



# Provincial Supply Chain Management

## Request for Proposal

**Page 1 of 3**

<b>RFP NUMBER</b>															
<b>RFP DESCRIPTION</b>															
<b>CUSTOMER DEPARTMENT</b>															
<b>CUSTOMER INSTITUTION</b>															
<b>BRIEFING SESSION</b>	<b>Y</b>		<b>N</b>		<b>SESSION COMPULSORY</b>				<b>Y</b>		<b>N</b>				
					<b>SESSION HIGHLY RECOMMENDED</b>				<b>Y</b>		<b>N</b>				
<b>BRIEFING VENUE</b>					<b>DATE</b>					<b>TIME</b>					
<b>COMPULSORY SITE INSPECTION</b>	<b>Y</b>		<b>N</b>		<b>DATE</b>					<b>TIME</b>					
<b>INSPECTION ADDRESS</b>															
<b>TERM AGREEMENT CALLED FOR?</b>				<b>Y</b>		<b>N</b>		<b>TERM DURATION</b>							
<b>CLOSING DATE</b>				<b>CLOSING TIME</b>											
<b>TENDER BOX LOCATION</b>															
GPT is acting as Common Service Provider or buying organisation on behalf of all Gauteng Provincial Government Customer Departments / Institutions. The goods / services are therefore required by the Customer Department / Institution, as indicated on this form RFP 01.															

**Notes:**

- All bids / tenders must be deposited in the Tender Box at the following address:  
**Gauteng Provincial Treasury, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg**
- Bids / tenders must be deposited in the Tender Box on or before the closing date and time.
- Bids / tenders submitted by fax will not be accepted.
- The GPT Tender Box is generally open 24 hours a day, 7 days a week.
- This bid is subject to the preferential procurement policy framework act and the preferential procurement regulations, 2017, the general conditions of contract (gcc) 2010 and, if applicable, any other special conditions of contract.
- ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL GPG RFP FORMS – (NOT TO BE RE-TYPED)
- ALL REQUIRED INFORMATION MUST BE COMPLETED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED):

### The Tendering System

The RFP Pack consists of two parts namely, Section 1 and Section 2. These two sections must be submitted separately, clearly marked with the Tender Number and the Section Number.

### Training sessions

Non-compulsory "How to tender" workshops are held every Wednesday at 75 Fox Street from 10:00-13:00.



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<b>SUPPLIER INFORMATION</b>					
COMPANY NAME					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:			CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]
	<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>[IF YES ENCLOSURE PROOF]</small>		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No <small>[IF YES, ANSWER THE QUESTIONNAIRE IN RFP 09 (SBD 2)]</small>

<b>SIGNATURE OF BIDDER</b>		<b>DATE</b>	
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b>			

**This RFP is subject to the General Conditions of Contract and where applicable any other Special Conditions of Contract.**



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**Tender documents can be obtained from <http://www.treasury.gpg.gov.za>**

**ANY ENQUIRIES REGARDING BIDDING PROCEDURE MAY BE DIRECTED TO:**

<b>DEPARTMENT</b>	
<b>CONTACT PERSON</b>	
<b>TELEPHONE NUMBER</b>	
<b>FACSIMILE</b>	
<b>E-MAIL ADDRESS</b>	

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

<b>DEPARTMENT</b>	
<b>CONTACT PERSON</b>	
<b>TELEPHONE NUMBER</b>	
<b>FACSIMILE</b>	
<b>E-MAIL ADDRESS</b>	

**TYPE OF CONTRACT (COMPLETED BY PROJECT MANAGER)**

<b>SERVICE BASED</b>	<b>Y</b>	<b>N</b>		<b>TERM BASED TYPE</b>	<b>Y</b>	<b>N</b>		<b>VALUE BASED TYPE</b>	<b>Y</b>	<b>N</b>	
<b>VALUE BASED</b>	<b>Y</b>	<b>N</b>									
<b>QUANTITY BASED</b>	<b>Y</b>	<b>N</b>									
<b>TERM BASED</b>	<b>Y</b>	<b>N</b>									



# Provincial Supply Chain Management

**RFP Point System**

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RFP NUMBER		CLOSING DATE	
VALIDITY OF RFP		CLOSING TIME	

In case of queries, please contact the GPT Contact Centre at tel: 0860 011 000

\*GPT is acting as Common Service Provider or buying organisation on behalf of all Gauteng Provincial Government Customer Departments / Institutions.

The goods / services are therefore required by the Customer Department / Institution, as indicated on RFP 01.

**The Gauteng Provincial Government requests your bid on the goods and/or services listed on the attached forms. Please furnish all information as requested and return your bid on the date stipulated. Late and incomplete submissions may invalidate the bid submitted.**

**This RFP will be evaluated on the basis of Preferential Procurement Regulation, 2017 pertaining to the Preferential Procurement Policy Framework Act (Act number 5 of 2000).**

## Point System

Points SHALL be allocated as follows:

Points for

Points for

\* It is the responsibility of the bidder to attach A VALID SWORD AFFIDAVIT {EME/QSE} ATTESTED BY A COMMISSIONER OF OATHS OR VALID CERTIFIED COPY OF B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE WITH THIS RFP DOCUMENT TO QUALIFY FOR THE PREFERENCE POINTS



# Provincial Supply Chain Management

## Instructions to Bidders

Page 1 of 2

1. The RFP (Request for Proposal) Pack is drawn up so that certain essential information should be furnished in a specific manner. Any additional particulars shall be furnished in a separate annexure.
2. The RFP forms should not be retyped or redrafted, but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question or on other forms obtainable from the relevant Department or Institution advertising this RFP. Additional offers made in any other manner may be disregarded.
3. Should the RFP forms not be filled in by means of electronic devices, bidders are encouraged to complete forms in a black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regards to claims arising from the fact that pages are missing or duplicated.
5. The forms RFP 04 to RFP 09 and PREF documents shall be completed, signed and submitted with the bid. RFP 10 (National Industrial Participation Programme Form) will only be added to the RFP pack to be completed by bidders when an imported component in excess of US \$ 10 million is expected.
6. A separate RFP 06 form (RFP Price Schedule per item) shall be completed in respect of each item. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this RFP(not applicable for Pre-qualification of Bidders).
7. Firm delivery periods and prices are preferred. Consequently bidders shall clearly state whether delivery periods and prices will remain firm or not for the duration of any contract, which may result from this RFP, by completing RFP 06 (RFP Price Schedule per item) and RFP 07 (Non-Firm Prices per item) (not applicable for Pre-qualification of Bidders).
8. If non-firm prices are offered bidders must ensure that a separate RFP 07 (Non-Firm Prices per item) is completed in respect of each item for which a non-firm price is offered. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this RFP (not applicable for Pre-qualification of Bidders).
9. Where items are specified in detail, the specifications form an integral part of the RFP document (see the attached specification) and bidders shall indicate in the space provided whether the items offered are to specification or not (not applicable for Pre-qualification of Bidders).
10. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified" (see the attached specification) (not applicable for Pre-qualification of Bidders).
11. In cases where the items are not to specification, the deviations from the specifications shall be indicated (see the attached specification).
12. In instances where the bidder is not the manufacturer of the items offered, the bidder must as per RFP 06 (RFP Price Schedule per item) submit a Letter of Supply from the relevant manufacturer or his supplier (not applicable for Pre-qualification of Bidders).
13. The offered prices shall be given in the units shown in the attached specification, as well as in RFP 06 (RFP Price Schedule per item) (not applicable for Pre-qualification of Bidders).
14. With the exception of imported goods, where required, all prices shall be quoted in South African currency. Where bids are submitted for imported goods, foreign currency information must be supplied by completing the relevant portions of RFP 06 (RFP Price Schedule per item) and RFP 07 (Non-Firm Prices per item) (not applicable for Pre-qualification of Bidders).
15. Unless otherwise indicated, the costs of packaging materials (if applicable) are for the account of the bidder and must be included in the bid price on RFP 06 (RFP Price Schedule per item) (not applicable for Pre-qualification of Bidders).
16. Delivery basis (not applicable for Pre-qualification of Bidders):
  - (a) Supplies which are held in stock or are in transit or on order from South African manufacturers at the date of offer shall be offered on a basis of delivery into consignee's store or on his site within the free delivery area of the bidder's centre, or carriage paid consignee's station, if the goods are required elsewhere.
  - (b) Notwithstanding the provisions of paragraph 16(a), offered prices for supplies in respect of which installation / erection / assembly is a requirement, shall include ALL costs on a "delivered on site" basis, as specified on RFP 06 (RFP Price Schedule per item).
17. Unless specifically provided for in the RFP document, no bids transmitted by facsimile or email shall be considered.
18. Failure on the part of the bidder to sign any of the forms RFP 04 to RFP 10 and PREF documents and thus to acknowledge and accept the conditions in writing or to complete the attached RFP forms, Preference documents, questionnaires and specifications in all respects, may invalidate the bid.
19. Bids should preferably not be qualified by the bidder's own conditions of bid. Failure to comply with these requirements (i.e. full



