



forestry, fisheries & the environment

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

INVITATION TO BID **BID NUMBER: DFFE-T109(22/23)**

THE APPOINTMENT OF THE SERVICE PROVIDER WHO WILL ASSIST THABO MAFUTSANYANA DISTRICT MUNICIPALITY TO DEVELOP AN AIR QUALITY MANAGEMENT PLAN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS.

Contact persons:

Name : Mr Lebogang Mphuthi
Office Telephone No. : 012 399 8757
E-Mail : Lmphuthi@dffe.gov.za

Name : Mr Victor Loate
Office Telephone No. : 012 399 9202
E-Mail : vloate@dffe.gov.za

NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION.

Company name	Supplier registration number	Unique reference number	
			Main contractor
			Sub-contracted/ joint venture comp 1
			Sub-contracted/ joint venture comp 2

CLOSING DATE OF THE BID: 28 APRIL 2023 AT 11H00_AM

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DFFE- T109(22/23)	CLOSING DATE:	28 APRIL 2023	CLOSING TIME:	11:00 am
DESCRIPTION	APPOINTMENT OF THE SERVICE PROVIDER WHO WILL ASSIST THABO MAFUTSANYANA DISTRICT MUNICIPALITY TO DEVELOP AN AIR QUALITY MANAGEMENT PLAN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department of Forestry, Fisheries and the Environment ; The Environment House,					
473 Steve Biko Road; Cnr Soutpansberg and Steve Biko Road, Arcadia Pretoria /Tshwane					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM		CONTACT PERSON	Mr Lebogang Mphuthi / Mr Victor Loate	
TELEPHONE NUMBER	012 399 9670/9671/9055		TELEPHONE NUMBER	012 399 8757 / 012 399 9202	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Tenders@dfpe.gov.za		E-MAIL ADDRESS	Lmphuthi@dfpe.gov.za / vloate@dfpe.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

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

DATE:

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO: DFFE-T109 (22/23)
CLOSING TIME 11h00 am	CLOSING DATE: 28 APRIL 2023

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

DESCRIPTION: APPOINTMENT OF THE SERVICE PROVIDER WHO WILL ASSIST THABO MAFUTSANYANA DISTRICT MUNICIPALITY TO DEVELOP AN AIR QUALITY MANAGEMENT PLAN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS.

**(ALL APPLICABLE TAXES INCLUDED)

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

R.....

4. PERSON AND POSITION

	HOURLY RATE	DAILY RATE
--	-------------	------------

.....	R.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

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

TOTAL: R.....

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

Name of Bidder:

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

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

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

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

Department of Forestry Fisheries and the Environment

Contact Person: SCM Management
Tel: (012) 399 9670/9671/9055
E-mail: Tenders@dfpe.gov.za

Or for technical information –

Name : Mr Lebogang Mphuthi / Mr Victor Loate
Office Telephone No. : 012 399 8757 / 012 399 9202
E-Mail : Lmphuthi@dfpe.gov.za / vloate@dfpe.gov.za

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....
Signature	Date
.....
Position	Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- The applicable preference point system for this tender is the 80/20 preference point system.

1.2 Points for this tender shall be awarded for:

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

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

The total points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations,

competitive tendering process or any other method envisaged in legislation;

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

- (a) any other invitation for tender, that is 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for 80/20 preference point system.

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

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

The specific goals allocated points in terms of this tender	A: Number of points allocated (80/20 system) (To be completed by the organ of state)	B: Number of points claimed (80/20 system) (To be completed by the tenderer) B=A(20)
more than 50% (fifty percent) ownership by Black people	20	
more than 50% (fifty percent) ownership by Women	20	
more than 50% (fifty percent) ownership by people with disabilities	20	
NB: POINTS CLAIMED BY SUPPLIER MUST BE THE SAME AS POINTS IN A FOR SPECIFIC GOALS		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....



**forestry, fisheries
& the environment**

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE) AS AN ORGAN OF STATE SUBSCRIBES TO AND PROPAGATES THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 (ACT NO. 5 OF 2000) AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

TERMS OF REFERENCE

FOR THE APPOINTMENT OF THE SERVICE PROVIDER WHO WILL ASSIST THABO MAFUTSANYANA DISTRICT MUNICIPALITY TO DEVELOP AN AIR QUALITY MANAGEMENT PLAN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

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1. PURPOSE

- 1.1. To appoint a service provider who will assist Thabo Mofutsanyane District Municipality to develop Air Quality Management Plan (AQMP), and compilation of Air Quality Management by-law for the enforcement of the implementation of AQMP.

2. INTRODUCTION AND BACKGROUND

- 2.1. Thabo Mofutsanyane District Municipality (TMDM) is a Category C municipality located in the eastern Free State Province, and borders on Lesotho and the provinces of KwaZulu-Natal and Mpumalanga. It covers an area of 32 734km², the district makes up almost a third of the geographical area of the province. It comprises of six (06) local municipalities: Setsoto, Dihlabeng, Nketoana, Maluti-a-Phofung, Phumelela and Mantsopa. Despite all the socio-economic challenges facing this district, the area has huge potential for tourism development because of its scenic beauty and its rich cultural heritage. The N3 and N5 National Roads pass through the district, and the famous Golden Gate is found in the area on the slopes of the Drakensberg Mountains.
- 2.2. The air quality in Thabo Mofutsanyane District Municipality (TMDM) has been exceeding the National Ambient Air Quality Standard (NAAQS) due to numerous air pollution sources, from both natural and anthropogenic source in the area, such as, but not limited to :
 - 2.2.1. the use of fossil fuels in household fuel burning, small and large industrial sources, biomass burning, , domestic waste burning;
 - 2.2.2. natural sources are wildfires from agricultural activities that result in the production of smoke, carbon dioxide and carbon monoxide, and keeping domestic animals such as livestock which release methane.
 - 2.2.3. Transport emissions are believed to significant contributors to poor air quality in the province and the district. These are facilitated by the presence of national and provincial road networks that link different localities within the province, as well as linking South Africa to Lesotho.
- 2.3. Further details of the quantified emission sources must be provided in the baseline assessment report.
- 2.4. All those abovementioned sources have the potential to impact negatively on the ambient air quality of the district and could cause both environmental and health impacts. urgent action will be required to address air pollution in the area before it deteriorate into another poor hotspot areas such as the Highveld priority area or the Vaal triangle airshed priority area. It is therefore, the duty of government to protect the constitutional rights of people from the harmful effects of air pollution and addressing air quality.

