 <b>GAUTENG PROVINCE</b> PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA		<b>Provincial Supply Chain Management</b>								
		<b>INVITATION TO BID</b>			<b>Page 1 of 4</b>					
<b>BID NUMBER</b>										
<b>BID DESCRIPTION</b>										
<b>CUSTOMER DEPARTMENT</b>										
<b>CUSTOMER INSTITUTION</b>										
<b>BRIEFING SESSION</b>	<b>Y</b>		<b>N</b>		<b>SESSION COMPULSORY</b>		<b>Y</b>		<b>N</b>	
					<b>SESSION HIGHLY RECOMMENDED</b>		<b>Y</b>		<b>N</b>	
<b>BRIEFING VENUE</b>					<b>DATE</b>		<b>TIME</b>			
<b>COMPULSORY SITE INSPECTION</b>	<b>Y</b>		<b>N</b>		<b>DATE</b>		<b>TIME</b>			
<b>SITE INSPECTION ADDRESS</b>										
<b>TERM AGREEMENT CALLED FOR?</b>		<b>Y</b>		<b>N</b>		<b>TERM DURATION</b>				
<b>CLOSING DATE</b>					<b>CLOSING TIME</b>					
<b>TENDER BOX LOCATION</b>										

## NOTES

### THE TENDER BOX IS OPEN

- Bids / tenders must be deposited in the Tender Box on or before the closing date and time.
- Bids / tenders submitted by fax will not be accepted.
- This bid is subject to the preferential procurement policy framework act, 2000 and the preferential procurement regulations, 2022, the general conditions of contract (gcc) 2010 and, if applicable, any other special conditions of contract.

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL GPG BID FORMS – (NOT TO BE RE-TYPED) - ALL REQUIRED INFORMATION MUST BE COMPLETED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

## THE TENDERING SYSTEM

The Invitation to Bid Pack consists of two Sections (Section 1 and Section 2). These two sections must be submitted separately, clearly marked with the Tender Number and the Section Number.

## TRAINING SESSIONS

Non-compulsory **"How to tender"** workshops are held every Wednesday from 10:00 to 13:00. Kindly follow our social media platforms / [etenders@gauteng.gov.za](mailto:etenders@gauteng.gov.za) (Publications) for the venue of the training.



# Provincial Supply Chain Management

## INVITATION TO BID

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### PART A INVITATION TO BID

#### 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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

#### 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.	



# Provincial Supply Chain Management

## INVITATION TO BID

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**TENDER DOCUMENTS CAN BE OBTAINED FROM:** <https://e-tenders.gauteng.gov.za/Pages/Advertised-Open-Tenders.aspx>  
**OR**

**ALTERNATIVELY SEND AN E-MAIL TO:** [Tender.admin@gauteng.gov.za](mailto:Tender.admin@gauteng.gov.za)

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

DEPARTMENT	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILE	
E-MAIL ADDRESS	

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

DEPARTMENT	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILIE	
E-MAIL ADDRESS	



# Provincial Supply Chain Management

## INVITATION TO BID

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### 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, 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](http://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 PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

<b>SIGNATURE OF BIDDER</b>		<b>DATE</b>	
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b> (Proof of authority must be submitted e.g. company resolution)			

**RETURNABLE ATTACHMENT****GAUTENG PROVINCE**e-GOVERNMENT  
REPUBLIC OF SOUTH AFRICA**CONSENT FORM TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, NO. 4 OF 2013 (POPIA).**

*The purpose of the POPIA is to protect personal information of individuals and businesses and to give effect to their right of privacy as provided for in the Constitution.*

*By signing this form, you consent to your personal information to be processed by the Gauteng Department of e-Government and consent is effective immediately and will remain effective until such consent is withdrawn.*

**APPLICATION FOR THE CONSENT OF A DATA SUBJECT FOR THE PROCESSING OF PERSONAL INFORMATION FOR THE PURPOSE OF BIDS**

Name &amp; Surname/Company: \_\_\_\_\_

Residential/Postal or Business Address: \_\_\_\_\_  
\_\_\_\_\_

Contact number (s): \_\_\_\_\_

Email address: \_\_\_\_\_

1. In the furtherance of the Gauteng Department of e-Government (**The Department**) operational requirements and for purposes of complying with its policies, procedures and privacy laws, we may be required to disclose, process and/or further process your personal information provided to us and/or made available by virtue of submission of this bid.
2. For purposes contemplated in paragraph 1, the Department, hereby requests your consent and/or authorisation for the disclosure, processing and/or further processing of any and/or all your personal information as may be necessary for reasons provided in paragraph 1.
3. By signing this Personal Information Processing Consent Form, you hereby grant the Department permission, consent and/or authorisation to disclose, process and further process your personal information within our records, as may be required and/or necessary from time to time.

I, the undersigned, \_\_\_\_\_ (INSERT FULL NAME AND

SURNAME) with Identity Number \_\_\_\_\_, in my personal  
capacity or acting on behalf of \_\_\_\_\_

\_\_\_\_\_(Name of **Company**), confirm that:

4. I have read and understood the contents of this Personal Information Processing Consent form, the details of which have been explained to me and furthermore I understand my right to privacy and the right to have my personal information processed in accordance with the conditions for the lawful processing of personal information.
5. I declare that all my personal information supplied to the Department is accurate, up to date, not misleading and that it is complete in all respects and will be held and/ or stored securely for the purpose for which it was collected and that I will immediately advise the Department of any changes to my Personal Information should any of these details change.
6. I also understand that I have the right to request that my personal information be corrected or deleted, if it is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully or that the personal information or record be destroyed or deleted if the Department is no longer authorised to retain it.
7. I declare that my personal/the Company's information and/or data may be disclosed, processed and/or further processed by the Department (including its employees, agents, contractors and representatives) and such other third parties contracted with the Department involved in the processing, verification and management of my and/or Company's Personal Information in accordance with the requirements set out in paragraph 1;
8. I accept the data security and protection measures adopted and/or applied by the Department in their retention, disclosure, processing, and further processing of my and/or Company's personal information/data.
9. I accept that the Department may retain any of my personal/the Company information/data as may be required for purposes contemplated in paragraph 1.

10. With my signature below, do hereby give my or the Company's irrevocable consent, and/or authorisation for purposes required and/or detailed in this *Personal Information Processing Consent* form.

Signed at ..... this ..... day of .....20.....

.....

Name of data subject/ designated person

.....

Signature

.....

Name/Surname/Dept of Responsible Party

.....

Signature

Date:



## PROVINCIAL SUPPLY CHAIN MANAGEMENT

### INSTRUCTION TO BIDDERS

Page: 1 of 4

1.	The INVITATION TO BID Pack is drawn up so that certain essential information should be furnished in a specific manner. Any additional particulars shall be furnished in a separate annexure.
2.	The INVITATION TO BID forms should not be retyped or redrafted, but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question or on other forms obtainable from the relevant Department or Institution advertising this BID. Additional offers made in any other manner may be disregarded.
3.	Should the INVITATION TO BID forms not be filled in by means of electronic devices, bidders are encouraged to complete forms in a black ink.
4	Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regards to claims arising from the fact that pages are missing or duplicated.
5	The INVITATION TO BID forms shall be completed, signed and submitted with the bid. SBD 5 (National Industrial Participation Programme Form) will only be added to the INVITATION TO BID pack when an imported component in excess of US \$ 10 million is expected.
6	A separate SBD 3.1, SBD 3.2 or SBD 3.3 form (PRICING SCHEDULE per item) shall be completed in respect of each item. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this BID (not applicable for PANEL of BIDDERS).
7	Firm delivery periods and prices are preferred. Consequently, bidders shall clearly state whether delivery periods and prices will remain firm for the duration of any contract, which may result from this BID, by completing SBD 3.1 (PRICING SCHEDULE per item) (not applicable for PANEL of BIDDERS).
8	If non-firm prices are offered bidders must ensure that a separate SBD 3.2 (Non-Firm Prices per item) is completed in respect of each item for which a non-firm price is offered. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this BID (not applicable for PANEL of BIDDERS).