# Provincial Supply Chain Management

## Instructions to Bidders

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acceptance of the General Conditions of Contract or to renounce specifically the bidder's own conditions of bid, when called upon to do so, may invalidate the bid.

20. In case of samples being called for together with the bid (refer to RFP 05 in this regard), the successful bidder may be required to submit **pre-production samples** to the South African Bureau of Standards (SABS) or such testing authority as designated at the request of the relevant Department concerned. Unless the relevant Department decides otherwise, pre-production samples must be submitted within thirty (30) days of the date on which the successful bidder was requested to do so. Mass production may commence only after both the relevant Department and the successful bidder have been advised by the SABS that the pre-production samples have been approved.
21. Should the pre-production samples pass the inspections / tests at the first attempt, the costs associated with the inspections / tests will be for the account of the relevant Department. If the SABS or such testing authority as designated do not approve the pre-production samples, but requires corrections / improvements, the costs of the inspections / tests must be paid by the successful bidder and samples which are acceptable in all respects must then reach the SABS or such testing authority as designated within twenty-one (21) days of the date on which the findings of the SABS or such testing authority as designated were received by the successful bidder. Failure to deliver samples within the specified time and to the required standards may lead to the cancellation of the intended contract.
22. In case of samples being called for together with the bid (refer to RFP 05 in this regard), the samples must be submitted together with the bid before the closing time and date of the RFP, unless specifically indicated otherwise. Failure to submit the requested sample(s) before the closing time and date of the RFP may invalidate the bid.
23. In cases where large quantities of a product are called for, it may be necessary for the relevant item to be shared among two (2) or more suppliers.
24. In cases where the relevant Department or Institution advertising this RFP may deem it necessary, a formal contract may be entered into with the successful bidder, in addition to a Letter of Acceptance and / or purchase order being issued.
25. If any of the conditions on the RFP forms are in conflict with any special conditions, stipulations or provisions incorporated in the bid invitation, such special conditions, stipulations or provisions shall apply.
26. This RFP is subject to the General Conditions of Contract and re-issues thereof. Copies of these conditions are obtainable from any office of the Gauteng Provincial Government (GPG).
27. Each bid must be submitted in a separate, sealed envelope on which the following must be clearly indicated:
  - NAME AND ADDRESS OF THE BIDDER;
  - THE BID (RFP) NUMBER; AND
  - THE CLOSING DATE.
 The bid must be deposited or posted;
  - posted to Gauteng Provincial Treasury and to reach the destination not later than the closing time and date; OR
  - deposited in the tender box of the Gauteng Provincial Treasury before the closing time and date.
28. The Gauteng Provincial Government has become a member and as such a key sponsor of the Proudly South African Campaign. GPG therefore would like to procure local products of a high quality, produced through the practise of sound labour relations and in an environment where high environmental standards are maintained. In terms of the Proudly South African Campaign South African companies are encouraged to submit interesting and innovative achievements in the manufacturing field (if relevant to this RFP) – including information on new products, export achievements, new partnerships and successes and milestones.
29. **Compulsory GPG Contract:** It is a mandatory requirement that successful bidder/s (to whom a tender is awarded) sign a GPG Contract upon award of any given contract.



# Provincial Supply Chain Management

## Bid Commitment and Declaration of Interest

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### 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

<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.



# Provincial Supply Chain Management

## Bid Commitment and Declaration of Interest

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2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

<b>YES</b>	<b>NO</b>	
------------	-----------	--

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?

<b>YES</b>	<b>NO</b>	
------------	-----------	--

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.

<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.



# Provincial Supply Chain Management

## Bid Commitment and Declaration of Interest

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3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and 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.

<b>Signature</b>		<b>Date</b>	
<b>Position</b>		<b>Name of Bidder</b>	



# Provincial Supply Chain Management

**Special Conditions**

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<b>RFP NUMBER</b>	
<b>RFP DESCRIPTION</b>	
<b>CUSTOMER DEPARTMENT</b>	
<b>CUSTOMER INSTITUTION</b>	

**THE FOLLOWING MUST ACCOMPANY YOUR BID, IF INDICATED BY "✓"**

<b>Samples</b>	<b>SABS /Equivalent Certificate</b> May not be older than one (1) year, the cost of which will be for the account of the bidder.	<b>Bidders Briefing Session</b>	
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# Provincial Supply Chain Management

**Special Conditions**
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## **EVALUATION METHODOLOGY**

Bidders must complete Compulsory documents and attach it to their tender document, failing which the tender shall not be considered for Stage 1 evaluation.

Points will be awarded in accordance with the Preferential Procurement Policy Framework Act (PPPFA)

### **Stage 1**

<b>Criteria for Functionality</b>	<b>Points</b>
<b>TOTAL</b>	

**NOTE:** Bidders who fail to meet the above minimum requirements (Stage 1) shall be automatically eliminated

### **Stage 2**

<b>Criteria for Price and B-BBEE Status</b>	<b>Points</b>
Bid Price	80
Preference Points	20
<b>TOTAL</b>	<b>100</b>

Bidders are required to use the two envelope bidding system, whereby the Technical Proposal (Stage 1) and Pricing and B-BBEE (Stage 2) be placed in two separate sealed envelopes marked:

- Stage One-

- Stage Two-



# Provincial Supply Chain Management

**Special Conditions**

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## SUPPLIER JOB CREATION ANALYSIS

Company Name					Date Est.	
--------------	--	--	--	--	-----------	--

	Permanent	Temp	SA Citizens	Other	Comments
<b>Staff compliment at Establishment of Enterprise</b>					
<b>Current staff compliment</b>					
<b>Number of jobs to be created if Bid is successful</b>					

- The successful bidder may be audited during the course of the contract to verify the above information.

