd.gov.za)

**TECHNICAL ENQUIRIES**

Attention: Mr S Osei  
Directorate: SPLUM  
Telephone: (012) 337 3712/13 (0825626154)  
E-mail: [samuel.osei@dalrrd.gov.za](mailto:samuel.osei@dalrrd.gov.za)

Bid Initials .....

Bid's Signature.....

Date: .....



**AUTHORITY TO SIGN THE STANDARD BIDDING DOCUMENTS  
(SBD) ON BEHALF OF AN ENTITY.**

"Only authorized signatories may sign the original and all copies of the tender offer where required.

In the case of a **ONE-PERSON CONCERN** submitting a tender, this shall be clearly stated.

In case of a **COMPANY** submitting a tender, include a copy of a resolution by its board of directors authorizing a director or other official of the company to sign the documents on behalf of the company.

In the case of a **CLOSED CORPORATION** submitting a tender, include a copy of a resolution by its members authorizing a member or other official of the corporation to sign the documents on each member's behalf.

In the case of a **PARTNERSHIP** submitting a tender, all the partners shall sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case proof of such authorization shall be included in the Tender.

In the case of a **JOINT VENTURE** submitting a tender, include a resolution of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture."

**Accept that failure to submit proof of Authorization to sign the tender shall result in a Tender Offer being regarded as non-responsive.**

## AUTHORITY OF SIGNATORY

Signatories for companies, closed corporations and partnerships must establish their authority **BY ATTACHING TO THIS FORM, ON THEIR ORGANISATIONS'S LETTERHEAD STATIONERY**, a copy of the relevant resolution by their Board of Directors, Members or Partners, duly signed and dated.

An **EXAMPLE** is shown below for a COMPANY:

<b>MABEL HOUSE (Pty) Ltd</b>	
<b>By resolution of the Board of Directors taken on 20 May 2000,</b>	
<b>MR A.F JONES</b>	
has been duly authorised to sign all documents in connection with	
Contract no CRDP 0006, and any contract which may arise there from,	
on behalf of <i>Mabel House (Pty) Ltd.</i>	
<b>SIGNED ON BEHALF OF THE COMPANY:</b>	(Signature of Managing Director)
<b>IN HIS CAPACITY AS:</b>	Managing Director
<b>DATE:</b>	20 May 2000
<b>SIGNATURE OF SIGNATORY:</b>	(Signature of A.F Jones)
<b>As witnesses:</b>	
1.	.....
2.	.....
Signature of person authorised to sign the tender: .....	
Date: .....	

## **AUTHORITY TO SIGN THE STANDARD BIDDING DOCUMENTS (SBD) ON BEHALF OF AN ENTITY.**

"Only authorized signatories may sign the original and all copies of the tender offer where required.

In the case of a **ONE-PERSON CONCERN** submitting a tender, this shall be clearly stated.

In case of a **COMPANY** submitting a tender, include a copy of a resolution by its board of directors authorizing a director or other official of the company to sign the documents on behalf of the company.

In the case of a **CLOSED CORPORATION** submitting a tender, include a copy of a resolution by its members authorizing a member or other official of the corporation to sign the documents on each member's behalf.

In the case of a **PARTNERSHIP** submitting a tender, all the partners shall sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case proof of such authorization shall be included in the Tender.

In the case of a **JOINT VENTURE** submitting a tender, include a resolution of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture."

**Accept that failure to submit proof of Authorization to sign the tender shall result in a Tender Offer being regarded as non-responsive.**

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

---

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

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

2.2.1 If so, furnish particulars:

.....  
 .....

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

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

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

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

---

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

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

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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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

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

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

### 1. GENERAL CONDITIONS

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

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

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

*(delete whichever is not applicable for this tender).*

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

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

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

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

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10	
$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$	

Where

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



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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

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

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
Who had no franchise in the National elections before the 1983 and 1993 Constitution	10	
Who is female	5	
Who is disabled	2	
Who is youth	3	

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown

in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

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

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

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

## **Annexure A**

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

### **NOTES**

The purpose of this document is to:

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

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

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

## **TABLE OF CLAUSES**

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

## **General Conditions of Contract**

### **1. Definitions**

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

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

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance**
- 7.1 Within thirty (30) days of receipt of the notification of contract award,



**security**

the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

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

**8. Inspections,  
tests and  
analyses**

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

cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

## **9. Packing**

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

## **10. Delivery and documents**

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

## **11. Insurance**

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

## **12. Transportation**

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

## **13. Incidental services**

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

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

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

#### **14. Spare parts**

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

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

#### **15. Warranty**

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

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

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

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

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

may have against the supplier under the contract.

**16. Payment**

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

**17. Prices**

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

**18. Contract amendments**

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

**19. Assignment**

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

**20. Subcontracts**

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

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

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily

available.

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

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

## **22. Penalties**

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

## **23. Termination for default**

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the

envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

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

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

**25. Force Majeure**

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

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

**26. Termination for insolvency**

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

**27. Settlement of Disputes**

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

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

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

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

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

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

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

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

	(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
<b>29. Governing language</b>	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.
<b>30. Applicable law</b>	30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
<b>31. Notices</b>	<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. This certificate must be an original issued by the South African Revenue Services.</p>
<b>33. National Industrial Participation Programme (NIP)</b>	33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
<b>34. Prohibition of Restrictive practices</b>	<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>



- 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.

Js General Conditions of Contract (revised July 2010)