## PROVINCIAL SUPPLY CHAIN MANAGEMENT

### INSTRUCTION TO BIDDERS

Page: 2 of 4

9	Where items are specified in detail, the specifications form an integral part of the BID document (see the attached specification) and bidders shall indicate in the space provided whether the items offered are to specification or not (not applicable for PANEL of BIDDERS).
10	In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words <b>"as specified"</b> (see the attached specification) (not applicable for PANEL of BIDDERS).
11	In cases where the items are not to specification, the deviations from the specifications shall be indicated (see the attached specification).
12	In instances where the bidder is not the manufacturer of the items offered, the bidder must as per SBD 3.1 or SBD 3.2 (PRICING SCHEDULE per item) submit a Letter of Supply from the relevant manufacturer or his supplier (not applicable for PANEL of BIDDERS).
13	The offered prices shall be given in the units shown in the attached specification, as well as in SBD 3.1 or SBD 3.2 (PRICING SCHEDULE per item) (not applicable for PANEL of BIDDERS).
14	With the exception of imported goods, where required, all prices shall be quoted in South African currency. Where bids are submitted for imported goods, foreign currency information must be supplied by completing the relevant portions of SBD 3.1 (PRICING SCHEDULE per item) and SBD 3.2 (PRICING SCHEDULE per item) (not applicable for PANEL of BIDDERS).
15	Unless otherwise indicated, the costs of packaging materials (if applicable) are for the account of the bidder and must be included in the bid price on the (PRICING SCHEDULE per item) (not applicable for PANEL of BIDDERS).
16	<p>Delivery basis (not applicable for PANEL of BIDDERS):</p> <ul style="list-style-type: none"> <li>a) Supplies which are held in stock or are in transit or on order from South African manufacturers at the date of offer shall be offered on a basis of delivery into consignee's store or on his site within the free delivery area of the bidder's centre, or carriage paid consignee's station, if the goods are required elsewhere.</li> <li>b) Notwithstanding the provisions of paragraph 16(a), offered prices for supplies in respect of which installation / erection / assembly is a requirement, shall include ALL costs on a "delivered on site" basis, as specified on the ( PRICING SCHEDULE per item).</li> </ul>



## PROVINCIAL SUPPLY CHAIN MANAGEMENT

### INSTRUCTION TO BIDDERS

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17	Unless specifically provided for in the BID document, no bids transmitted by facsimile or email shall be considered.
18	Failure on the part of the bidder to sign any of the INVITATION TO BID forms and thus to acknowledge and accept the conditions in writing or to complete the attached INVITATION TO BID forms, Preference documents, questionnaires and specifications in all respects, may invalidate the bid.
19	Bids should preferably not be qualified by the bidder's own conditions of bid. Failure to comply with these requirements (i.e. full acceptance of the General Conditions of Contract or to renounce specifically the bidder's own conditions of bid, when called upon to do so, may invalidate the bid.
20	In case of samples being called for together with the bid, the successful bidder may be required to submit pre-production samples to the South African Bureau of Standards (SABS) or such testing authority as designated at the request of the relevant Department concerned. Unless the relevant Department decides otherwise, pre-production samples must be submitted within thirty (30) days of the date on which the successful bidder was requested to do so. Mass production may commence only after both the relevant Department and the successful bidder have been advised by the SABS that the pre-production samples have been approved.
21	Should the pre-production samples pass the inspections / tests at the first attempt, the costs associated with the inspections / tests will be for the account of the relevant Department. If the SABS or such testing authority as designated do not approve the pre-production samples, but requires corrections / improvements, the costs of the inspections / tests must be paid by the successful bidder and samples which are acceptable in all respects must then reach the SABS or such testing authority as designated within twenty-one (21) days of the date on which the findings of the SABS or such testing authority as designated were received by the successful bidder. Failure to deliver samples within the specified time and to the required standards may lead to the cancellation of the intended contract.
22	In case of samples being called for together with the bid, the samples must be submitted together with the bid before the closing time and date of the BID, unless specifically indicated otherwise. Failure to submit the requested sample(s) before the closing time and date of the BID may invalidate the bid.
23	In cases where large quantities of a product are called for, it may be necessary for the relevant item to be shared among two (2) or more suppliers.




## PROVINCIAL SUPPLY CHAIN MANAGEMENT

### INSTRUCTION TO BIDDERS

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24	In cases where the relevant Department or Institution advertising this BID may deem it necessary, a formal contract may be entered into with the successful bidder, in addition to a Letter of Acceptance and / or purchase order being issued.
25	If any of the conditions on the BID forms are in conflict with any special conditions, stipulations or provisions incorporated in the bid invitation, such special conditions, stipulations or provisions shall apply.
26	This BID is subject to the General Conditions of Contract and re-issues thereof. Copies of these conditions are obtainable from any office of the Gauteng Provincial Government (GPG).
27	<p>Each bid must be submitted in a separate, sealed envelope on which the following must be clearly indicated:</p> <ul style="list-style-type: none"> <li>• NAME AND ADDRESS OF THE BIDDER;</li> <li>• THE BID (GT) NUMBER; AND</li> <li>• THE CLOSING DATE.</li> </ul> <p>The bid must be deposited or posted;</p> <ul style="list-style-type: none"> <li>• To the address as indicated on SBD1 and to reach the destination not later than the closing time and date; <b>OR</b></li> <li>• deposited in the tender box as indicated on SBD1 before the closing time and date.</li> </ul>
28	The Gauteng Provincial Government has become a member and as such a key sponsor of the Proudly South African Campaign. GPG therefore would like to procure local products of a high quality, produced through the practise of sound labour relations and in an environment where high environmental standards are maintained. In terms of the Proudly South African Campaign South African companies are encouraged to submit interesting and innovative achievements in the manufacturing field (if relevant to this BID) – including information on new products, export achievements, new partnerships and successes and milestones.
29	Compulsory GPG Contract: It is a mandatory requirement that successful bidder/s (to whom a tender is awarded) sign a GPG Contract upon award of any given contract.

	<h1>PROVINCIAL SUPPLY CHAIN MANAGEMENT</h1>	
	<h2>POINT SYSTEM</h2>	Page 1 of 1

BID NUMBER		CLOSING DATE	
VALIDITY OF BID		CLOSING TIME	

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

This BID will be evaluated on the basis of the under noted point system, as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000).

POINT SYSTEM

The applicable preference point system for this tender is the 90/10 preference point system.	
The applicable preference point system for this tender is the 80/20 preference point system.	
Either the 90/10 or 80/20 preference point system will be applicable in this tender	

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

SERVICE BASED	Y		N		SERVICE BASED	Y		N		VALUE BASED	Y		N	
VALUE BASED	Y		N											
QUANTITY BASED	Y		N											
TERM BASED	Y		N											

 <b>GAUTENG PROVINCE</b> PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	<h1>Provincial Supply Chain Management</h1>	
	<b>Compulsory Briefing Session</b>	Page 1 of 1

## COMPULSORY BRIEFING DECLARATION OF ATTENDANCE

<b>BID NUMBER</b>			
<b>BID DESCRIPTION</b>			
<b>CLOSING DATE</b>		<b>CLOSING TIME</b>	

The goods / services are required by the Customer Department / Institution, as indicated on form SBD1.

<b>CUSTOMER DEPARTMENT</b>								
<b>CUSTOMER INSTITUTION</b>								
<b>BRIEFING SESSION</b>	<b>Y</b>		<b>N</b>		<b>DATE</b>		<b>TIME</b>	
<b>VENUE</b>								

I/We hereby declare that I/we attended the compulsory briefing session to understand the requirements of the Gauteng Provincial Government to supply all or any of the supplies and/or to render all or any of the services described in the attached Bid documents, on the terms and conditions and in accordance with the specifications stipulated in the Bid documents.

I, THE UNDERSIGNED (NAME)

--


CERTIFY THAT THE INFORMATION FURNISHED AT THE BRIEFING SESSION WAS UNDERSTOOD.

<b>BIDDER OR ASSIGNEE(S) NAME</b>		<b>POSITION</b>		<b>SIGN</b>		<b>DATE</b>	
-----------------------------------	--	-----------------	--	-------------	--	-------------	--

<b>FULL COMPANY NAME</b>	
--------------------------	--

<b>GPG OFFICIAL NAME</b>		<b>POSITION</b>		<b>SIGN</b>		<b>DATE</b>	
--------------------------	--	-----------------	--	-------------	--	-------------	--

<p><b>END USER STAMP</b></p>
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 <b>GAUTENG PROVINCE</b> PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	<b>PROVINCIAL SUPPLY CHAIN MANAGEMENT</b>	
	<b>BIDDER'S DISCLOSURE</b>	Page: 1 of 3

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest 1 in the enterprise, employed by the state?


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

- 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

---

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.

	<b>PROVINCIAL SUPPLY CHAIN MANAGEMENT</b>	
	<b>BIDDER'S DISCLOSURE</b>	<b>Page: 2 of 3</b>

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

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

2.2.1 If so, furnish particulars:

--

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

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

2.3.1 If so, furnish particulars:

--


### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium 2 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.

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.