Comments to include:

- If Job Creation is direct (by your own company) or indirect (by your supplier)
- Where the jobs created for employees that were in existing positions or unemployed? (Net Job Creation)

NOTE: Job Creation should adhere to all applicable RSA Legislation and Regulations.

THIS SECTION IS FOR OFFICE USE ONLY!						
Observations	Initial Job Count	Job Creation Potential	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Year 1						
Year 2						
Year 3						
Year 4						
Year 5						



## **TERMS OF REFERENCE(TOR)**

**for the**

**APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A GAUTENG  
GREENHOUSE GAS INVENTORY SYSTEM (GGHGGS) AND TO  
ESTABLISH A MONITORING, REPORTING AND VERIFICATION (MRV)  
SYSTEM OF THE PROVINCE'S GHG EMISSIONS**

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## 1 PURPOSE

The aim of this request for proposal is to appoint an independent, professional, and suitably qualified Service Provider to support the Gauteng Department of Agriculture and Rural Development (GDARD) to develop a Gauteng Greenhouse Gas Inventory System (GGHGGS) and to establish a Monitoring, Reporting, and Verification (MRV) system of its GHG emissions in line with the IPCC Guidelines.

## 2 BACKGROUND

A greenhouse gas inventory determines baseline emissions and identifies key emission sources and sinks in a country, province, or city over a particular time, usually over a year. Once this data has been collected, the inventory can be used to help identify priority emissions reduction activities, set goals and targets, and measure progress for reducing GHG emissions. Future inventories, if they are constructed using the same methodologies as the original inventory, can be compared to the initial inventory, to determine which emissions have grown, remained the same, or reduced, thereby providing a measure of the success of mitigation action and where further action is needed. Developing a GHG inventory requires the collection of emissions activity data from a range of activities.

The United Nations Framework Convention on Climate Change (UNFCCC) laid the foundation for the current system of reporting of information related to its implementation. As part of South Africa's ratification of the UNFCCC it is obliged to act to protect the climate system based on "common but differentiated responsibilities and respective capabilities", undertaking activities, programmes and projects that will impact positively in reducing emissions and limiting the impacts of climate change. Information on greenhouse gas (GHG) emissions by sources and removals by sinks, as well as on the actions that Parties are taking to mitigate and adapt to climate change and to implement the Convention, is key in determining the progress, both internationally and at the national level. Provisions for domestic frameworks for measurement, reporting and verification (MRV) of GHG emissions, actions to mitigate emissions, and support needed and received were also established. Aiming to strengthen the global response to the threat of climate change, Parties adopted the Paris Agreement in 2015, and through it established an enhanced transparency framework (ETF). This aims to strengthen reporting and measure and report on progress of Nationally Determined Contributions (NDCs). Under the Paris Climate Agreement, South Africa is committed to reducing its contribution to the global GHG (greenhouse gas) budget and has an obligation to report its GHG emissions to international climate bodies. Consistent, comparable, complete, accurate, and transparent information on emissions and actions is therefore an important foundation of both international and national processes.

The UNFCCC requires Non-Annex 1 (mostly developing) countries, of which South Africa is one, to submit inventory reports every two years as part of their Biennial Update Reports (BURs) or National Communications (NCs). At national level, a GHG Inventory Management System (NGHGIS) has been developed by Department of Forestry, Fisheries and the Environment (DFFE) as a web-based, collaborative platform that allows for relevant and necessary data collection methods. In order that mitigation actions be recognised and properly documented as having been implemented, as well as being verifiable to enable international reporting requirements, a Monitoring, Reporting and Verification (MRV) system forms part of the overall framework. This enables the recording of current emissions and potential for their reduction, to plan and implement measures, for monitoring and reporting the measures with their resultant emission reduction. Furthermore, legal aspects and implications have been considered together with MOUs for data suppliers while the necessary quality assurance or quality control measures have been developed as part of the overall process of collecting and reporting the data. This is outlined in the article by Stevens (2017) titled, "A National Greenhouse Gas Inventory Management System for South Africa" and listed in the CLEAN AIR JOURNAL, Volume 27, No 2, 2017.

In response to climate change impacts and vulnerabilities, the South African Government developed the National Climate Change Response Policy (NCCRP White Paper 2011) for an effective climate change response and the long-term just transition to a climate-resilient and lower-carbon economy and society and the policy outlines two objectives:

1. Effectively manage inevitable climate change impacts through interventions that build and sustain South Africa's social, economic and environmental resilience and emergency response capacity.
2. Make a fair contribution to the global effort to stabilise greenhouse gas (GHG) concentrations in the atmosphere at a level that avoids dangerous anthropogenic interference with the climate system within a timeframe that enables economic, social and environmental development to proceed in a sustainable manner.

The NCCRP was followed by a draft National Climate Change Bill that was promulgated in 2018 and work is underway towards the development of the National Climate Change Act. The draft Bill also emphasises that all spheres of government have varying roles in the implementation of climate change responses and that provinces are required to coordinate provincial adaptation and mitigation responses across their own line departments, as well as between municipalities within the province. In response to this, Gauteng has developed Climate Change Response Strategy which evaluates provincial climate risks and impacts and seeks to give effect to the National Climate Change Response Policy at provincial level.

The Gauteng Department of Agriculture and Rural Development (GDARD) in its work to combat climate change, is mandated to mitigate projected climate change impacts through the reduction of GHG emissions, which will also assist South Africa's cause in fulfilling its overall international obligations in combatting climate change. To this end an initial Gauteng Climate Change Response Strategy was developed in 2011, while the Climate Change Over-arching Response Strategy and Action Plan for the Gauteng City Region (the 2020 Strategy) has been approved in 2020. These documents provide a comprehensive range of interventions in dealing with climate change. Currently GDARD is gathering and monitoring information on relevant implementation measures being undertaken in Gauteng by provincial, local government and the private sector in fulfilment of the action plan.

A centralised NGHGIS serves mainly international purposes in terms of climate change reporting obligations and protocols. It also ensures the safekeeping and protection of climate data, improving continuity between different inventories and assists in the timely completion of inventory updates. A subnational GHG inventory and MRV system at provincial level however, can bring benefits to as well as gains from a coordinated national GHG inventory. Use of common guidelines, approaches and assumptions and pooled resources/expertise between national and subnational estimation activities will also help to improve the efficiency and credibility of GHG estimates for both, and facilitate decision-making processes associated with them and tracking policy impacts. Implementation of projects normally happens at the local level and the provincial government is closer to the source of the data, which can facilitate improved performance, better service delivery, gathering of more granular data and verification thereof. Transparency, credibility and improved access to finance opportunities can also be further enhanced.

These benefits can result from interest in and contribution to combined efforts to gather/collate/use geographically resolved data such as for regulated sites (including large industrial installations, waste disposal and recycling/treatment sites), and diffuse traffic and transport, agriculture and forestry. Use of common guidelines, approaches and assumptions and pooled resources/expertise between national and subnational estimation activities will also help to improve the efficiency and credibility of GHG estimates and decision-making processes associated with them.