- 2.5. In terms of Section 15(1) of Chapter 3 of the National Environmental Management: Air Quality Act, (Act No. 39 of 2004) each National governmental department or province responsible for preparing an Environmental Implementation Plan (EIP) and or Environmental Management Plan (EMP) is required to include an Air Quality Management Plan (AQMP) as part of that plan. Furthermore, Section 15(2) of the Air Quality Act requires each municipality to include an AQMP in its Integrated Development Plan (IDP) as required in terms of Chapter 5 of the Municipal Systems Act. In addition, the National Air Quality Framework for air quality management provides mandate for the District municipalities to develop strategies towards the management of air quality in their area of jurisdiction.
- 2.6. Some of the air quality initiatives in TMDM include: the availability of one (01) ambient air quality monitoring station; Air Quality Industrial Audit conducted, participating in air quality management projects such as climate change roll out of wonder bag, climate change food garden, climate change school water rain harvesting, and climate change roll out of energy saving bulbs. However, the TMDM does not have an AQMP nor the air quality management by-law in place, and this makes it difficult for the district to have a budget for AQM, and it also becomes a challenge to conduct ambient air quality monitoring due to lack of AQMP as well as AQM by laws.
- 2.7. The development of AQMP and AQM By laws will result in the establishment of functional AQM function as well as securing a budget allocation for the management of air quality function through IDP. Furthermore, the baseline assessment will identify and quantify all sources of air pollution, which will be followed by the development of air quality interventions that will be implemented over a period of time to bring air quality in the TMDM into compliance with the NAAQS.
- 2.8. The development of Air Quality Management by-law will provide in conjunction with any other applicable law, an effective legal and administrative framework within which the municipality can manage and regulate activities that have a potential to adversely impact the environment, public health and wellbeing of any persons or living organisms. The by-law will be used to enforce the implementation of the AQMP, and to ensure that air pollution is avoided, or where it cannot be altogether avoided, mitigated or minimised. The adoption of the by-law will provide an effective tool for proper control, regulate, manage and govern the air pollution throughout the municipal area of the district, and will give effect to the applicable provisions of the National Environmental Management Act, 1997 (Act 107 of 1998), read with the applicable provisions of the National Environmental: Air Quality Act, 2004 (Act 39 of 2004) (hereafter "the AQA"). The by-law will be adopted in compliance with the provisions of section 13 of the Local Government: Municipal Systems Act, 2000 (Act No: 32 of 2000).
- 2.9. The AQMP development and AQ by-law compilation will be outsourced to an independent service provider through a tender process.

3. OBJECTIVES

- 3.1. The main aim of the project is to develop the Air Quality Management Plan (AQMP) and compile the Air Quality Management by-law for the enforcement of the implementation of AQMP for Thabo Mofutsanyane District Municipality (TMDM).

4. SCOPE AND EXTENT OF WORK

- 4.1. The role of the service provider/s is to assist with the development of AQMP for TMDM and compilation of the AQM by-law in accordance with the provision of the National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2004).

- 4.2. The appointed service provider will be required to develop the following:

- 4.2.1 Project Process Plan;
- 4.2.2 Baseline Assessment (Emission inventory, Ambient air monitoring and Dispersion modelling);
- 4.2.3 Intervention Scenarios;
- 4.2.4 Intervention Activities;
- 4.2.5 Implementation Plan;
- 4.2.6 Monitoring and Evaluation Tool;
- 4.2.7 Draft Air Quality Management Plan for *Thabo Mofutsanyane District Municipality*;
- 4.2.8 Final Second-Generation Air Quality Management Plan for *Thabo Mofutsanyane District Municipality*;
- 4.2.9 Capacity building;
- 4.2.10 Participation and efficient and effective intergovernmental coordination and cooperation;
- 4.2.11 Development of the Air Quality Management by-law for enforce implementation of AQMP; and
- 4.2.12 Compilation of the AQM by-law for the district.

4.3. DETAILED DESCRIPTION OF THE SCOPE AND EXTENT OF WORK

4.3.1 OUTPUT A: PROJECT PROCESS PLAN

The appointed service provider will carry out all the work required to develop the project process plan for the *Thabo Mofutsanyane District Municipality* AQMP report and compilation of the AQM by-law. This process plan should include, amongst others:

- i. A detailed description of how the appointed service provider intends to establish the *Thabo Mofutsanyane District Municipality* AQMP (Including the AQM by-law) focusing on the scope provided above.
- ii. A Gantt Bar Chart detailing the timing and critical path of key activities and milestones.

- iii. Develop the capacity building plan as part of the project; and
- iv. Methodology and/or best practice in the field of air quality management planning.

Table 1: Output A: Project Process Plan Success Indicators

Description	Verifiable Indicator	Means of verification
Output A: TMDM AQMP Process Plan	A clear and unambiguous plan on how the project will be conducted	Process plan approved by the PSC

4.3.2 **OUTPUTS B: BASELINE ASSESSMENT REPORT**

The Service provider will be required to undertake the following Activities aimed at building up the Baseline Assessment Report, namely: development of the Background report, compilation of the regional Emission Inventory, Ambient air quality assessment chapters, conducting the photochemical modelling.

4.3.2.1 **Activity B1: Background Assessment**

The appointed service provider will carry out all the required meetings, interviews, literature reviews, data collection, data analysis, etc. required to compile the initial chapter of TMDM AQMP Air Quality Management (AQMP), namely, the Baseline Assessment. This assessment should review available information to generate a chapter that, among others:

- i. Describes the geographic background of the area (climate, topography, land use, etc.).
- ii. Description of meteorology and climate of the area.
- iii. Population statistics of the area.
- iv. Describes sources of air pollution.
- v. Clearly describes the current ambient air quality in the area and compares this to national standards.
- vi. Describes the cause-and-effect relationships that give rise to the significant sources of air pollution.
- vii. Provides details on any future threats to air quality in the area.
- viii. Identify and review recent and current air quality studies in the study area.
- ix. Available capacities in the different spheres of government.
- x. Structures that are available to encourage participatory governance and stakeholder engagements; and
- xi. Identify gaps in the AQMP and the implementation plan.