	<b>PROVINCIAL SUPPLY CHAIN MANAGEMENT</b>	
	<b>BIDDER'S DISCLOSURE</b>	<b>Page: 3 of 3</b>

- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 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 ANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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





## Page 1 of 3

- Bidders must complete Compulsory Documents and attach it to their Bid Document failing which the tender shall not be considered for further evaluation.
- Points will be awarded in accordance with the Preferential Procurement Policy Framework Act (PPPFA)

## CRITERIA FOR FUNCTIONALITY

[illegible]

2024/11





# PROVINCIAL SUPPLY CHAIN MANAGEMENT

## EVALUATION METHODOLOGY PROCESS

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### BIDDERS JOB CREATION ANALYSIS

Company Name	Date Established
--------------	------------------

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

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

#### Comments to include:

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

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

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



**TERMS OF REFERENCE  
FOR  
DESIGN, DEVELOPMENT, AND IMPLEMENTATION OF AN  
AUTOMATED SPATIAL TRANSFORMATION APPRAISAL  
MECHANISM/SYSTEM TO SUPPORT THE PROVINCIAL  
CAPITAL BUDGET PROCESS**

## **1. PURPOSE**

To design, develop and implement an automated system (Spatial Transformation Appraisal Mechanism/System) that will serve as a decision support tool for provincial budget processes linked with the provincial spatial development framework.

## **2. BACKGROUND**

The Gauteng Department of Cooperative Governance and Traditional Affairs (COGTA) wishes to procure services of a multi-disciplinary professional team to assist with development of an automated Spatial Transformation Appraisal Mechanism/System (STAM).

As part of implementation of the Gauteng Spatial Development Framework (GSDF 2030), a manual GIS-based prioritisation and assessment mechanism was developed to enable strategy-led planning and budgeting, which would lead to project prioritisation guided by key actions of the GSDF of spatial targeting and coordination and alignment of plans. The aim of the mechanism is to also advance the focus of the administration of Gauteng Province further towards enabling “Spatial Transformation”, which aligns with the imperatives of the National Development Plan (NDP) advanced in the Mid-term Strategic Framework of 2019-2024, the National Spatial Development Framework (NSDF) and the Integrated Urban Development Framework (IUDF).

The Mid-Term Strategic Framework (MTSF) of 2019-2024 highlights the NDP’s objective to address unemployment, inequality and poverty, amongst other things. The objective is central to the thrust of transformation that underpins the national development agenda highlighting the need to shift the country spatially, economically, and culturally onto a new development trajectory.

The need for spatial transformation in Gauteng remains indisputable. The strategic direction of government resources to facilitate optimal spatial transformation does, however, need to be appropriately rationalised while realising that spatial transformation at scale is driven by various infrastructure investments through capital projects which require a consistent, uniform, principle-led approach to investment in the Gauteng City Region (GCR) space.

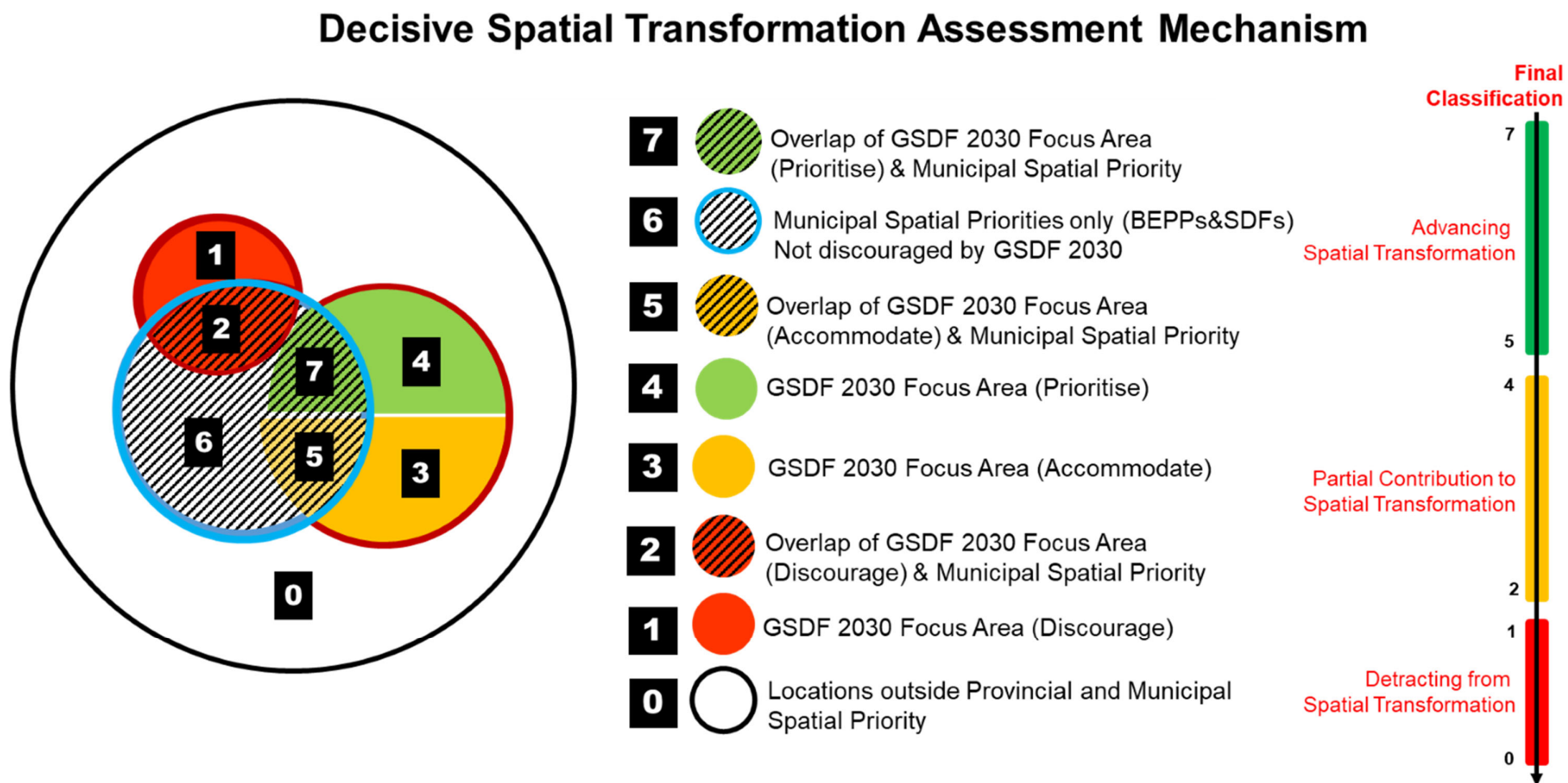
### **3. AIM OF THE PROJECT**

To design and develop a tool to provide decision support and strategy-led planning and budgeting towards investment decisions of Gauteng province from both a spatial and strategic perspective.

By using spatial and non-spatial attributes, the mechanism aims to encapsulate a multi-criteria assessment process towards strategic decision-making and investment decisions by putting forward qualitative and quantitative scores linked to the level of alignment to spatial priorities as derived from the Provincial SDF and Municipal SDFs.

The illustration below is an example of the 'manual' scoring or weighting mechanism currently in use by the spatial planning team:

Figure 1: Prioritisation scoring approach of STAM



In addition to using spatial and non-spatial attributes, STAM also aims to be responsive to other strategic objectives of relevant spheres of government and incorporate these strategic objectives in the decision-making process –

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typically with spatial linkages – of the three spheres of government. This is inclusive, but not limited to, National Spatial Development Framework, Municipal Spatial Development Frameworks, District Development Model etc.



#### **4. STRATEGIC IMPORTANCE/INTENT OF THE PROJECT**

The role of spatial planning is to deliver infrastructure within a provincial and local governance-wide framework and this system will assist in implementing such. Gauteng Provincial Treasury has over the years reported on concerns of projects that are complete and unoccupied due to the absence of occupational certificates, or incomplete due to outstanding due diligence processes. The system to be developed will minimise expenditure in projects that do not meet all due diligence processes and are not aligned to Provincial and Municipal Spatial Development Frameworks.

Gauteng COGTA has as part of its Spatial Planning mandate recommended to Premier Budget Council, the need to have an enterprise-wide digital solution to direct a spatially prioritised and outcome-based budget.

#### **5. OBJECTIVES OF THE PROJECT**

Gauteng province requires the service provider to design, develop and implement an automated Spatial Transformation Appraisal Tool that will be used for qualitative and quantitative measures of spatial transformation. The key objectives of the project are to:

- Drive efficiency through spatial targeting (Time management and resource allocation)
- Centralisation of spatially linked data utilised for strategic processes
- Reduction of human error
- Support the provincial budget processes
- Standardisation of processes related to spatial referencing for budget preparations
- Further spatial transformation by linking spatial and non-spatial attributes to the decision process.