**GDARD is seeking to appoint an independent, professional and suitably qualified Service Provider with the relevant competencies and expertise to develop a Gauteng Greenhouse Gas Inventory System (GGHGGS) and to establish a Monitoring, Reporting and Verification (MRV) system of its GHG emissions.**

### 3 LINKAGES TO GOVERNMENT PRIORITIES AND STRATEGIES

- **Growing Gauteng Together Plan 2030 vision:** One of the priorities of the Growing Gauteng Together (GGT) is sustainable development for future generations in which one of the targeted interventions is to combat GHG emissions across the province, including 42% reduction in total Greenhouse Gas emissions by 2024.
- **Gauteng City Region Over-Arching Climate Change Response Strategy and Action Plan (2020):**  
The Gauteng Government has adopted the 10 Pillar programme of Transformation, Modernisation and Re-industrialisation (TMR), the overall strategy identifies climate change as a risk to the successful implementation of the TMR. Implementing projects to directly measure the risk and implement targeted actions to mitigate the Climate Change risk is essential to the strategy.
- **Gauteng Energy Security Strategy (GESS) (2016):** Since 2008 the Gauteng Provincial Government has been addressing provincial energy risks to ensure a reliable supply and the GESS was developed as part of managing provincial energy security and to address provincial energy risks through its Implementation Plan. Its direct objectives are for an enhanced security of supply, the uptake of energy efficiency and the modernisation of energy infrastructure. These can contribute significantly to the reduction of GHG emissions in Gauteng.

#### 4 LINKAGES TO OTHER INTERNATIONAL/NATIONAL POLICIES

- IPCC 1.5 degree's report and the AR5 Synthesis report: Climate change
- 2006 IPCC Guidelines for National Greenhouse Gas Inventories (2006 Guideline) and a subsequent (2019 Refinement)
- 2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories
- The Draft National Climate Change Bill, 2020
- National Development Plan 2030
- National Strategy for Sustainable Development
- Medium Term Strategic Framework. 2019 - 2024
- Growing Gauteng Together 2030 Plan
- Gauteng City Region Over-Arching Climate Change Response Strategy and Action Plan-2020
- Energy Efficiency and Renewable Energy Strategy Guide for Local Government, 2021
- Gauteng Integrated Waste Management Policy
- Gauteng Air Quality Management Plan
- Gauteng Employment, Growth and Development Strategy, 2006
- Gauteng Energy Security Strategy, 2018
- Stevens, BL; Goodwin, J; Salisbury, E; Ahlgren, C; Mangwana, P; Van Nierop, MI 2017 A National Greenhouse Gas Inventory Management System for South Africa, Clean Air Journal, Volume 27, No 2.

#### 5 REQUIRED SECTOR SPECIFIC COLLABORATION

The successful Service Provider will be required to collaborate, consult and source information from the following institutions, including, but not limited to:

- Department of Forestry, Fisheries and the Environment (DFFE) in order to ensure the alignment of the provincial inventory and its integration at national level. The experience of DFFE in developing and managing the NGHGIS and MRV system would prove invaluable for the project. Other National Departments such as Department of Mineral Resources and Energy, Department of Agriculture, Land Reform and Rural Development, Statistics South Africa, Department of Water and Sanitation.
- Gauteng Provincial Government Departments such as GCoGTA (Gauteng Department of Cooperative Governance and Traditional Affairs) who can provide data sets related to energy. Other relevant departments could be Economic Development (GDED), Human Settlements (GHS), Infrastructure Development (GDID) as well as Roads and Transport (GDRT).

- The three metropolitan municipalities of Tshwane, Johannesburg and Ekurhuleni as they are members of C40 Cities Climate Leadership Group and are large contributors to economic activities in the Province.
- The District Municipalities of Gauteng, to ensure all the necessary data is timely gathered and collated. They have high emitting sectors within their jurisdiction.
- Industry and also sector associations particularly the sectors that will have been identified as being the main emitters of GHG gases.
- Universities and other academic or research institutions which may be undertaking similar or related research or have climate related experts within their ranks such as the Gauteng City Region Observatory (GCRO).

## 6 PROJECT DESCRIPTION AND SPECIFICATION

### 7.1. Project Description

The purpose of the project is to develop a Gauteng GHG Emissions Inventory with a related MRV monitoring system that is aligned to the national system and in compliance to the IPCC Guidelines. The provincial institutional arrangements for an MRV system will facilitate reporting requirements on climate change to inform national and international stakeholders, strengthen national capacities and ensure sustainability of reporting processes. Access to the Inventory will be determined by the requirements of the users, transparency determination and the sensitivity of the information.

### 7.2. Problem Statement

The Gauteng Provincial Government needs to be aware of the GHG emissions profile for the Province, to understand the contribution to national GHG emissions and impacts of climate change. It must keep track of its efforts to reduce GHG emissions and how those efforts affect the GHG provincial emissions levels. Having reliable climate information on GHG emissions that is quantified, measured, reported and verified on a regular basis can provide confidence and enhance accountability of the climate responses.

### 7.3. Aim

To have a mechanism to measure, track and monitor GHG emissions in the province with the goal to chart a low carbon economy path for Gauteng.

#### 7.4. Project Objectives

- Develop a Provincial GHG Inventory (in line with the latest DFFE National Inventory and the IPCC Guidelines) i.e., compile data to determine the Provincial GHG emissions and removals profile, report a comprehensive GHG inventory, and highlight gaps and areas of improvement. this will allow for the following:
  - ✓ Assess, measure, and track the GHG emissions in Gauteng.
  - ✓ Allow for long- and medium-term projection of GHG emissions.
  - ✓ Monitor and evaluate the performance of Gauteng in reducing its GHG emissions in terms of national targets.
  - ✓ Assess the effectiveness of related policies and legislation.
  - ✓ Contribute towards South Africa's international climate change mandatory reporting requirements to climate change bodies such as the UNFCCC.
  - ✓ It is anticipated that the Gauteng GHG Inventory and MRV system will be a useful and informative tool, to government officials at all levels, environmental management practitioners, scientists, educational institutions, industry stakeholders and the public.
  - ✓ This Terms of Reference document seeks to set requirements for the outsourcing of work relating to the data collection, interpretation, analysis and compilation Gauteng GHG Inventory and MRV system.

### 7 SCOPE OF WORK FOR SERVICE PROVIDER

- The Service Provider must compile and report of a provincial Greenhouse Gas emissions inventory from sources and removals from sinks, covering all sectors (province relevant subsectors), which should be consistent with the latest available national GHG Inventory Report and the IPCC Guidelines.
- The Provincial GHG emissions and removals profiles must make use of the most up to date data and information. In cases of data gaps, strategies to address these gaps should be employed and these should be highlighted, with recommendations for approaches to collect improved data included in the inventory report. For the AFOLU sector, specifically the Service Provider should make use of existing data of the National Terrestrial Carbon Sinks Assessments including resources contained in the National Terrestrial Carbon Sinks Atlas.
- The GHG inventory should be informed by analysis of best practices relating to GHG inventory systems and MRV systems utilised by subnational government in other locations in Africa and the world, particularly in developing countries.