4.3.2.2 **Activity B2: Emission Inventory**

- i. The appointed service provider will be required to develop a detailed emission inventory for the TMDM as well as for the domain to be used for photochemical modelling, in the regional domain.
- ii. This regional modelling domain must include the Vaal Triangle Airshed Priority Area and stretch as far out as far as Potchefstroom and Limpopo in order for the baseline to fully establish the regional dispersion of emissions.
- iii. The service provider will be required develop a comprehensive regional emission inventory which covers all major sources, but not limited to:

4.3.2.3 **Activity B3 Ambient Air Quality Assessment**

The service provider will deliver the following:

- i. Clearly describe the current ambient air quality in the area and compares this to national standards and assess this in relation to pollution sources.
- ii. Identify information gaps.
- iii. Analyze monitoring data and establish trends in ambient air quality since the promulgation of the TMDM AQMP; and
- iv. Following the completion of the ambient air quality assessment, the service provider will be required to hand over all the input and output data used during the analysis.

4.3.2.4 **Activity B4: Regional Photochemical Modelling**

- i. The service provider will be required to use photochemical modelling at a regional scale approach. However, final decision on the modeling approach should be discussed and approved by DFFE prior to any work commencement and should be in line with the proposed Guideline to Air Dispersion Modelling for Air Quality Management in South Africa, published on the 14 December 2012 (Gazette No. 35981).
- ii. The service provider will undertake the photochemical modelling exercise to assess the impact of all emission sources identified in 4.3.2.2; and provide air pollution dispersion modelling results that characterizes the impact of air pollution on ambient air quality in both time and space.
- iii. Upon completion of the project the service provider will supply the Department with copies of all input data, model parameterization and post-processing files.

Table 2: Outputs B: Baseline Assessment Report - Success Indicators

Description	Verifiable Indicator	Means of verification
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Output of Activity B: Baseline Assessment Report- Success Indicator	A comprehensive baseline assessment report with verifiable information; plus, emission inventory database, ambient air quality data analysis, and dispersion modelling files	A baseline Assessment Report
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4.3.3 **OUTPUT C: STRATEGY AND SCENARIO DEVELOPMENT**

4.3.3.1 **Output C1: Scenario development**

- i. The service provider will be required to develop scenarios that depicts changes required to meet the ambient air quality standard.

4.3.3.2 **Output C2: Strategy development –Success indicator**

- i. The service provider will be required to conduct stakeholders’ workshops, to develop a strategy that will inform the development of AQMP intervention. DFFE will be responsible for the logistics of the two stakeholder’s workshop.

Table 3: Output C: Strategy development –Success indicator

Description	Verifiable Indicator	Means of verification
Output of Activity C: Strategy and scenario development –Success indicator	A chapter defining strategies that will inform AQMP interventions, and emission sources scenarios chapter compiled	Strategy and scenarios

4.3.4 **OUTPUT D: IMPLEMENTATION PLAN**

4.3.4.1 **Activity D1: Intervention description**

The service provider will be required to work in close collaboration with DFFE, TMDM and stakeholders to develop interventions that will be implemented over a period of time to ensure that air in the TMDM meets the NAAQS. The outcomes of the strategy will be used to identify possible intervention required to improve air quality in the area. The service provider will then carry out all the work required to compile the chapters of the plan that detail these interventions (in the context of AQMP implementation Plan). In this regard, the appointed service provider must participate in any identified bi-lateral meetings with key-stakeholders.

Each, specific intervention should be incorporated into an implementation plan and must describe, among others:

- i. Intervention objective (with details of expected air quality impacts).
- ii. Activities.

- iii. Indicators and targets.
- iv. Inputs required to implement the AQMP (e.g., financial, human, and technological resource inputs).
- v. Timing and responsibilities; and
- vi. Financial implications of the interventions.

4.3.4.2 Activity D2: Prioritisation of Interventions

The service provider with the assistance of the stakeholders will be required to:

- i. Prioritise interventions based on their potential effectiveness in improving the state of air in the area; and
- ii. Provide a quantitative and qualitative rationale for prioritising specific interventions using the source apportionment study and the modelling results under output B4.

4.3.4.3. Compilation of the implementation plan

- i. Based on activities D1 – D2 above, the service provider will be required to compile a draft Implementation plan with SMART objectives, clear activity descriptions, clear resource requirements, clear responsibilities and indicators.

Table 4: Output of Activity D: Implementation plan -Success Indicators

Description	Verifiable Indicator	Means of verification
Output D: Implementation Plan - Success Indicator	Implementation plan with SMART objectives, clear activity descriptions, clear resource requirements, clear responsibilities, and indicators	Implementation plan

4.3.5 OUTPUT E: MONITORING AND EVALUATION

The service provider will be required compile the monitoring and evaluation tool and template on how the department should conduct the monitoring and evaluation for the implementation of AQMP.

Table 5: Output of Activity E: Monitoring and Evaluation - Success Indicators

Description	Verifiable Indicator	Means of verification
Output E: Monitoring and Evaluation - success indicator	A well-defined Monitoring and Evaluation Guideline for the Revised AQMP	Monitoring and Evaluation Guideline and a template

4.3.6 **OUTPUT F: DRAFT THABO MOFUTSANYANE AREA AIR QUALITY MANAGEMENT PLAN**

The appointed service provider will carry out all the work required to compile the Draft Thabo Mofutsanyane Air Quality Management Plan. The draft plan will be informed by the approved structure, and it should include, mainly:

- i. Baseline assessment.
- ii. Strategy and scenario development.
- iii. Implementation plan; and
- iv. Monitoring and evaluation.

DFFE will be responsible for publishing the draft AQMP and compile the stakeholder's comments database thereafter.

Table 6: Output F: Draft Thabo Mofutsanyane Air Quality Management Plan - Success Indicators

Description	Verifiable Indicator	Means of verification
Output F: Draft Thabo Mofutsanyane District Municipality Air Quality Management Plan- Success Indicators	A draft AQMP based on current, accurate and relevant information, informed by best practice in the field of air quality management and that provides a clear and practical plan to efficiently and effectively bring air quality in the area into sustainable compliance with national ambient air quality standards within agreed timeframes.	Draft MDM AQMP

4.3.7 **OUTPUT G: FINAL THABO MOFUTSANYANE DISTRICT MUNICIPALITY AIR QUALITY MANAGEMENT PLAN**

- i. The appointed service provider will work in collaboration with DFFE, TMDM to respond to stakeholder's comments database, as well as carrying out all the work required to effect changes received from stakeholder's consultation process into the final AQMP.
- ii. In order to facilitate approval, the service provider must compile an executive summary of the final Thabo Mofutsanyane district municipality Air Quality Management Plan and a Power Point presentation that summarizes key elements and interventions contained in the draft plan.