#### **6. CUSTOMER AND STAKEHOLDERS**

##### **6a. Customer**

1. Gauteng Department of Co-operative Governance and Traditional Affairs

## 6b. Stakeholders

1. Office of the Premier
2. Gauteng Department of Education
3. Gauteng Department of Roads and Transport
4. Gauteng Department of Infrastructure Development
5. Gauteng Department of Human Settlements
6. Gauteng Department of Health
7. Gauteng Department of Social Development
8. Gauteng Department of Sports, Arts, Culture and Recreation
9. Gauteng Department of Agriculture and Rural Development
10. Gauteng Department of Economic Development
11. Gauteng Department of Community Safety
12. Gauteng Provincial Treasury
13. Gauteng Department of Co-operative Governance and Traditional Affairs
14. Gauteng Department of e-Government
15. Gauteng Provincial Municipalities and Agencies/Entities

## 7. SCOPE OF WORK

To design, develop, configure and automate the STAM and to respond to the mandate of incorporating spatially driven decision rationale with the investment decision-making process. The scope of this project includes:

**User Requirement Analysis** - the appointed service provider will be required to conduct the following in this phase of the project: a thorough user requirements analysis considering the needs of the Department (as well as user Departments<sup>1</sup> and all relevant stakeholders), workflow studies and recommendations for business process re-engineering. This phase will be endorsed through a signed-off process.

The following are high level requirements which will be detailed when the appointed services provider conducts user requirements analysis:

### Input Parameters

- The system should be able to accept data format:
  - Spreadsheet
  - Shapefiles (GIS data),
  - Geodatabase or any spatially referenced data.

- Should have the functionality to select a location on the map
  - Should have the functionality to draw georeferenced polygons, lines and points.
  - Should be able to interpret data from other budget and infrastructure management systems such as BAS, IRM, infrastructure management systems, and others being utilised in Gauteng Provincial Government
- The system should be able to accept project data and budget
- The system must show Spatial budget considering GPS coordinates.
- The system should be able to run location-based analysis such as infrastructure capacity, availability of social facilities such as libraries, schools, health centres, etc, and their carrying capacity.
- The system should also be able to determine the need for new facilities, infrastructure upgrades, etc.
- The system should make spatial analysis based on input data.
- Ability to make budget calculations based on spatial data provided.
- Should make early warnings to project managers/project owners
- Categorise projects in terms of how they perform in relation to spatial priorities
- Output (End Results of the Process, what I want to see at the end of the process)
  - The system should be able to generate spatial analysis reports based on data input (e.g. the system should be able to analyse infrastructure capacity data for bulk service carrying capacity, availability of bulk
  - Summary of project performance
  - Possible iterations/Phases
  - Due to the complexity of the system, it may require a phased approach and new modules will only be added once the product starts running.

**System Design Phase<sup>2</sup>**– A detailed system design/architecture should be developed based on user requirements. System requirements should be identified and compared to the current manual prioritisation system and configured for incorporation into the automated system. Develop and implement a digital solution to direct a spatially prioritized and outcome-based budget, which will automate the manual scoring and prioritization in line with the elicited user requirements.

**System Testing** – The service provider will be expected to conduct a User Acceptance Test (UAT), with test scenarios, and cases for every module developed. The service provider will also be expected to produce a tailored test strategy document.

**Development of Training Manual** – as part of training and support, the appointed service provider will be required to develop a training manual for every module on the system operation and how to update spatial attribute layers.

**System Training** – The service provider will be expected to train users<sup>3</sup> on the system's operation. A minimum of five (5) people per each of the Gauteng Provincial Departments (14 departments in total) will need to be trained on the system.

## **8. ADDITIONAL MATTERS TO CONSIDER**

### **System Integration (Inter-Operability)**

The service provider should note that the system to be developed should be compatible for integration with Microsoft applications, ESRI products, Gauteng Office of the Premier Enterprise Geographic Information System, Infrastructure Reporting Model (IRM), Project Readiness Matrix of Gauteng Department of Infrastructure, ESS/SAP, and others used in the broader Gauteng Provincial Government.

## **ICT Infrastructure**

### **System Security**

In terms of security, the system should follow ISO27001 standards. ISO 27001 is the global standard for effective information management. It is in the interest of COGTA and GPG at large to avoid potentially costly security breaches.

### **Hosting**

- Creation of a stable scalable infrastructure in line with existing GPG platforms (Esri, Azure, .NET Framework, SQL, SharePoint, Microsoft Azure, Azure DevOps, Power BI, Active Directory and Apps store services) to ensure continuity and effective support thereafter.
- Architecture design to be compatible with existing GPG platforms.
- Specify network, hardware, middleware, software, and security requirements for the system hosting.
- System should be hosted on GPG cloud environment.
- The system should be deployed in development, test, pre-production, and production environments.
- The system must be configured for a load balancing.

The service provider should not budget for the provision of any infrastructure or licence for system deployment. However, they should provide the Department with server system requirements.

The Department has access to standard Microsoft software elements via an enterprise license. Where additional licensed software will be required for system deployment, maintenance, and support, this must be clearly articulated to the Department (COGTA) as early as possible.

## **9. POST GO-LIVE SUPPORT**

- Once the system is rolled out the Service Provider(s) is expected to provide support and maintenance services for the duration of the contract period thirty-six (36) months.
- Over and above Support and maintenance, the contract must include any software version upgrade.

- Detail the timeframe, personnel support, and maintenance.
- Post go-live bug report, tracking and resolution.
- Specify the resource type, skill level and availability turn-around time.
- Type of Support: On-Site, Telephonic, E-mail, Remote Assistance
- Costs on each option
- These options must be configurable according to the needs of the client.
- Timeframe of post go-live support in terms of months after the final handover, signed-off project
- deliverable.

## **10. CHANGE MANAGEMENT**

The detailed Change management plan shall entail describing how the bidder will address the following items: -

- Change Leadership & Change Champions
- Change Management Session
- Change management plan
- Communication and resistance plan
- The Service Provider will implement a Change Management campaign as part of the system implementation to ensure successful uptake of the system within the Departments.
- The service provider will provide training to all end-users of the system.
- The service provider will ensure the transfer of knowledge to the department's IT staff to provide application support to end-users and enable the departments/Units to perform day-to-day administration of the system.

## **TRAINING & SKILLS TRANSFER**

To mitigate challenges faced by GPG, it is a requirement that the internal employees will be capacitated with the required technical skills and go through vigorous training. Detailed handover process with the bidder that will be providing the solution. The external resources will be required to work with the GPG staff to ensure continuity and success of the project.

- Bidder to provide classroom-based training, course material, online training for all users as well as the duration of such training sessions.
- Furthermore, to indicate the range of training options and certifications available. Additionally, indicate what support will be made available to staff to pass exams.
- On the job, over the shoulder training by qualified and experienced consultants, who can act as mentors to the identified (technical, super-user and user) staff, during the project with an associated signed-off checklist of skills transfer by the both Project Managers from Service Provider and Gauteng Department of e-Government.
- Produce training and procedure manuals for this project as part of change management for technical, super-users and normal users.

## **11. TIME FRAME and LICENCING**

- The duration of the contract is 36 months.
- It is expected that service providers will be proposing proven solutions that they are experienced with and can implement rapidly.
- Training of users is expected to continue after go-live.
- Software licensing, support, and maintenance is expected for the full duration of the contract.
- The details of the processes, timeframes, and deliverables will be outlined in the service level agreement (SLA) that will be signed by the successful bidder.
- When deadlines are set, it will be expected of service providers to deliver the required services/goods in the set time frame, provided that such instructions are issued timeously.
- Clear explanation on licensing module that will be implemented. How is the product licensed? Is it licensed by Module? Which items or modules are optional and can be to be added at a later stage? Please provide List.
- License Costs per Annum to be stipulated.
- Software Assurance to be clearly provided.

## 12. INTELLECTUAL PROPERTY RIGHTS AND CONFIDENTIALITY

The application will be owned by the Gauteng Department of e-Government and the service provider will be required to ensure adherence to ethical standards always. The source code must not be locked to allow further development and must be handed to e-Gov. The appointed service provider will be required to sign a Confidentiality Agreement, over and above a Service Level Agreement. The Department will provide a centralized storage location for source code.