- The Service Provider should consider the current Air Quality Management Plans available in the province and municipalities as well as other available documents that relate to the identified sectors emissions, and opportunities for alignment of data.
- Specially, the Service Provider should:
  - Determine the specific GHGs that will constitute the inventory.
  - Determine the collection and calculation methods to gather data or to compile the inventory and develop data collection templates as required.
  - Determine reporting frequency and reporting formats.
  - Prioritise specific sectors and sub-sectors that will be reported upon (such as AFOLU and Waste management sector)
  - Allow for the coordination, inventory preparation, management, and review of data.
  - Identify gaps, inconsistencies and uncertainties in data and reporting frameworks, and undertake actions overcome gaps, with recommendations for future improvements.
  - Identify the necessary institutional arrangements for the various stakeholders, such as data providers and other key roles, allowing for collaboration.
  - Determine the need to and provide for the development of legal and / or collaboration arrangements for the stakeholders (such as MOUs and data supply agreements).
  - Determine procedures to enable quality assurance and quality control of data and its analysis.
  - Recommend how the Provincial MRV system can support integration with other levels of government (National and Municipal).
  - Identify and implement a method to handle sensitive data or classified data where this may arise.
  - Recommend a process and structure for archiving and storage of data, building and maintaining of institutional memory.
  - Produce a detailed Inventory Report on the process, methods and key improvements needed. This should also document all assumptions and data sources.
  - Organise and manage stakeholder workshops as required for delivery of the tasks.

#### **8.1. Sectors to Include for Reporting (including sub-sectors as per the IPCC guidelines)**

- Energy;
- Industrial Processes and Product Use (IPPU);
- Agriculture, Forestry and Other Land Use (AFOLU);
- Waste; and
- Other (e.g., indirect emissions from nitrogen deposition from non-agriculture sources)

## 8.2. Data Sources

**Activity data** and **Emissions factors** are required to compile a GHG inventory.

The successful Service Provider will be required to source data from the following data custodians but not limited to:

- Department of Forestry, Fisheries and the Environment
- Department of Mineral Resources and Energy (DMRE)
- Department of Water and Sanitation
- Department of Agriculture, Land Reform and Rural Development
- Statistics South Africa (StatsSA)
- Eskom
- CSIR
- Agricultural Research Council
- World Bank
- Academic Institutions of higher learning
- SALGA
- Local Government (municipalities)
- Gauteng Energy Office in the GCOGTA

## 8 PROJECT MANAGEMENT

- ✓ **Project Steering Committee:** The Service Provider should establish a Project Steering Committee (PSC), coordinate an inception meeting, produce an inception report, draft a project organogram, coordinate monthly PSC meetings, and produce a close-out Report and coordinate a close-out meeting, as part of the project delivery. In addition, the Service Provider is expected to produce monthly progress reports by the 5<sup>th</sup> business day of the following month.
- ✓ **Stakeholder Engagement Workshops:** The Service Provider should coordinate stakeholder workshops to enable consultation, collaboration and engagement for the delivery of assignment. The Service Provider must budget for hosting the workshops, venue, catering and any payments that could be required in relation to each engagement held. Secretarial services for the Stakeholder Engagement will also be undertaken by the Service Provider. The Service Provider should propose the number of stakeholder workshops to be delivered, with the number of workshops and stakeholders agreed in advance.

## 9 DELIVERABLES

The specific deliverables and outputs to GDARD must include, but not be limited to:

#	Deliverable	Timeline / Month
1	<b>Inception report (In all formats (word, pdf and excel)):</b> including project steering committee membership, project organogram and updated project plan	Two weeks after Inception meeting
2	<b>Stakeholder engagement / workshop plan (format: word, pdf and excel):</b> specifying the stakeholders to be engaged, method of engagement, the number of workshops and their intended outcome	Project Plan to indicate workshops
3	<b>Status Quo Analysis (In word, pdf and excel formats):</b> including a desktop analysis of best practice relating to GHG inventory systems and MRV systems utilised by subnational government in other locations in Africa and the world particularly in developing countries	To be determined by the project plan
4	<b>Provincial GHG inventory and draft report (In word, pdf, power point and excel formats):</b> GHG inventory and profile review report	To be determined by the project plan
5	<b>Final Provincial GHG Inventory Report (In word, pdf, power point and excel formats):</b> Final publication-ready report. Cover page must be in line with GDARD corporate identity and branding.	To be determined by the project plan
6	<b>Technical report on the GHG inventory and MRV system (In word, pdf, power point and excel formats):</b> Report summarising the GHG inventory process, data sources, assumptions and methods. To also include <ul style="list-style-type: none"> <li>• A framework on developing, maintaining and continuous updating of the Gauteng GHG Inventory System(GGHGIS) and MRV system.</li> </ul>	To be determined by the project plan

	<ul style="list-style-type: none"> <li>• Data collection templates where applicable.</li> <li>• Recommendations to formalise institutional arrangements through legal instruments such as MoUs, MoAs and data sharing agreements.</li> </ul>	
7	<b>Project closeout presentation and report (In pdf and word format):</b> including lessons learned, and recommendations for further improvement to the GGHGIS and MRV system.	To be determined by the project plan

The Service Provider should also ensure that all data, calculations, supporting analysis and other information used in the development of the GHG inventory and MRV system is shared in a suitable format and file structure, and fully documented to enable future use by the Province.

## 10 SKILLS TRANSFER PLAN

- The Service Provider must make provision for skills transfer to officials of the Department who form part of the Project Management Team.
- The Service Provider must submit a detailed programme/plan for skills transfer to officials of the Department who form part of the Project Management Team.
- The Service Provider must detail all the activities that will entail the programme / plan for skills transfer, including methodologies and tools used for development of the GHG Inventory and MRV System inclusive of data collection.
- The skills transfer plan must include all phases of the project and it is expected that the identified officials must be given hands on practical experience on the methodology and compilation processes.

**Provide monthly progress reports by the 5th business day of the following month from the date of inception.**

## 11 SKILLS, EXPERIENCE AND MANAGEMENT

- The appointed Service Provider should have both the skills and the experience necessary to undertake the range of tasks set out in this Terms of Reference (ToR).
- The appointed Service Provider must utilise qualified and competent personnel (including relevant SACNASP Registration) or sub-consultants/organisations to provide the training as specified.
- The appointed Service Provider will be held responsible and accountable for ensuring delivery in terms of the contract to be agreed upon.

- The skills and expertise required by the appointed Service Provider include proven experience in Project Management, undertaking research, undertaking quantitative analysis/analytical studies, undertaking and successfully completing to Climate Change, Environmental and/or Atmospheric themed projects.
- The appointed Service Provider will have experience in and display skills relating to developing Quality Management Systems, GHG emissions accounting, carbon footprint analysis, mitigation assessment and climate change assessments.
- The appointed Service Provider should have facilitation skills and be able to facilitate consultation meetings with relevant stakeholders.
- The appointed Service Provider must demonstrate the capacity/capability to complete the work within tight timeframes, without compromising quality.

## **12 CONFIDENTIALITY**

- The Service Provider shall not, during the term of the agreement and thereafter, without prior written consent of the GDARD, disclose any confidential information relating to the GDARD and the services to anyone other than those persons who are connected to the GDARD and/or Service Provider and who are required or authorised to have access to such information.
- The obligation to maintain the confidentiality of information shall supersede the termination of the agreement but will not apply to confidential information which was in the public domain prior to being disclosed by the Service Provider and has come into the public domain other than as a result of being divulged by the Service Provider.