Table 7: Output G: Final TMDM Air Quality Management Plan - Success Indicator

Description	Verifiable Indicator	Means of verification
Output G: Final Thabo Mofutsanyane District Municipality Air Quality Management Plan - Success Indicator	A plan based on current, accurate and relevant information, informed by best practice in the field of air quality management and that provides a clear and practical plan to efficiently and effectively bring air quality in the area into sustainable compliance with national ambient air quality standards within agreed timeframes.	Final QMP compiled Executive summary and power point presentation compiled

4.3.8 **OUTPUT H: CAPACITY BUILDING/ DEVELOPMENT**

- i. The service provider must implement a capacity building plan outlined in output 4.3.1(iii)- The Department will assign two officials to work fulltime on this project. The service provider will be required to engage and involve these departmental personnel in all aspects of the project and provide hands-on training, mentorship and ensure effective skills-transfer.
- ii. As part of skills transfer, the service provider also be required to provide a two (02) days training to Thabo Mofutsanyane officials responsible for implementing the TMDM AQMP. A skills gap analysis should be conducted to inform the type of training required for Authorities, and all logistics for the training will be handled by DFFE.

Table 8 :Output H: Capacity development - Success Indicators

Description	Verifiable Indicator	Means of verification
Output H: Capacity Development – success indicator	Active involvement of departmental staff in the implementation of the project.	Training manual developed Attendance register

Given all the above, the scope of work will include, but is not limited to, conducting research, meetings, interviews, workshop facilitation and/or participation to Project Steering Committee and the Air Quality officers' forum, training courses, management and administrative activities required to generate the required project deliverables as detailed in the terms of reference.

4.3.9 **OUTPUT I: COMPILATION OF THE AIR QUALITY MANAGEMENT BY-LAW FOR THE ENFORCEMENT OF AIR QUALITY MANAGEMENT PLAN**

- i. The appointed service provider will be required to compile Air Quality Management by-law for the enforcement of Air Quality Management Plan.

Table 9: Output of Activity I: Compilation the draft Air quality Management by-law - Success Indicators

Description	Verifiable Indicator	Means of verification
Output I: Compilation of the Air quality Management by-law for the enforcement of Air Quality Management Plan - success indicator	A well-defined Air quality Management by-law for the enforcement of Air Quality Management Plan	Air quality Management by-law for the enforcement of Air Quality Management Plan

Given the above, the scope of work will include, but is not limited to, conducting research, meetings, interviews, workshop facilitation, training courses, management and administrative activities required to generate the required project deliverables.

5. EXPECTED DELIVERABLES / OUTCOMES

5.3. The performance measures for the TMDM Air Quality Management Plan (AQMP) will be closely monitored by DFFE and TMDM. The service provider's performance will be measured through the following outputs:

- 5.1.1. Established status of the air quality in the TDMD.
- 5.1.2. Developed baseline of ambient air quality and set associated objectives for the area, with a view to possibly inform the design of a AQMP Strategy.
- 5.1.3. Set goals to improve the quality of the air and provide a basis for the development of implementation strategies.
- 5.1.4. Identified gaps and recommendations provided to strengthen the implementation of intervention.
- 5.1.5. Current and future economic realities and their associated impacts thereof identified.
- 5.1.6. Possible need for changes identified to functional and operational structures, AQM systems, and management objectives in light of poor performances, changing circumstances, the commitment to continual improvement and any other relevant factors.
- 5.1.7. Developed and modelled intervention scenarios that will improve air quality in the area.
- 5.1.8. Developed interventions/ emissions reduction strategies with SMART (Specific, Measurable, Attainable, Reliable and time bound) goals to improve ambient air quality in a cost-effective manner.
- 5.1.9. Facilitated different stakeholder engagements from government, communities, industries, and others; and
- 5.1.10. Compilation of the Air quality Management by-law for enforcement implementation of AQMPs.

6. PERIOD / DURATION OF PROJECT / ASSIGNMENT

- 6.3. The contract period for the development of AQMP for TMDM will be for a period of twenty-four months (24), after the signing of the SLA by both parties, and the issuing of the order number by the supply chain department. The details of which will be set out in the Service Level Agreement (SLA).

7. INFORMATION SITE VISITS

- 7.3. There will be NO information session with any representative from DFFE.
- 7.4. Request for clarification of the tender document, questions or queries, if necessary, must be submitted to DFFE representative as listed under technical enquiries at least seven (07) calendar days before the stipulated closing date and time of the tender in writing. However, DFFE shall not be liable nor assume liability for failure to respond to any questions and/or queries raised by the bidder.

8. COSTING / COMPREHENSIVE BUDGET

- 8.1. Comprehensive offer must be provided inclusive of all costs, expenses and all applicable taxes. Note: Travelling costs and time spent or incurred between home and the office of the project manager and the DFFE office will not be for the account of the DFFE.
- 8.2. A comprehensive offer must be provided in the same envelope as the technical proposal inclusive of all disbursement costs, expenses and VAT (Annexure A - Price Schedule /guidance: **(Service provider must quote for all activities as included in the Pricing Schedule unless indicated otherwise)**).
- 8.3. DFFE reserves the right to negotiate price with a recommended service provider identified in the evaluation process without offering the same opportunity to any other bidder(s) who have not been recommended.
- 8.4. Validity period is 120 days from the closing from the closing date of bid.
- 8.5. DFFE will not be held responsible for any costs incurred by the bidder in the preparation, presentation, and submission of the bids.
- 8.6. Travelling costs and time spent or incurred between home and office of service providers and DFFE office will not be for the account of DFFE.

9. EVALUATION CRITERIA

9.1. The evaluation for this bid will be carried out in the following phases:

- a) Phase 1: Pre-compliance
- b) Phase 2: Functionality Evaluation
- c) Phase 3: Price and Preference Points

9.2. PHASE 1: PRE-COMPLIANCE

9.2.1 During this phase bid documents will be reviewed to determine compliance with SCM returnable documents, tax matters and whether proof of registration on the Central Supplier Database (CSD) has been submitted with the bid documents at the closing date and time of the bid. Bids which do not satisfy the compliance criteria may not be evaluated further.