### Legislative Mandate and Policy Framework

While this is a systems development project, it is important to note that, the intention is to also implement policy in line with the legislative mandate of the provincial government. It is therefore prudent for the appointed service provider to understand legislative mandates and existing policies across the three spheres of government that are relevant to this exercise/project. The following legislation and policies should be considered during development of the system as they play a crucial role in influencing and guiding budget prioritisation aimed at spatial targeting that will eventually lead to spatial transformation:

### Spatial Planning and Land Use Management Act

The mandate for decision support towards Spatial transformation is derived from the Spatial Planning and Land Use Management Act, 2013 (SPLUMA), which regulates the provincial responsibility to direct investment spatially, as per the Provincial Spatial Development Framework (PSDF), compelling alignment by provincial sector departments. The STAM will become an extension of the Gauteng Spatial Development Framework (GSDF) under review, as well as future GSDF reviews, to purposefully carry out the following legal mandates as per SPLUMA: **SPLUMA Chapter 4 Part A Section 12.(1) k: Preparation of spatial development frameworks**

*“a provincial spatial development framework is required to provide direction for strategic developments, infrastructure investment, promote efficient, sustainable and planned investments by all sectors and indicate priority areas for investment in land development.”*



***SPLUMA Chapter F Part C Section 17 (2): Legal effect of provincial spatial development framework***

*“All provincial development plans, projects and programmes must be consistent with the provincial spatial development framework”.*

**National Development Plan**

The NDP calls for a systematic response, to entrenched spatial patterns across all geographic scales that exacerbate social inequality and economic inefficiency by placing a national focus on spatial transformation across all geographic scales. This requires the implementation of strategic interventions to achieve spatial transformation in a manner that supports locally driven spatial governance. Spatial interventions should facilitate a fair balance between spatial equity, economic competitiveness and environmental sustainability.

The NDP applies a normative approach by identifying overarching principles for spatial development that should inform spatial transformation. All spatial development is subsequently required to conform to the following principles:

- Spatial justice.
- Spatial sustainability.
- Spatial efficiency.
- Spatial resilience and;
- Good administration.

While all principles are relevant, the principle of spatial efficiency requires government to transform space by optimising the use of limited resources, both physical and financial which directly link to the need to assess responsiveness to spatial and other prioritisation rationales.

Beyond these broad principles, the NDP articulated the spatial transformation of cities in terms of three of the elements – jobs, housing and transport.

One way to practically differentiate between potential investment initiatives in terms of enabling spatial transformation, is to test, whether it will result in:

- Reduced travel costs;
- Prevent further unstructured development of housing in marginal places;
- Increase urban densities to reduce sprawl;
- Improve public transport and the coordination between transport modes, and;

- Shift jobs and investment towards dense peripheral townships.

Spatial transformation will clearly mean different things in different local contexts, depending on the socio-economic composition and physical characteristics of each area. Nevertheless, several general principles are relevant to most situations, and should be incorporated in the automation process of the STAM. The following are principles pertaining to spatial criteria currently considered but other criteria relating to financial, environmental social and economic factors should also be incorporated into the STAM:

- Mixed-use developments instead of mono-functional settlements;
- Mixed-income residential schemes rather than exclusive housing schemes;
- Public transport-oriented projects rather than private car-oriented projects;
- Improved public spaces and opportunities for walking rather than private car use;
- Higher density developments rather than low density sprawl;
- Brownfield (re)development (renewal and retrofitting of old buildings) rather than new greenfield development, and;
- An emphasis on building affordable housing in well-located areas, i.e. in and around transport nodes and corridors.

### **Gauteng Spatial Development Framework**

The intention of STAM is to subsequently integrate and align with the Gauteng Spatial Development Framework (currently under review), and its underlying principles. Further consideration should be given to the spatial planning directives of other spheres of government inclusive of key role players such as National Government, Metropolitan Municipalities, District Municipalities and Local Municipalities and these duly linked with relevant exclusive or concurrent mandates linked to respective Spatial Development Frameworks by virtue of the Constitution as also echoed in SPLUMA.

### **Presentation by bidders**

Bidders that make through technical (paper-based) evaluation will be expected to present their proposed project management approach and the overall methodology of the system development, accompanied by a live demo of similar system(s) developed in the past.

### **Required System Functionality**

The STAM system should:

- Be in line with the strategic direction of the Gauteng Provincial Centre of Government and the Province as a whole
- User-friendly and Web-based
- Search functionality
- Must be able to provide an audit trail
- Easy to understand and navigate
- Should be accessible to all Gauteng Provincial Departments
- Address the needs of all agreed upon role players in terms of information requirements, queries and reports, as specified in the requirements.
- Administration of the system must be integrated with the existing systems for centralised maintenance and support.
- Spatially linked with the existing geo-database to enable manipulation of data through various GIS client applications
- Be role-management enabled;
- Enable upload of project-level information, inclusive of a project registry governed by a unique identifier;
- Enable upload and integration with spatial data platforms, such as ESRI, to view spatially referenced data;
- Render data efficiently and reasonably within an acceptable time period;
- Maintain reasonable server uptime standards;
- Provide online help within reasonable help-desk support;
- Provide management reports
- Provide the ability to report on data in various ways such as Excel reporting, shape file reporting, dashboard reporting and Application Programme Interface

### **13. DELIVERABLES**

As a minimum, the following deliverables are anticipated:

#### **Deliverable 1: Inception Report**

An inception report including:

- Needs analysis
- A detailed schedule for the system requirement phase
- A high-level schedule for successive/remaining system development phases
- Project costing
- Risk management strategies

#### **Deliverable 2: User Requirements Report**

A document containing detailed requirements for the new system. These requirements will define functional, technical, operational, and transitional capabilities, restrictions, and features that must be provided. Once agreed between two parties (COGTA and the service provider) a User Requirement report must be developed and issued by the service provider and signed off by the Department.

#### **Deliverable 3: Structural Design and System Requirements Report**

The service provider will be required to develop a technical solution that will address the needs and requirements of the system. Once the system design document is accepted, the service provider will be required to proceed to system development according to the accepted design.

#### **Deliverable 4: System Design Reports**

Fully documented system design reports, Architecture and Blueprint will be required for each system module created.

#### **Deliverable 5: System Test Reports**

For each module, test plans with user sign-off will be required.

#### **Deliverable 6: User Manual(s)**

Fully documented user manuals will be required for each system module created. An audio-visual guide will be required for all training manual modules.

**Deliverable 7: Training Reports**

Training plans and full training reports with user sign-off will be required for each module.

**Deliverable 8: Skills Transfer**

The service provider will be expected to provide technical and functional training.

**Deliverable 9: Fully Functional System**

The service provider should provide a fully functional STAM as per the requirements.

**Deliverable 10: System Maintenance and Support**

The service provider will be expected to provide support and maintenance for two years post-project handover.

**Deliverable 11: Close-out Report**

The service provider will be required to produce two project close-out reports as follows:

**System Close-out Report**

For each module, a handover report will be required, highlighting issues such as future system maintenance.

**General Handover/Close-out Report**

A general handover/close-out report, including the source code, will be required after system operation analysis and maintenance at final handover stage.

**14. PROJECT DURATION**

The project is planned for a period of thirty-six months. The first twelve (12) months is broken into two segments: (1) system development and implementation and (2) post-implementation support. The remaining twenty-four months will be for support and maintenance. Bidders must submit a project plan clearly indicating key actions and deliverables.

## **15. PROJECT COST**

Bidders must provide a cost breakdown per milestone for the duration of the project. Bidders must also provide a detailed cost quotation inclusive of VAT and disbursements indicating hours allocated to each resource on the project.

## **16. PROJECT TEAM COMPOSITION**

The service provider must assemble a multi-disciplinary team to execute this assignment successfully. The team composition must, amongst others, include the following skilled professionals:

### **1. Project Management Specialist (Lead)**

A Project Management specialist with experience in Agile project management should serve as a lead.

- The project manager must have at least 10 years of demonstrable experience in executing and managing system development projects. Geodatabase or any spatially referenced data.
- Should have the functionality to select a location on the map
- Should have the functionality to draw georeferenced polygons, lines and points.
- The system should be able to generate spatial analysis reports based on data input
- Ability to make budget calculations based on spatial data provided.
- Ability to deliver projects on time and within budget
- Experience in government budgeting processes, GIS, infrastructure planning and development processes and institutional mandates will serve as an added advantage

### **2. Solutions Architect**

- A National Diploma or Bachelor's in IT, computer science, software engineering, or equivalent.
- Knowledgeable about all phases of the software development life cycle and solution delivery for web, client-server, and cloud-based systems.
- Subject matter expertise in the field of work.
- Good knowledge of modern software engineering principles and best practices.
- Proven track record of work experience as an architect, project manager, or developer.

- Certificates to demonstrate knowledge and competency.
- Minimum 10 years of experience in various software designs, languages, and architecture.
- Solution definition and problem-solving skills.
- Practical experience in project management.
- Familiarity with computer networks and IT security management.
- Experience and knowledge of cloud computing. Good understanding of business processes. Strong organisational skills. Strong understanding of analytical skills and techniques. Excellent interpersonal, communication, and negotiation skills.