## **13 OWNERSHIP OF MATERIAL AND INTELLECTUAL PROPERTY**

- Any information provided by the GDARD to the Service Provider and documentation produced by the Service Provider in performance of the services, shall belong to and remain the property of the government of the Republic of South Africa as represented by the GDARD, and will not be used by the Service Provider for any purpose other than in accordance with the agreement, or by written permission of the GDARD.
- Upon termination of the agreement for any reason whatsoever, the Service Provider must return all materials in its possession to the GDARD, regardless of whether such materials were originally supplied by the GDARD to the Service Provider or not. All web-based applications and software's generated as part of this project shall be the property of GDARD and shall be returned upon termination of the contract and shall not be utilised for any other project without the Department's consent.

## **14 DUTIES OF THE APPOINTED SERVICE PROVIDER**

The Service Provider must:

- Implement the TOR as set out in this document;
- Manage project day to day activities and operations to achieve set objectives;
- Hold monthly steering committee meetings, bi-weekly project meetings provide secretariat duties, prepare and keep reports of the proceedings;
- Be responsible for all procurement relating to the project operations, including venue preparation, where necessary, and other logistics for all the meetings and stakeholder workshops or operational aspects; and
- Submit all listed deliverables, including the final GHG Inventory and closeout report to the GDARD.

## **15 DUTIES OF THE GDARD**

The GDARD must:

- Appoint a Contact Person and a project team;
- Arrange a project initiation briefing session and subsequent project team meetings as required, with the Service Provider;
- Approve any updated project organogram;
- Provide technical advice during the implementation of the project;
- Chair steering committee meetings, review and approve proceedings of these meetings;
- Process the payments upon submission of a detailed invoice and agreed deliverables; and
- Oversee the whole project.

## **16 EVALUATION METHODOLOGY**

The tender will be evaluated and adjudicated in terms of the Public Finance Management Act (Act No. 1 of 1999), Preferential Procurement Policy Framework, Act no 5 of 2000, Preferential Procurement Regulations 2017, Supply Chain Management Policy of the Department of Agriculture and Rural Development and applicable Supply Chain Management Treasury Regulations.

The first stage will be the evaluation of bids on compliance which consist of Compliance, Administrative Requirements (Mandatory returnable Documents and other returnable documents) and Functionality criteria. During this stage, bids that do not meet the Mandatory documents requirements and the minimum threshold for functionality, will be disqualified and will not be considered for the second stage of evaluation, i.e., evaluation on Price and Preference Points.

Second Stage of evaluation: The 80/20-point system will apply to this project. 80 maximum points will apply to Price (Ps) and 20 maximum points will apply to B-BBEE status.

**The bid will be evaluated in the two stages stated below:**

**Stage 1A: Administrative Compliance Evaluation**

**Stage 1B: Functionality Evaluation**

**Stage 2: Price and Preference Points evaluation**

- ✓ **Price = 80 Points**
- ✓ **Preference = 20 Points**

## **16.1 STAGE 1: ADMINISTRATIVE COMPLIANCE AND FUNCTIONALITY EVALUATION**

### **16.1.1 Stage 1A: Mandatory Returnable Documents**

A bidder must submit the following mandatory documents as listed below

- a) A completed and signed Invitation to Bid form SBD 1;
- b) Completed and signed Bidder's Disclosure form SBD 4;
- c) Completed and signed Preference Points Claim Form SBD 6.1;
- d) Completed and signed Pricing schedule form (professional services) SBD 3.3;
- e) A detailed project implementation plan with clear timeframes including the methodology, technical approach and costing (matching exactly the amount quoted in the Pricing Schedule); and
- f) A project organogram, clearly indicating the key project team/ key expertise in relation to the project with qualifications and detailed CVs for each project team member/ key expertise, attached thereto.

**Please Note: non-adherence with the above will be cause the bid to be disqualified from the bid process.**

### 16.1.2 Stage 1A: Other Returnable Documents

A Bidder must also submit the following returnable documents:

- a) Complete the list of projects completed and client contact details (Annexure A)
- b) A valid original or certified copy of a B-BBEE Status Level Verification Certificate, issued by a SANAS accredited B-BBEE Verification Agency
- c) In case of EME/QSE, a valid original copy of a Sworn Affidavit
- d) In case of a trust, consortium or joint venture (including unincorporated consortia and joint ventures):
  - A valid original or certified copy of a consolidated B-BBEE Status Level Verification Certificate issued by a SANAS accredited B-BBEE Verification Agency
  - An original or copy of the signed teaming agreement (the agreement must be signed by all party representatives, clearly indicate the leading partner and revenue split).
- e) Proof of registration with the National Treasury Central Supplier Database (CSD) (in the case of a partnership/consortium/joint venture, proof for each party is to be submitted)
- f) A valid Tax Compliance Status (TCS) pin from SARS (in the case of a partnership/consortium/joint venture, a TCS pin from SARS, for each party is to be submitted)

### 16.1.3 Stage 1A: BEE Validation Requirements

- a) Valid BBBEE certificate (issued by an agency accredited by SANAS) or Valid Sworn Affidavit signed by the EME/QSE representative and commissioned by a Commissioner of Oaths, on the templates issued by the DTIC or the CIPC or a B-BBEE certificate issued by the Companies and Intellectual Property Commission
- b) In case of a JV, the tenderer must provide a joint venture agreement signed by all parties and proof of a consolidated Valid BBBEE Certificate is required. (Both the agreement and the consolidated Valid BBBEE Certificate must be submitted).
- a) A Bidder who qualifies as an Exempted Micro Enterprises (EME's) must submit a valid sworn affidavit.
- b) A Bidder who qualifies as a Qualifying Small Enterprises (QSE's) and is more than 51% black owned must submit a valid sworn affidavit.
- c) A Bidder who qualifies as a Qualifying Small Enterprises (QSE's) and is less than 51% black owned must submit a B-BBEE verification certificate issued by an Agency accredited by SANAS (South African National Accreditation System) which has to be valid,
- d) Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their tenders.
- e) Valid Sworn Affidavits must comply with the requirements outlined in the Justices of the Peace and Commissioners of Oaths Act, no 16 of 1963 and its Regulations promulgated in Government Notice GNR 1258 of 21 July 1972 Justices of the Peace and Commissioners of Oaths Act, No. 16 of 1963.
- f) The deponent shall sign the declaration in the presence of the commissioner of oaths (COA).

- g) Below the deponent's signature the COA shall certify that the deponent has acknowledged that he knows and understands the contents of the declaration and the COA shall state the manner, place, and date of taking the declaration.
- h) The COA shall sign the declaration and print his full name and business address below his signature; and state his designation and the area for which he holds his appointment, or the office held by him if he holds his appointment ex officio.

#### 16.1.4 Stage 1B: Functionality Evaluation

Stage 1B will entail the evaluation of bids on functionality, as per the criteria contained in the table below – the total functionality points are 100 and the minimum functionality threshold is 65 points. During this stage bids that do not meet the minimum threshold for functionality will be disqualified and will not be considered for the second stage of evaluation i.e., evaluation on price and preference. It must be noted that the functionality points allocated will not form part of the total preference points.