9.2.2 The bid proposal will be screened for compliance with administrative requirements as indicated below:

ITEM NO.	ADMINISTRATIVE REQUIREMENTS	CHECK/ COMPLIANCE
1	Master Bid Document	Provided and bound
2	Electronic Copy (USB)	Same as the master bid document
3	SCM - SBD 1 - Invitation to Bid	Completed and signed
4	Tax Compliance and CSD Registration	Attached CSD registration number/ Proof of CSD registration and/ or SARS Tax Pin
5	SBD 3.3 - Pricing Schedule	Completed
6	SCM - SBD 4 – Bidders Disclosure	Completed and signed
7	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Completed and signed
8	In case of bids where Consortia/ Joint Ventures, Consortia/ Joint Venture agreement signed by both parties must be submitted with bid proposal	JV agreement completed and signed, if applicable

9.3 PHASE 2: FUNCTIONALITY CRITERIA

9.3.1 Only bid proposals that meet pre-compliance requirements will be evaluated on functionality criteria.

9.3.2 The bidder must score a minimum of **75%**, during Phase 2 (functionality/ technical) of the evaluation to qualify for Phase 3 of the evaluation where only points for price and Preference Points will be considered.

9.3.3 The following values/ indicators will be applicable when evaluating functionality:

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY)	WEIGHT														
<p>A proposed project plan, methodology and management of the project in development of AQMP and municipal by-laws</p>	<ul style="list-style-type: none"> • A detailed project plan with intermediate and final outputs and identified timeframes/ milestones. • Proposed Methodology • Management of the project • The development of emission inventory • Photochemical air dispersion modelling • Published paper/ reports, project management skills • Development of Municipal by-laws, and • Stakeholder engagement <table border="1" data-bbox="528 842 1273 1621"> <thead> <tr> <th data-bbox="528 842 1123 1003">Project plan, methodology and project management in development of AQMP and Municipal by-laws</th> <th data-bbox="1123 842 1273 1003">Indicator</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 1003 1123 1171">Project plan and methodology action well broken down; with detailed objectives and milestones.</td> <td data-bbox="1123 1003 1273 1171">5</td> </tr> <tr> <td data-bbox="528 1171 1123 1339">Project plan and methodology, action identification basic; clear objectives and clear milestones.</td> <td data-bbox="1123 1171 1273 1339">4</td> </tr> <tr> <td data-bbox="528 1339 1123 1451">Action plan provided with no deliverables and timeframes.</td> <td data-bbox="1123 1339 1273 1451">3</td> </tr> <tr> <td data-bbox="528 1451 1123 1507">Limited information provided on the action plan.</td> <td data-bbox="1123 1451 1273 1507">2</td> </tr> <tr> <td data-bbox="528 1507 1123 1563">Task not well understood.</td> <td data-bbox="1123 1507 1273 1563">1</td> </tr> <tr> <td data-bbox="528 1563 1123 1621">No information provided</td> <td data-bbox="1123 1563 1273 1621">0</td> </tr> </tbody> </table>	Project plan, methodology and project management in development of AQMP and Municipal by-laws	Indicator	Project plan and methodology action well broken down; with detailed objectives and milestones.	5	Project plan and methodology, action identification basic; clear objectives and clear milestones.	4	Action plan provided with no deliverables and timeframes.	3	Limited information provided on the action plan.	2	Task not well understood.	1	No information provided	0	10
Project plan, methodology and project management in development of AQMP and Municipal by-laws	Indicator															
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Limited information provided on the action plan.	2															
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No information provided	0															
<p>Certified Qualifications of the Project Manager to be assigned to the project.</p>	<p>Project Manager's relevant qualification in the areas of chemistry/ process engineering or environmental engineering, including project management</p> <table border="1" data-bbox="528 1787 1273 2060"> <thead> <tr> <th data-bbox="528 1787 1123 1899">Qualifications of the Project Manager (Key Expert 1)</th> <th data-bbox="1123 1787 1273 1899">Indicator</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 1899 1123 1955">A Masters qualification and above</td> <td data-bbox="1123 1899 1273 1955">5</td> </tr> <tr> <td data-bbox="528 1955 1123 2011">An honours or equivalent qualification (s)</td> <td data-bbox="1123 1955 1273 2011">4</td> </tr> <tr> <td data-bbox="528 2011 1123 2060">A degree qualification (s)</td> <td data-bbox="1123 2011 1273 2060">3</td> </tr> </tbody> </table>	Qualifications of the Project Manager (Key Expert 1)	Indicator	A Masters qualification and above	5	An honours or equivalent qualification (s)	4	A degree qualification (s)	3	5						
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GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY)		WEIGHT														
	A three year diploma qualification (s)	2															
	Two years diploma or a certificates qualification (s)	1															
	No qualification (s) attached/ submitted	0															
	Relevant qualification of the Team Member (Key Expert 2) in the areas of environmental science; and environmental health,		5														
	<table border="1"> <thead> <tr> <th data-bbox="512 685 1121 797">Qualifications of Team Member (Key Expert 2)</th> <th data-bbox="1121 685 1289 797">Indicator</th> </tr> </thead> <tbody> <tr> <td data-bbox="512 797 1121 853">A Masters qualification and above</td> <td data-bbox="1121 797 1289 853">5</td> </tr> <tr> <td data-bbox="512 853 1121 909">An honours or equivalent qualification(s)</td> <td data-bbox="1121 853 1289 909">4</td> </tr> <tr> <td data-bbox="512 909 1121 965">A degree qualification(s)</td> <td data-bbox="1121 909 1289 965">3</td> </tr> <tr> <td data-bbox="512 965 1121 1021">A three year diploma qualification(s)</td> <td data-bbox="1121 965 1289 1021">2</td> </tr> <tr> <td data-bbox="512 1021 1121 1133">Two years diploma or a certificates qualification(s)</td> <td data-bbox="1121 1021 1289 1133">1</td> </tr> <tr> <td data-bbox="512 1133 1121 1189">No qualification(s) attached/ submitted</td> <td data-bbox="1121 1133 1289 1189">0</td> </tr> </tbody> </table>	Qualifications of Team Member (Key Expert 2)		Indicator	A Masters qualification and above	5	An honours or equivalent qualification(s)	4	A degree qualification(s)	3	A three year diploma qualification(s)	2	Two years diploma or a certificates qualification(s)	1	No qualification(s) attached/ submitted	0	
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Relevant qualification in the policy development as Team Member (Key Expert 3)		5															
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A degree qualification(s)	3																
A three year diploma qualification(s)	2																
Two years diploma or a certificates qualification(s)	1																
No qualification(s) attached/ submitted	0																
Technical capability/ expertise and track record of the Project Manager (Key Expert 1) to be	Bidder(s) are required to demonstrate that they have the necessary resources and technical expertise to undertake and successfully complete the project.		20														