### **3. System Developer/Designer**

- Must have a National Diploma or bachelor's degree in Computer Science, Information Technology or a related qualification.
- Minimum of 10 years' relevant experience in system/software development.
- Knowledge of the software development life-cycle.
- The desire to work in a fast-paced environment.
- Ability to develop unit testing of code components or complete applications.
- Creativity is always a plus.
- Must be a full-stack developer and understand concepts of software engineering.
- Experience working on a variety of software development projects.
- Deep programming language knowledge.
- Modifying software to fix errors, adapt it to new hardware, improve performance, or upgrade interfaces.
- Directing system testing and validation procedures.
- Directing software programming and documentation development.
- Consulting with departments or customers on project status and proposals.
- Working with customers or departments on technical issues, including software system design and maintenance.
- Analysing information to recommend and plan the installation of new systems or modifications of an existing system.
- Consulting with engineering staff to evaluate software-hardware interfaces and develop specifications and performance requirements.
- Designing and developing software systems using scientific analysis and mathematical models to predict and measure outcomes and design consequences.

- Preparing reports on programming project specifications, activities, or status.
- Conferring with project managers to obtain information on limitations or capabilities.

#### **4. Business and Systems Analyst**

- A qualified Business Analyst (BA) in business and/or Information Technology (IT) with at least 10 years of experience in the IT field.
- Relevant qualifications; either a national certificate, bachelor's degree or master's degree.
- Requirements Gathering: One of the primary responsibilities of a BA is to gather and document business requirements. This involves working with stakeholders to understand their needs and translating those needs into functional requirements for development teams to implement.
- Analysis and Problem-Solving: BAs must be able to analyse data and identify trends, issues, and opportunities for improvement. They must also develop solutions and present them to the stakeholders.
- Documentation: BAs must create detailed documentation for the business requirements and technical specifications. This documentation must be clear, concise, and easily understood by all stakeholders.
- Communication: BAs must have excellent communication skills. They must be able to communicate effectively with stakeholders, development teams, and other departments.
- Project Management: BAs must manage projects from start to finish. This includes creating project plans, monitoring progress, and ensuring that project timelines and budgets are met.
- Testing: BAs must also ensure that the system or application meets the specified requirements. This involves testing the system and ensuring that it meets the business requirements.
- Training: BAs must also provide training to end-users on how to use the system or application.



## **5. Tests Analyst**

- A bachelor's degree in computer science, IT, Software engineering or related
- A minimum of 10 years of experience in test analysis.
- A proven record of experience working with computer software and coding.
- Knowledge of software development.
- Excellent analytical and diagnostic skills.
- Experience in test techniques and programming.
- Above-average planning and organisational skills and attention to detail.

## **6. Town and Regional Planning Specialist**

- Registered Professional Town and Regional Planner (SACPLAN) with a Bachelor's degree in Town and Regional Planning (or equivalent) and a postgraduate qualification in a related planning discipline.
- Minimum of 10 years' demonstrable experience in the execution of strategic planning and preparation of infrastructure investment plans and frameworks in different spheres of government, including the preparation of Capital Expenditure Frameworks, Implementation Frameworks and an understanding of National Treasury requirements for preparation and finalisation of annual national, provincial and municipal budgets, as well as integration of the budgeting process with the requirements of the Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA) and Municipal Standard Chart of Accounts (MSCOA) and relevant regulatory reforms linked to the Spatial Planning and Land Use Management Act, 2013.

## **7. Infrastructure and Integrated Planning Engineering Specialist**

- Registered Professional Engineer (ECSA) with a degree in Civil Engineering or related specialist engineering (either a bachelor's degree or master's degree in engineering).
- Minimum of 5-10 years' post-qualification experience, including integrated infrastructure planning, capital project investment planning, analysis, prioritisation and budget planning.

- Proven experience and knowledge of the full lifecycle of infrastructure planning and design, including project conceptualisation, project preparation and master planning.

## **8. Geographic Information Systems**

- Geographic Information Systems (GIS) expertise of at least 5-10 years of experience.
- Degree in Geographic Information Systems or related qualifications.
- Proven experience working with systems development linked to application of spatial prioritisation as derived from spatial development frameworks and capital investment/ expenditure frameworks as per the provisions of SPLUMA.

## **17. TENDER VALIDITY PERIOD**

Please note that the price offer is valid for 90 days from the closing date.

## **18. OWNERSHIP OF DATA AND COPYRIGHT**

All outputs prepared by the service provider in connection with the services to be rendered shall become the property of the Gauteng Department of Cooperative Governance and Traditional Affairs upon submission to Chief Directorate: Integrated Development and Spatial Planning, which shall have full copyright therein. In the event of termination of this appointment, the Department of Cooperative Governance and Traditional Affairs reserves the right to use all or any of the material collected and prepared for completion of the project.

## **19. MINIMUM REQUIREMENTS AND QUALIFYING CRITERIA**

Notwithstanding appeal for innovation, bidders are requested to submit detailed proposals for consideration in order to demonstrate relevant capabilities. Service Providers should display relevant experience, technical expertise, and capabilities in the field.

## **20. EVALUATION METHODOLOGY**

The evaluation of the bids will be conducted in two stages as per Preferential Procurement Regulations, 2022 issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act number 5 of 2000 (PPPFA) as follows:

### **1. Stage One**

The evaluation of bids on Administrative Compliance and Functionality. During these stages of evaluation, the bidder/s that do not meet the prescribed criteria for administrative and functionality requirements will be disqualified and will not be considered for further evaluation.

### **2. Stage Two**

Either the 80/20 preference point system will apply and the lowest acceptable tender will be used to determine the applicable preference point system.

#### **STAGE 1A: ADMINISTRATIVE COMPLIANCE**

1. Bidder/s must complete and submit all pages of Tender Bid Documents Section 1 (Invitation to Bid) and Section 2 (Price Schedule – Professional Services).
2. Bidder's Disclosure (SBD 4) Form must be signed by the Bidder.
3. In the case of Joint Venture/Consortium, a joint venture/consortium agreement bearing the signature of all the parties to the joint venture/consortium should be attached and notarised by an attorney.
4. If the bidder intends to sub-contract, a sub-contracting agreement should be attached and signed by all parties to the sub-contracting agreement. The % (percentage) to be sub-contracted must be clearly indicated in the contract.
5. Compulsory briefing certificate (original).

**NOTE:** Bidder/s that fail to meet the required criteria stipulated under Administrative Compliance shall not be considered for further evaluation.

**Submission of other required documents**

1. A fully completed (where applicable) and signed Preference Points Claim Form SBD 6.1 • In the case of a Joint Venture (JV) or Consortium, the bidder should take into consideration the consolidated Preference Points for the combined parties into a Joint Venture (JV) or Consortium.
2. Tax Compliance Status PIN Code.
3. Recent proof of National Treasury Central Supplier Database (CSD) registration.
4. The latest Audited Financial Statement for the past two years is to be provided. If a company is a new or dormant entity a letter from an accountant stating so is required.
5. A valid B-BBEE certificate (issued by an agency accredited by SANAS) or a valid B-BBEE Certificate issued by CIPC (for EME) or a valid Sworn Affidavit.

**B-BBEE validation requirements:**

1. A valid B-BBEE certificate (issued by an agency accredited by SANAS) or a valid BBEE Certificate issued by CIPC (for EME) or a valid Sworn Affidavit signed by the EME/QSE representative and commissioned by a Commissioner of Oaths, on the templates issued by the DTIC or the CIPC or a B-BBEE certificate issued by the Companies and Intellectual Property Commission.
2. In the case of a JV, the tenderer must provide a joint venture agreement signed by all parties that must indicate the percentage revenue split between the parties, and proof of a consolidated Valid B-BBEE Certificate is required. (Both the agreement and the consolidated Valid B-BBEE Certificate must be submitted).
3. A Bidder who qualifies as an Exempted Micro Enterprises (EME) can submit a valid sworn affidavit or B-BBEE Certificate issued by CIPC.
4. A Bidder who qualifies as a Qualifying Small Enterprise (QSE) and is more than 51% black-owned can submit a valid sworn affidavit.

5. A Bidder who qualifies as a Qualifying Small Enterprises (QSE) and is less than 51% black-owned must submit a B-BBEE verification certificate issued by an Agency accredited by SANAS (South African National Accreditation System) which has to be valid, including a valid sworn affidavit declaring their annual total revenue of between R10 million and R50 million, based on the Financial Statements/Management Accounts and other information available on the latest financial year-end
6. Public entities and tertiary institutions must also submit valid SANAS accredited B-BBEE Status Level Verification Certificates together with their tenders.
7. Valid Sworn Affidavits must comply with the requirements outlined in the Justices of the Peace and Commissioners of Oaths Act, no 16 of 1963, and its Regulations promulgated in Government Notice GNR 1258 of 21 July 1972 Justices of the Peace and Commissioners of Oaths Act, No. 16 of 1963. i.e.
  - i. The deponent shall sign the declaration in the presence of the Commissioner of Oaths (COA).
  - ii. Below the Deponent's signature the Commissioner of Oath shall certify that the Deponent has acknowledged that she/he knows and understands the contents of the declaration and the Commissioner of Oath shall state the manner, place, and date of taking the declaration.
  - iii. The Commissioner of Oath shall sign the declaration and print his full name and business address below his signature; and state his designation and the area for which he holds his appointment, or the office held by him if he holds his appointment ex officio.