***Note: Any supplier scoring less than 65 points during this stage of evaluation shall not be considered for the next stage of the evaluation process.***

#### FUNCTIONALITY EVALUATION CRITERIA

Evaluation Criteria	Requirements	Maximum Number of Points
<b>1. Bidder's proof of company</b> experience and expertise in successfully undertaking similar projects, particularly in the environmental field relating to Climate Change, Developing GHG emissions Inventories, Mitigation Assessments, Carbon Footprint Assessments, and Non-Greenhouse gas emissions (air pollutants) Assessments and Environmental Information Management Systems.	<ul style="list-style-type: none"> <li>• 5 or more successfully completed projects with completion certificates/letters indicating that projects were successfully completed = 20 points</li> <li>• 4 successfully completed projects with completion certificates/letters indicating that projects were successfully completed = 16 points</li> <li>• 3 successfully completed projects with completion certificates/letters indicating that projects were successfully completed = 12 points</li> </ul>	20

Evaluation Criteria	Requirements	Maximum Number of Points
	<ul style="list-style-type: none"> <li>2 successfully completed projects with completion certificates/letters indicating that projects were successfully completed = 8 points</li> <li>1 successfully completed projects with completion certificates/letters indicating that projects were successfully completed = 4 points</li> <li>0 successfully completed projects with completion certificates/letters indicating that projects were successfully completed = 0 points</li> <li>Submission of project experience not relevant to selection criteria = 0</li> </ul>	
<p><b>2. Project Manager's Experience &amp; Qualifications</b></p> <p>Illustrate educational qualifications of the Project Manager (relevant qualifications and experience) (attach Curriculum Vitae and certified copies of qualifications). Illustrate experience in Climate Change, Developing GHG emissions Inventories, Mitigation Assessments, Carbon Footprint Assessments, and Non-Greenhouse gas emissions (air pollutants) Assessments and Environmental Information Management Systems.</p>	<p><b>Project Manager Qualification</b></p> <ul style="list-style-type: none"> <li>Attach a certified copy of a BSc (hons) degree (NQF level 8) or higher Natural Sciences / Environmental Sciences / Environmental Management/ Climate Change/Air Quality Management and Monitoring/ Physical Sciences = 5 points.</li> <li>No BSc (hons) degree or an Equivalent Qualification in Natural Sciences/ Environmental Sciences / Environmental Management /Climate Change / Air Quality Management and Monitoring/ Physical Sciences = 0 points.</li> </ul>	10

Evaluation Criteria	Requirements	Maximum Number of Points
	<p><b>Project Manager Experience</b></p> <ul style="list-style-type: none"> <li>• Five or more years of experience in Project Management in the listed fields = 5 points.</li> <li>• Two to four years of experience in Project Management in the listed fields = 2 points.</li> <li>• Any experience less than two years = 0 points.</li> </ul>	
<p><b>3. Qualifications and Experience of the Project Technical Team</b></p> <p>Qualifications of individual team members (attach Curriculum Vitae with organogram - in particular, people that will be part of the project team). Illustrate experience in Climate Change, Developing GHG emissions Inventories, Mitigation Assessments, Carbon Footprint Assessments, and Non-Greenhouse gas emissions (air pollutants) Assessments and Environmental Information Management Systems.</p>	<p><b>Qualification</b></p> <ul style="list-style-type: none"> <li>• 1 or more members with SACNASP or equivalent registration in the field of Environmental Science= 5 points</li> <li>• 1 or more members with MSc (NQF level 9) or higher qualification in Environmental Management or Environmental Science, Climate Change, Air Quality Management and Monitoring or any other related field = 5 points</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• 1 or more members with more than 10 years' experience in the listed fields = 7 points</li> <li>• 1 or more or more members with 5 years' in the listed fields= 5 points</li> <li>• 1 member with experience up to 4 years in in the listed fields= 3 points</li> <li>• No member of the team with experience in relevant field listed = 0 points</li> </ul>	25

Evaluation Criteria	Requirements	Maximum Number of Points
<b>4. Project Organogram</b>	<ul style="list-style-type: none"> <li>• Detailed project organogram with roles and responsibilities = 5 points</li> <li>• Project organogram with no responsibilities = 3 points</li> <li>• No project organogram = 0 points</li> </ul>	<b>5</b>
<b>5. Methodology of the Project</b>	<p>A project implementation plan is required providing a detailed methodology. It must explain how the work will be done and how requirements stated in the scope of work, deliverables and duties of the Service Provider will be achieved. Details must be given how these requirements will be met in a systematic way. An activity plan/project plan showing timeframes of specific work or tasks that will be done:</p> <p>(1) Technical approach including standards and methods, how they will be done and by whom;</p> <p>(2) Project resources that will be required;</p> <p>(3) An itemised budget breakdown; linked with</p> <p>(4) Expected deliverables.</p> <ul style="list-style-type: none"> <li>• Methodology including all (4) aspects mentioned above = 30 points.</li> <li>• Methodology including any (3) aspects mentioned above = 20 points.</li> <li>• Methodology including any 2 or less than aspects mentioned above = 0 points.</li> <li>• No methodology provided = 0 points.</li> </ul> <p>(No points will be given to 2 or less aspects covered.)</p>	30

Evaluation Criteria	Requirements	Maximum Number of Points
<b>6. Skills Transfer Plan</b>	<ul style="list-style-type: none"> <li>The skills transfer plan is reflective of the GDARD's team involvement at each and every activity with specific tasks for them to implement = 10 points</li> <li>The skills transfer plan with only each project activity breakdown with no indication of involvement of GDARD team = 5 points</li> <li>Failure to demonstrate the skills transfer plan including the GDARD's project team = 0</li> </ul>	10
<b>TOTAL</b>	<b>Maximum score for Stage 1</b>	<b>100</b>
<b>Minimum Threshold</b>	<b>65 points</b>	

## 16.2 STAGE 2: PRICE AND PREFERENCE POINTS EVALUATION

Will be scored as follows:

AREAS	POINTS
Price	80
B-BBEE Status Level of Contributor	20

Bids will be evaluated in terms of the **80/20** Preference Point System.

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

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

### Points Awarded for B-BBEE Status Level of Contributor

In terms of Regulations 6(1) and 6(2) of the Preferential Procurement Regulations, 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

**Please Note: All points will be allocated in accordance with the PPPFA, as well as the Preferential Procurement Regulations, 2017, as at the date of tender closure, and available on [www.treasury.gov.za](http://www.treasury.gov.za)**

### 17 PROPOSAL PREPARATION INSTRUCTIONS

In responding to the RFP, the Bidder accepts full responsibility to have an understanding of the RFP in its entirety, and in detail, including making any inquiries to the GDARD as necessary to gain such understanding. The GDARD reserves the right to disqualify any bidder who demonstrates less than such understanding as contained in this specification and to cancel the award if an award has been made. Such disqualification and /or cancellation shall be at no fault or liability whatsoever to the GDARD. Questions concerning this RFP must be submitted in writing to the officials listed under the Enquiries Section.

### 18 DURATION

The contract will be for a period of twelve (12) months from the date of appointment. The GHG inventory report and all applicable deliverables must be finalised within 12 months.