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY)	WEIGHT														
<p>assigned to the project in development of AQMP and bi laws.</p>	<p>Bidder(s) should submit curriculum vitae for the Project Manager proposed to be employed on the project. Curriculum vitae are to include specific details of these individuals including, inter alia, relevant skills, technical qualifications and past experience in the following areas:</p> <p>a) Project management skills and stakeholder engagement in air quality field</p> <table border="1" data-bbox="531 674 1273 1234"> <thead> <tr> <th data-bbox="531 674 1123 898">Experience of Project Manager (Key Expert 1) in project management skills and stakeholder engagement in air quality field</th> <th data-bbox="1123 674 1273 898">Indicator</th> </tr> </thead> <tbody> <tr> <td data-bbox="531 898 1123 954">6 years 'or more experience</td> <td data-bbox="1123 898 1273 954">5</td> </tr> <tr> <td data-bbox="531 954 1123 1010">More than 5-6 years' experience</td> <td data-bbox="1123 954 1273 1010">4</td> </tr> <tr> <td data-bbox="531 1010 1123 1066">More than 3-4 years' experience</td> <td data-bbox="1123 1010 1273 1066">3</td> </tr> <tr> <td data-bbox="531 1066 1123 1122">More than 2-3 years' experience</td> <td data-bbox="1123 1066 1273 1122">2</td> </tr> <tr> <td data-bbox="531 1122 1123 1178">0-2 years' experience</td> <td data-bbox="1123 1122 1273 1178">1</td> </tr> <tr> <td data-bbox="531 1178 1123 1234">No experience</td> <td data-bbox="1123 1178 1273 1234">0</td> </tr> </tbody> </table>	Experience of Project Manager (Key Expert 1) in project management skills and stakeholder engagement in air quality field	Indicator	6 years 'or more experience	5	More than 5-6 years' experience	4	More than 3-4 years' experience	3	More than 2-3 years' experience	2	0-2 years' experience	1	No experience	0	
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	<p>Bidder(s) should submit curriculum vitae for the Team Member (Key Expert 2) proposed to be employed on the project. Curriculum vitae are to include specific details of these individuals including, inter alia, relevant experience and to include three contactable reference, technical qualifications and past experience in the following areas:</p> <p>a) Conducting the development of emission inventory and photochemical air dispersion modelling.</p> <p>b) In development of AQMP and Air Quality by-laws.</p> <table border="1" data-bbox="531 1731 1273 2060"> <thead> <tr> <th data-bbox="531 1731 1123 1955">Experience of Team Member (Key Expert 2) in conducting the development of emission inventory and photochemical air dispersion modelling.</th> <th data-bbox="1123 1731 1273 1955">Indicator</th> </tr> </thead> <tbody> <tr> <td data-bbox="531 1955 1123 2011">6 years 'or more experience</td> <td data-bbox="1123 1955 1273 2011">5</td> </tr> <tr> <td data-bbox="531 2011 1123 2060">More than 5-6 years' experience</td> <td data-bbox="1123 2011 1273 2060">4</td> </tr> </tbody> </table>	Experience of Team Member (Key Expert 2) in conducting the development of emission inventory and photochemical air dispersion modelling.	Indicator	6 years 'or more experience	5	More than 5-6 years' experience	4	20								
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GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY)		WEIGHT
	More than 3-4 years' experience	3	
	More than 2-3 years' experience	2	
	0-2 years' experience	1	
	No experience	0	
	Experience of Team Member (Key Expert 3) in development of AQMP and Air Quality by-laws.	Indicator	20
	6 years 'or more experience	5	
	More than 5-6 years' experience	4	
	More than 3-4 years' experience	3	
	More than 2-3 years' experience	2	
	0-2 years' experience	1	
	No experience	0	
<p>The company's experience, track record and knowledge in the fields of air management, health study and project management.</p>	<p>Bidder(s) are required to demonstrate relevant past experience and competency of the company in in development of AQMP, the development of emission inventory, photochemical air dispersion modelling, published paper/reports, project management skills and stakeholder engagement.</p> <p>Bidder(s) should submit full details of reliable contactable signed reference letters for projects of a similar scope which were successfully completed in the previous years in development of AQMP, the development of emission inventory, photochemical air dispersion modelling, published paper/reports, project management skills and stakeholder engagement.</p>		15
	<p>Company experience in development of AQMP, development of emission inventory, photochemical air dispersion modelling, published paper/ reports, project</p>	Indicator	

GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY)		WEIGHT
	management skills and stakeholder engagement.		
	5 or more positive reference letters	5	
	4 Positive reference letters	4	
	3 Positive reference letters	3	
	2 Positive reference letters	2	
	1 Positive reference letters	1	
	No positive reference letter has been attached	0	
Total points on functionality			100

9.4 PHASE 3: PRICE AND PREFERENCE POINTS

9.4.1. The following preference point system will be followed to advance the categories of persons:

- a) For contracts with a Rand value **below R50 000 000**, a total of **20 points** may be allocated for specific goals as contemplated above, provided that the lowest acceptable tender scores **80 points** for price.
 - i. The applicable formula to be used is $P_s = 80[1 - (P_t - P_{min}) / P_{min}]$. Provided:
 - P_s = Points scored for price of tender under consideration;
 - P_t = Price of tender under consideration; and
 - P_{min} = Price of the lowest applicable tender.
 - ii. A total of 20 points may be awarded to a tenderer as follows:
 - 20 points: if the Bidder has more than 50% (fifty percent) Black people, Women, or people with disabilities
 - 0 Points: for 50% and below ownership by stipulated categories of persons
- b) If it is unclear whether the 80/20 or 90/10 preference point system applies, either the 80/20 or 90/10 preference point system will be applied. In such case, the lowest acceptable tender will be used to determine the applicable preference point system.