#### **DOCUMENTS REQUIRED TO BE SUBMITTED IN ORDER TO CLAIM PREFERENCE POINTS**

- Copy of Central Supplier Database (CSD)
- Copies of the company registration documents (CIPC)
- Certified copies of Directors/ Shareholders' IDs / Share Certificate
- Proof of Disability (Medical Certificate by Medical Practitioner with practice number)
- Proof of address/Municipal Statement or of Account/Copy of active lease Agreement if you are not the owner, to be valid at closing date.

<b>Evaluation Criteria</b>	<b>Number of Points</b>
100 % Black-Owned Enterprise	5
100 % Women Owned Enterprise	10
100 % PwD Owned Enterprise	2.5
Enterprise located in Gauteng Province	2.5
<b>Total Preference points based on Specific and RDP Goals</b>	<b>20</b>

**Note Failure to submit the above documents will result in bidders not claiming preference points.**

### **REQUIRED DOCUMENTS**

- In order to verify the tax status of bidders, bidders are required to submit their “Tax Compliance Status Pin”. (Joint ventures/consortium must submit a valid Tax Compliance Status Pin” for all parties to a Joint Venture/Consortium).
- Only suppliers (including all parties to Joint Ventures/Consortiums and sub-contractors) who are registered on the Central Supplier Database (CSD), [www.csd.gov.za](http://www.csd.gov.za) will be considered for appointment. (Proof to be attached).
- Detailed company profile
- Certified copies of Directors/ Shareholders ID's

### **FUNCTIONALITY EVALUATION/TECHNICAL EVALUATION**

Responsive Bids will be evaluated for functionality. The technical evaluation criteria below will be applied to further shortlist responsive bids.

### **STAGE 1B: TECHNICAL EVALUATION**

- A total of 100 points is allocated for stage 1B.
- This information will be used for evaluation before the pricing and preference point's evaluation.

The threshold for this part of the evaluation is 75 points; any bidder who fails to meet this minimum requirement shall be deemed non-responsive and eliminated from any further evaluation.

AREA	COMMENTS	POINTS
<b>1.COMPANY EXPERTISE</b>	<p>Bidder to provide practical experience (combined) in Agile Project Management, System/Software Development and Geographic Information Systems.</p> <p>Provide reference letters for 5 Projects in Agile Project Management, System/Software Development and Geographic Information Systems in a tabular format. The list must include Type or Description of service rendered, Location, year, period (project duration), and Type of systems developed. <b>(20 points)</b></p> <p>Points will be awarded in detail for this section, as per the table “Responding to Company Expertise”, provided below after the functionality table.</p> <p>Experience in doing this type of project. <b>(20 points)</b></p> <ul style="list-style-type: none"> <li>- Over 3 years [4] per project</li> <li>- 1 to 2 years’ experience [2] per project</li> <li>- Less than 1 year experience [0] per project</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>– Bidders must fill table in the below Technical Evaluation before STAGE 1C: System Demonstration Evaluation.</li> <li>– Bidders must submit reference letters, failure to provide will result into a bidder getting zero (0) points.</li> </ul> <p>The letters must meet the following criteria:</p> <ul style="list-style-type: none"> <li>- In the customer letterhead</li> <li>- Project description/services rendered.</li> <li>- Date of the project or services</li> <li>- Contactable references.</li> <li>- The letter must be signed by the client.</li> </ul>	<b>40</b>

AREA	COMMENTS	POINTS
<b>1. CHANGE MANAGEMENT</b>	<p><b><u>CHANGE MANAGEMENT</u></b> – refer to page , section for more details (5 points):</p> <p>The detailed Change management plan shall entail describing how the bidder will address the following items: -</p> <ul style="list-style-type: none"> <li>– Detailed User training plan. Training is to be conducted with departmental existing data NOT Testing Data [2]</li> <li>– Technical skills transfer plan [2]</li> <li>– Communication and resistance plan [1]</li> </ul>	<b>5</b>
<b>2. PROJECT TECHNICAL TEAM - SKILLS SET</b>	<p>Qualifications and Experience of the following specialists shall be provided by a bidder and proof of qualifications to be attached in the proposal with updated CV's.</p> <p><b><u>PROJECT MANAGER (8 points)</u></b></p> <p>Qualification (certificate) in project management [2]</p> <p>Experience in managing project in government budgeting processes, GIS, infrastructure planning and development processes, and institutional mandates will serve as an added advantage.</p> <ul style="list-style-type: none"> <li>- 10 years and above [6]</li> <li>- 8 to 9 years' experience [5]</li> <li>- 7 to 8 years' experience [4]</li> <li>- 6 to 7 years' experience [3]</li> <li>- 5 to 6 years' experience [2]</li> <li>- less than 5 years' experience [0]</li> </ul>	<b>50</b>



AREA	COMMENTS	POINTS
	<p><u><b>SOLUTIONS ARCHITECT (6 points)</b></u>  Qualification in Computer Science, Information Technology or related.</p> <ul style="list-style-type: none"> <li>- Degree or higher than a degree [3]</li> <li>- National Diploma [2]</li> </ul> <p>Experience in System Development</p> <ul style="list-style-type: none"> <li>- 10 years and above [3]</li> <li>- 8 to 9 years' experience [2]</li> <li>- 7 to 8 years' experience [1]</li> <li>- less than 7 years' experience [0]</li> </ul> <p><u><b>SYSTEM DEVELOPER (6 points)</b></u>  Qualification in Computer Science or related.</p> <ul style="list-style-type: none"> <li>- Degree or higher than a degree [3]</li> <li>- National Diploma [2]</li> </ul> <p>Experience in System Development</p> <ul style="list-style-type: none"> <li>- 10 years and above [3]</li> <li>- 8 to 9 years' experience [2]</li> <li>- 7 to 8 years' experience [1]</li> <li>- less than 7 years' experience [0]</li> </ul> <p><u><b>BUSINESS AND SYSTEMS ANALYST (6 points)</b></u>  Qualification in Information Technology</p> <ul style="list-style-type: none"> <li>- Degree [3]</li> <li>- Nation Diploma [2]</li> <li>- Higher Certificate [1]</li> </ul> <p>Experience in Business Analyst</p> <ul style="list-style-type: none"> <li>- 10 years and above [3]</li> <li>- 8 to 9 years' experience [2]</li> <li>- 7 to 8 years' experience [1]</li> <li>- less than 7 years' experience [0]</li> </ul>	

AREA	COMMENTS	POINTS
	<p><u>TESTS ANALYSTS (6 points)</u></p> <p>Qualification in Information Technology or related.</p> <ul style="list-style-type: none"> <li>- Degree [3]</li> <li>- Nation Diploma [2]</li> <li>- Higher Certificate [1]</li> </ul> <p>Experience in Software Testing</p> <ul style="list-style-type: none"> <li>- 10 years and above [3]</li> <li>- 8 to 9 years' experience [2]</li> <li>- 7 to 8 years' experience [1]</li> <li>- less than 7 years' experience [0]</li> </ul> <p><u>TOWN AND REGIONAL PLANNING (6 points)</u></p> <p>Bachelor's degree or postgraduate qualification in Town and Regional Planning [3]</p> <p>Experience in Town and Regional Planning of similar capacity</p> <ul style="list-style-type: none"> <li>- 10 years and above [3]</li> <li>- 8 to 9 years' experience [2]</li> <li>- 7 to 8 years' experience [1]</li> <li>- less than 7 years' experience [0]</li> </ul> <p><u>GEOGRAPHIC INFORMATION SYSTEMS (6 points)</u></p> <p>Degree in Geographic Information Systems or related qualifications. [3]</p> <p>Experience in Geographic Information Systems of similar capacity</p> <ul style="list-style-type: none"> <li>- 10 years and above [3]</li> <li>- 8 to 9 years' experience [2]</li> <li>- 7 to 8 years' experience [1]</li> <li>- less than 7 years' experience [0]</li> </ul>	