## 19 SUBMISSION OF PROJECT PROPOSAL

- Bidder must deliver two copies (one hard copy and one electronic copy) of the project proposal and supporting documentation,
- Ensure that pages are completed in full and signed by authorised representative (s) of the bidder. The address for delivery of package is as follows: **Gauteng Provincial Treasury, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg.**
- Proposals must be:
  - marked with the relevant tender number;
  - clearly indexed; and
  - delivered sealed.
- The following information must appear on the outside of the sealed proposal:
  - Name of Bidder;
  - Description of proposal;
  - RFP Number; and
  - Closing date and time.

## 20 COMPULSORY BRIEFING SESSION

No compulsory tender briefing session will be held.

## 21 GDARD RIGHTS

The GDARD reserves the following rights:

- Not to accept any of the bids submitted; and
- To withdraw or amend any of the bid conditions by notice in writing to all bidders before the tender closure.

## 22 CONTRACTUAL AND OTHER ARRANGEMENTS

The following must be noted:

- The TOR, the project proposal, and the associated tender documentation will serve as an agreement between the GDARD and the appointed Service Provider. However, a further formal (professional services) contract will be drawn up detailing all contractual obligations, and it will be expected of the Service Provider to sign such contract with the GDARD eventually.
- The bidders are expected to provide the total bid amount including costs for all work to be conducted as stipulated in the Terms of Reference.

- The Service Provider will report directly and hand over all deliverables to be reviewed and sanctioned to the GDARD's project manager.
- Once appointed, the purchase order number will be issued to the Service Provider, which must be used in all future financial related correspondence.
- Payment will be made after completion, review and approval of each deliverable received from the Service Provider.
- The invoice must detail specific activities performed.
- No up-front payments will be made.
- The GDARD will pay for satisfactory completion of work within 30 days of submission of invoice.
- GPT electronic invoice submission and tracking Section 38(1)(f) of the PFMA and Treasury Regulation 8.2.3 requires payment to suppliers/Service Providers within 30 days of invoice receipt. In support of this, it is compulsory for the successful bidder/s, on award, to register for GPT Electronic Invoice Submission and Tracking. The GPT shall assist the successful bidder/s in this regard, if required.

## 23 GDARD CONTACT PERSONS

### **Supply Chain Management related queries may be directed to:**

- Ms. Lindi Ngati  
Directorate: Supply Chain Management  
Email: [ursula.ngati@gauteng.gov.za](mailto:ursula.ngati@gauteng.gov.za)

### **Technical enquiries should be directed to:**

- Mr. Mathews Sebonego  
Climate Change Mitigation (EPPC)  
Email: [Mathews.Sebonego@gauteng.gov.za](mailto:Mathews.Sebonego@gauteng.gov.za); or
- Mr. Aristotelis Kapsosideris  
Climate Change Mitigation (EPPC)  
Email: [Aristotelis.Kapsosideris@gauteng.gov.za](mailto:Aristotelis.Kapsosideris@gauteng.gov.za); or
- Ms Basani Ndindani  
Director: Environmental Policy, Planning & Coordination (EPPC)  
Email: [Basani.Ndindani@gauteng.gov.za](mailto:Basani.Ndindani@gauteng.gov.za)

**ANNEXURE A: LIST OF PROJECTS SUCCESSFULLY COMPLETED TOGETHER WITH RELEVANT CLIENT  
CONTACT DETAILS**

#	NAME OF THE CLIENT	PROJECT DESCRIPTION AND NATURE/ SCOPE OF WORK	CONTRACT VALUE	PROJECT DURATION & YEAR COMPLETED	NAME OF CONTACT PERSON	CONTACT DETAILS (TELEPHONE NUMBER AND EMAIL)
1						
2						
3						
4						
5						
6						
7						
8						



# Provincial Supply Chain Management

Registered Supplier Confirmation

Page 1 of 1

**THIS FORM IS TO BE COMPLETED BY REGISTERED SUPPLIERS ONLY**

**PLEASE NOTE:**

SUPPLIERS ARE REQUIRED TO PROVIDE THEIR REGISTERED CENTRAL SUPPLIER DATABASE (CSD) NUMBER \_\_\_\_\_

For confirmation of your supplier number and/or any assistance please call the GPT Call Centre on **0860 011 000**.

Registered Suppliers to ensure that all details completed below are CURRENT.

MANDATORY SUPPLIER DETAILS			
GPT Supplier number			
Company name (Legal & Trade as)			
Company registration No.			
Tax Number			
VAT number (If applicable)			
COIDA certificate No.			
UIF reference No.			
Street Address		Postal Address	
CONTACT DETAILS			
Contact Person		Telephone Number	
Fax Number		Cell Number	
e-mail address		Principal's Id number	
BANKING DETAILS (in the name of the Company)			
Bank Name		Branch Code	
Account Number		Type of Account	

**I HEREBY CERTIFY THAT THIS INFORMATION IS CORRECT.**

Name(s) & Signature(s) of Bidder(s)

DATE:



# Provincial Supply Chain Management

## Tax Clearance Requirements

Page 1 of 1

### IT IS A CONDITION OF BIDDING THAT -

- 1.1 The taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with the South African Revenue Service to meet his / her tax obligations.
- 1.2 The South African Revenue Service (SARS) from the 18 April 2016 has introduced an enhanced Tax Compliance Status System, whereby taxpayers will obtain their Tax Compliance Status (TCS) PIN instead of original Tax Clearance Certificate hard copies.
- 1.3 Bidders are required to submit their unique Personal Identification Number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and Tax Status.
- 1.4 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).
- 1.5 In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Compliance Status (TCS) / PIN / CSD Number.
- 1.6 Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD Number must be provided.

### QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 2.1 Is the bidder a resident of the Republic of South Africa (RSA)?
- 2.2 Does the bidder have a branch in RSA?
- 2.3 Does the bidder have a permanent establishment in the RSA?
- 2.4 Does the bidder have any source of income in the RSA?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS/TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER ABOVE 1.4 ABOVE.**



# Provincial Supply Chain Management

## Financial Statements

Page 1 of 1

### Submission of Financial Statements

The latest financial statements for the last two years are required (except if it is a new or a dormant entity)

- a) Financial statements must be signed by the auditor (in the case of companies) or the accounting officer (in the case of close corporations) the owner (in case of sole proprietors). Signatures must be on the accounting officer's / auditors report on the auditor's /accounting officer's letterhead.
- b) Financial statements must be signed by the member/s (in the case of close corporations) or by the director/s (in the case of companies.)
- c) In bids where consortia/joint ventures/sub-contractors and partnerships are involved, all bidders must submit their financial statements.
- d) If it is a new or dormant entity an opening set of financial statements must be submitted with the tender document. A letter from the auditor (in the case of companies) or the accounting officer (in the case of close corporations) stating that the entity has not yet traded must be attached.
- e) In cases where an entity has operated for a period less than a year the Management Accounts Report for the period in operation must be submitted signed accordingly as stated in paragraph (a) and (b) of this document.
- f) In cases where the entity has operated for a period more than a year but less than two years, then the financial statement for the first year of operation signed accordingly as per paragraph (a) and (b) of this document must be submitted.

## 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
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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.

  

<b>8. Inspections, tests and analyses</b>	<ol style="list-style-type: none"><li>8.1 All pre-bidding testing will be for the account of the bidder.</li><li>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.</li><li>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.</li><li>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.</li><li>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.</li><li>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.</li><li>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</li></ol>
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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,

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

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

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

Js General Conditions of Contract (revised July 2010)