9.4.2. **A contract may be awarded to a tenderer that did not score the highest points only in accordance with section 2(1)(f) of the PPPFA.**

9.4.3. Bid will be awarded to a bidder with the highest points on price and Preference Points on condition that they have met all phases of the evaluation criteria and complied with the tender requirements set out in the tender document.

9.4.4. The DFFE reserves the right to negotiate prices that are not deemed market related and not to award the tender to the bidder with the lowest price.

9.4.5. Preference point system applicable for this bid is: **80/20**

9.4.6. A total of **20** points will be allocated for either of the specific goals:

SPECIFIC GOALS	80/20
>50% ownership by Black people, Or	20
>50% ownership by Women, Or	20
>50% ownership by people with Disability	20

9.4.7. For bidders to claim preference points, the following must be adhered to:

- a) Submit a complete and signed SBD 6.1,
- b) Bidders are requested to submit a valid B-BBEE Status Level Verification Certificate issued by SANAS, or Accredited Verification Agency; or B-BBEE Certificate issued by CIPC, or Sworn Affidavit commissioned by Commissioner of Oaths together with their bids.
- c) If the application is made by a Joint Venture or Partnership, the accreditation credentials in name of joined entities should be submitted. Members in the joint venture must meet the requirement of the proposal.
- d) Submit a CSD report.

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

10. BID SUBMISSION REQUIREMENTS

10.1. Bidders should ensure that the following submission requirements, which will be needed for evaluation purposes are included in their bid proposal and are as follows:

10.1.1. The service provider must draft a table of contents which will indicate where each document is in the proposal. The proposal shall consist of one (01) master original document and must clearly indicate the prices on SBD 3.3 and Annexure A for detailed price schedule.

10.1.2. The information in the CV of the proposed Project Manager should include relevant experience in the chosen area of expertise.

10.1.3. Project reference specifying the role played by the service provider in the listed projects or assignments.

- 10.1.4. A detailed project plan with clear indication of who will be responsible for the management of the assignment as well as its execution. The allocation of team members on the assignments should be based on the experience in delivering the scope of work as listed.
- 10.1.5. Standard bidding documents (SBD1, 3.3, 4 and 6.1).
- 10.1.6. Copy of Central Supplier Database (CSD) report or tax pin certificate from SARS.
- 10.1.7. Letter of Authority to sign documents on behalf of the company.
- 10.1.8. Copy of Central Supplier Database (CSD) report and SARS Tax Pin Certificate.

11. LEGISLATIVE FRAMEWORK OF THE BID

11.1 Tax Legislation

- 11.1.1. Bidder must at all time attempt to be compliant when submitting proposal to DFFE and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).
- 11.1.2. Bidders who make taxable supplies more than R1 million in any 12-month conservative period are liable for compulsory VAT registration, but a person may also choose to register voluntarily provided that the minimum threshold of R50 000 has been exceeded in the past 12-month period.
- 11.1.3. Bidders who meet the above requirement must register as VAT vendors, if successful, within one month of award of the bid.
- 11.1.4. SARS Tax Status Pin requirements/ or Central Supplier Database (CSD) number or report must be provided.

11.2. Procurement Legislation

- 11.2.1. Bidders should be cognisant of the legislation and/or standards specifically applicable to the services.
- 11.2.2. If the application is made by a Joint Venture or Partnership, the accreditation credentials in name of joined entities should be submitted. Members in the joint venture must meet the requirement of the proposal.

11.3 Privacy and Protection of Personal Information Act 4 of 2013

- 11.3.1. Protecting personal information is important to the Department of Forestry, Fisheries, and the Environment. To do so, DFFE follows general principles in accordance with applicable privacy laws and the Protection of Personal Information Act 4 of 2013 (POPIA).

- 11.3.2. DFFE's role as the responsible party, is amongst others to process personal information for the intended purpose for which it was obtained and in line with legal agreements with its respective/ prospective services providers and third parties.
- 11.3.3. DFFE will process personal information only with the knowledge and authorisation of the bidder/ respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exception contained in the POPIA.
- 11.3.4. DFFE reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this bid and the bidder/respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning DFFE.
- 11.3.5. In responding to this bid, DFFE acknowledges that it will obtain and have access to personal information of the bidder/ respondent. DFFE agrees that it shall only process the information disclosed by the bidder/ respondent in their response to this bid for the purpose of evaluation and subsequent award of the tender and in accordance with any applicable law.

12. SPECIAL CONDITIONS OF CONTRACT

- 12.1. On appointment, the performance measures for the delivery of the project will be closely monitored by the DFFE.
- 12.2. The service provider/s will submit soft copy weekly progress report for the first months from start of the project then submit monthly progress reports to the Programme Manager, within four (04) days after the end of each month and quarter for the duration of the project. Failure to submit the required reports on time will result in penalties.
- 12.3. The Programme Manager shall do the ongoing management of the Service Level Agreement.
- 12.4. Appointed service provider will be subjected to security vetting and screening.
- 12.5. The appointed Service Provider will be subjected to security vetting and screening.
- 12.6. The service provider/s must guarantee the presence of the senior in charge of fieldwork throughout the duration of the contract.
- 12.7. Prior to the appointment of a replacement, the Programme Manager must approve such appointment. If the senior has to leave the project, a period of at least one (1) month is required, in which the senior must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed able to transfer skills and knowledge.

- 12.8. All the conditions specified in the **General Conditions of Contract (GCC)** will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract the special conditions of contract will prevail.
- 12.9. The service provider shall notify the Department in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the service provider from any liability or obligation under the contract.
- 12.10. A Letter of Authority to sign documents on behalf of the company.
- 12.11. The service provider will submit monthly progress reports as per the agreed to workplan, to the Programme Manager, within 3 days after the set date
- 12.12. The proposals should be submitted with all required information containing technical information.
- 12.13. Bidders failing to meet pre-compliance requirements may be automatically disqualified.
- 12.14. For service providers to claim for preference points the following must be adhered to:
- 12.14.1. Submit a complete and signed SBD 6.1,
- 22.14.1. Submit a Medical Certificate/ completed Departmental Disability Claim Form signed by a medical practitioner with a practice number.(where applicable)
- 32.14.1. Submit CSD report
- NB: Failure on the part of a tenderer to submit proof or documentation stated above in terms of this tender to claim preference points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 12.15. If the DFFE is of the view that a Bidder submitted false information regarding a Specific Goal, the DFFE must inform the Bidder accordingly and give the Bidder an opportunity to make representations within 14 (fourteen) days as to why:-
- 12.15.1 the Tender may not be disqualified, or,
- 12.15.2 if the Tender has already been awarded to the Bidder, the contract or order should not be terminated in whole or in part.
- 12.16. After considering the representations, the DFFE may, if it concludes that the information relating to a Specific Goal is false, disqualify the Bidder or terminate the Contract in whole or in part and if applicable, claim damages from the Bidder.
- 12.17. Poor or non-performance by the bidder will result in cancellation of contract / orders.
- 12.18. Please take note that DFFE is not bound to select any of the firms' submitting proposals. DFFE reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.

12.19. DFFE will not be held responsible for any costs incurred by the service providers in the preparation, presentation, and submission of the proposal.

12. SUB-CONTRACTING CONDITIONS/ REQUIREMENTS

12.1. In case a tenderer is intending to sub-contract portion of work, such tenderer must submit a sub-contracting agreement clearly indicating the percentage to be sub-contract against the prospective contract amount.

12.2. A tenderer sub-contracting will be allocated points for specific goals on condition that the main contractor has more than 50% (fifty percent) of ownership on specific goals: Black people, Women, or people with disabilities

12.3. In case a tenderer is intending to sub-contract portion of work, such tenderer awarded a contract shall only enter into sub-contracting arrangements with the approval of the DFFE.

12.4. Where the main contractor intends to replace the sub-contractor, prior approval must be granted by the DFFE. In case of bids where Consortia / Joint Ventures / Sub-contractors are involved, such must be clearly indicated and each party must submit a separate copy of a valid

12.5. Tax Clearance Certificate or copy of Tax Compliance Status Pin or CSD/ MA supplier Number together with the bid.

12.6. Failure to submit a valid Tax Clearance Certificate/ Tax Compliance Status Pin/ copy of CSD/ MA supplier Number the bidder may be disqualified .

12.7. A foreign recommended bidder with neither South African tax obligation nor history of doing business in South Africa must complete Standard Bidding Document (SBD 1) and the information must be submitted to SARS on the following email governmentinstitute@sars.gov.za to issue a confirmation of the tax obligation letter in terms of paragraph 3.6 of the instruction note no 9 of 2017/18.

12.8. Poor or non-performance by the bidder will result in cancellation of works orders.

12.9. Please take note that DFFE is not bound to select any of the firms' submitting proposals. DFFE reserves the right not to award any of the bids and not to award the contract to the lowest bidding price.

12.10. DFFE will not be held responsible for any costs incurred by the service providers in the preparation, presentation, and submission of the proposal.

13 PAYMENT TERMS

13.1 DFFE undertakes to pay out in full or as per deliverables within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports stipulated in

special conditions. No payment will be made where there is outstanding information/ work not submitted by the Service Provider/s until that outstanding information is submitted.

14 TECHNICAL ENQUIRIES

14.1 Should you require any further information in this regard, please do not hesitate to contact:

Name : Mr Lebogang Mphuthi

Office Telephone No : 012 399 8757

E-mail : Lmphuthi@dfpe.gov.za

OR

Name : Mr Victor Loate

Office Telephone No : 012 399 9202

E-mail : vloate@dfpe.gov.za

15 ANNEXTURE A – PRICING SCHEDULE

OUTPUT	DESCRIPTION	NAME OF THE PROPOSED EXPERTS INVOLVED	COST PER ACTIVITY (EXCLUDING VAT)	COST
Output	Inception Report		R	R
Output of Activity A	Planning		R	R
Output of Activity B	Baseline Assessment Report - Success Indicator		R	R
Output of Activity C	Strategy and scenario development – Success Indicator		R	R
Output of Activity D	Implementation plan - Success Indicator		R	R
Output of Activity E	Monitoring and Evaluation - Success Indicator		R	R
Output of Activity F	Draft TMDM Air Quality Management Plan- Success Indicator		R	R
Output of Activity G	Final TMDM Air Quality Management Plan - Success Indicator		R	R
Output of Activity H	Capacity Development – Success Indicator		R	R
Output of Activity I	Develop the Air Quality Management by-law for the enforcement of Air Quality Management Plan		R	R
Output	Final close out and handover report		R	R
TOTAL PROJECT COSTS VAT INCLUSIVE				R
15% VAT				R
TOTAL PROJECT COSTS INCLUSIVE OF VAT				R

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

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General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

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

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

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

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

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

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

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

12. Transportation

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

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

25. Force Majeure

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

26. Termination for insolvency

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

27. Settlement of Disputes

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

28. Limitation of liability

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

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

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



DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

BAS ENTITY MAINTENANCE FORM

Head Office Only

Date Received _____
 Safetynet Capture _____
 Safetynet Verified: _____
 BAS/LOGIS Capt _____
 BAS/LOGIS Auth _____
 Supplier No. _____

The Director General

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

Please ensure information is validate as per required bank screens .

I/We understand that bank details provided should be exactly as per record held by the banks.

I/We understand that the Department will not held liable for any delayed payments as a result of incorrect information supplied.

Company / Personal Details

Registered Name	
Trading Name	
Tax Number	
VAT Number	
Title:	
Initials:	
Full Names	
Surname	
Persal Number	

Address Detail

	Physical	Postal								
Address <small>(Compulsory if Supplier)</small>										
Postal Code	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>					<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>				

New Detail

New Supplier information
 Update Supplier information

Supplier Type:
 Individual
 Department
 Partnership
 Company
 Trust
 CC
 Other (Specify)

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

Department Number

--	--

Supplier Account Details (To be Verified by the bank)

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

Account Name

Account Number

Branch Name

Branch Number

Bank screen info

ABSA-CIF screen
FNB-Hogans system on the CIS4/CUPR
STD Bank-Look-up-screen
Nedbank- Banking Platform under the Client Details Tab

Account Type Cheque Account
 Savings Account
 Transmission Account
 Bond Account
 Other (Please Specify)

ID Number

Passport Number

Company Registration Number / /

*CC Registration

Bank Stamp

***Please include CC/CK where applicable**

Supplier Contact Details

Business

Area Code Telephone Number Extension

Home

Area Code Telephone Number Extension

Fax

Area Code Fax Number

Cell

Cell Code Cell Number

Email Address

Contact Person:

Supplier Signature

Print Name

/ /

Date (dd/mm/yyyy)

NB: All relevant fields must be completed