AREA	COMMENTS	POINTS
	<p><u>INFRASTRUCTURE &amp; INTEGRATED PLANNING ENGINEERING (6 points)</u></p> <p>Bachelor’s degree or master’s degree in civil engineering [3]</p> <p>Experience in Infrastructure and Integrated Planning Engineering of similar capacity</p> <ul style="list-style-type: none"><li>- 10 years and above [3]</li><li>- 8 to 9 years’ experience [2]</li><li>- 7 to 8 years’ experience [1]</li><li>- less than 7 years’ experience [0]</li></ul> <p><b>Note: Certified copies must not be 6 months old.</b></p>	
3. POST GO-LIVE SUPPORT	<p>Clearly outline the period and the approach to be applied during post-go-live support with specific reference to end-user support and system handover.</p> <ul style="list-style-type: none"><li>- period aligns with project requirement.</li><li>- Approach aligns with the period.</li></ul> <p>If any of the above is not addressed =0 points</p>	5
TOTAL		100

**Table to respond to Company Expertise.**

<b>No.</b>	<b>Name of Client</b>	<b>Scope of work for a client</b>	<b>Systems Developed. (1 points)</b>	<b>Type or Description of service rendered. (1 points)</b>	<b>Location (1 Point)</b>	<b>Year Awarded (1 Point)</b>	<b>Project duration Experience (4 Point)</b>
1		Agile Project Management					
		Geographic Information Systems.					
		System/Software Development					
2		Agile Project Management					
		Geographic Information Systems.					
		System/Software Development					
3		Agile Project Management					
		Geographic Information Systems.					
		System/Software Development					
4		Agile Project Management					
		Geographic Information Systems.					
		System/Software Development					
5		Agile Project Management					

## STAGE 1C: SYSTEM DEMONSTRATION EVALUATION – 100 POINTS

**NOTE: The threshold for this part of the evaluation is 75 points; any bidder who fails to meet this minimum requirement shall be deemed non-responsive and eliminated from any further evaluation.**

Demonstrate similar planning, performance monitoring and evaluation of electronic solutions previously designed and implemented (to be scored during the demonstration). The demonstration should address all the following enabling platform features.

Criterion	Lookouts	Points
<b>POWERPOINT PRESENTATION</b>	<ul style="list-style-type: none"> <li>• Presentation which clearly reflects the following: <ul style="list-style-type: none"> <li>- Brief Overview of the Company Profile and Organizational Structure to undertake the project. [2]</li> <li>- Understanding of the Project in terms of the Terms of Reference. [2]</li> <li>- Objectives, Project Proposal, Methodology and Approach, and Stakeholder Engagements. [5]</li> <li>- Overview of Budget, Timelines, and Deliverables. [3]</li> <li>- Identification of Risks, Challenges and Mitigation thereof. [5]</li> <li>- Transfer of Skills and Innovative Practices. [3]</li> </ul> </li> </ul>	20
<b>LIVE DEMO OF SIMILAR SYSTEMS DEVELOPED</b>	<p>Demo Presentation</p> <p>The live similar system demo must have the following functionalities:</p> <ul style="list-style-type: none"> <li>- Ability to import data [10]</li> <li>- Generate scoring/weight matrix. [10]</li> <li>- Generate queries. [20]</li> <li>- Generate analysis report. [20]</li> <li>- GIS functionality. [20]</li> </ul> <p><i>Refer to Section 7</i></p>	80
<b>TOTAL</b>		<b>100</b>

## STAGE 2. PREFERENTIAL PROCUREMENT SYSTEM

In terms of regulation 4 (1) and (2) of the Preferential Procurement Regulation 2022 responsive bids will be evaluated and adjudicated by the state in terms of the 80/20-point system. Shortlisted bid(s) will be allocated 80 points (maximum possible score) if the competitive price of the acceptable bid(s) is/ are the lowest and 20 points (maximum possible score) to a tenderer for the specific goals specified for the tender and the points will be added to the points scored for price and the total will be rounded off to the nearest two decimal place, subject to section 2(1)(f) of the Act.

The following formula is applied to calculate preference points.

$$Ps=80 (1-Pt-Pmin/Pmin)$$

Where:

Ps = Points scored for competitive price of bid or offer under consideration

Pt = Competitive price of bid or offer under consideration; and

Pmin = Competitive price of lowest acceptable bid or offer

A maximum of 20 points may be allocated to a bidder for attaining highest specific goals and RDP Goals in accordance with below identified goals by the department:

- Persons or categories of historically disadvantaged persons based on gender, race, disability, and;
- RDP Goals as (published in Government Gazette No: 16085 dated 23 November 1994);
  - i. The promotion of South African owned enterprise.
  - ii. The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province;
  - iii. The promotion of enterprise located in a specific region for work to be done or service to be rendered in that region;
  - iv. The promotion of enterprises located in a specific municipality for work to be done or services to be rendered in that province;

- v. The empowerment of the work force by standardizing the level of skills and knowledge of workers;
- vi. The department may elect to use other RDP goals identified in the Government Gazette No: 16085 dated 23 November 1994.

THE PRICES WILL BE EVALUATED IN TERMS OF 80/20 PRINCIPLE, SPECIFIC GOALS AND RDP GOALS.

Evaluation Criteria	Number of Points
100 % Black Owned Enterprise	5
100 % Women Owned Enterprise	8
100 % PwD Owned Enterprise	2.5
Enterprise located in Gauteng Province	2.5
Youth	2
Total Preference points based on Specific and RDP Goals	20

**Note:** The total points (out of 100) for the various bidders will be calculated by adding the points for price (out of 80) and the points for Specific Goals and RDP Goals (out of 20).



# Provincial Supply Chain Management

## Financial Statements

Page 1 of 1

### Submission of Financial Statements

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

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





# INTEGRITY PACT FOR BUSINESSES

**FIGHTING CORRUPTION, PROMOTING INTEGRITY**

## **1. INTRODUCTION**

This agreement is part of the tender document, which shall be signed and submitted along with the tender document. The Chief Executive Officer of the bidding company or his/her authorised representative shall sign the integrity pact. If the winning bidder has not signed this integrity pact during the submission of the bid, the tender/proposal shall be disqualified.

## **2. OBJECTIVES**

Now, therefore, the Gauteng Provincial Government and the Bidder agree to enter into this pre-contract agreement, hereinafter referred to as an integrity pact, to avoid all forms of corruption by following a system that is fair, transparent, and free from any influence/unprejudiced dealings before, during and after the currency of the contract to be entered, with a view to:

- 2.1 Enable the Gauteng Provincial Government to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works, goods and services; and
- 2.2 Enable bidders to abstain from bribing or any corrupt practice to secure the contract by assuring them that their competitors will refrain from bribing and other corrupt practices and the Gauteng Provincial Government will commit to preventing corruption, in any form by their officials by following transparent procedures.

## **3. GOVERNANCE**

- 3.1 The integrity pact seeks to ensure that both parties comply with all applicable provincial, national, continental, and international laws and regulations regarding fair competition and anti-corruption.

## **4. ENVIRONMENT**

- 4.1 The integrity pact requires that both parties comply with all applicable environmental, health, and safety regulations.

## **5. PROTECTION OF INFORMATION**

- 5.1 The integrity pact seeks to ensure that both parties undertake to protect the confidentiality of information. Each party, when given access to confidential information as part of the business relationship should not share this information with anyone unless authorised.

## **6. REPUTATION**

- 6.1 The Gauteng Provincial Government wants to work with bidders who are proud of their reputation for fair dealing and quality delivery.
- 6.2 The Gauteng Provincial Government wants to ensure that working with government is reputation enhancing for the supplier.
- 6.3 The Gauteng Provincial Government expects bidders/suppliers to be protective of government's reputation, and ensure that neither they, nor any of their partners or subcontractors, bring government to disrepute by engaging in any act or omission which is reasonably likely to diminish the trust that the public places in government.

- 6.4 The Gauteng Provincial Government further requires its bidders/suppliers to always adhere to ethical conduct even outside their contractual obligation with the Gauteng Provincial Government.

## 7. VALUES OF THE GAUTENG PROVINCIAL GOVERNMENT

- 7.1 The value system of the Gauteng City Region is shown below:

GAUTENG CITY REGION VALUES SYSTEM	
CORE VALUES	ETHICAL VALUES
Patriotism Purposefulness Team focused Integrity Accountability Passionate Activism	Integrity Accountability Dignity Transparency Respect Honesty

- 7.2 The Gauteng Provincial Government commits to ensure that the values system is embedded into the day-to-day operations of its institutions.

## 8. COMMITMENTS OF THE GAUTENG PROVINCIAL GOVERNMENT

The Gauteng Provincial Government commits itself to the following:

- 8.1 The GPG commits that its officials will at all times conduct themselves in accordance with Treasury Regulations 16A.8<sup>1</sup>, copy of which is attached marked Annexure A, and that:
- 8.1.1 The GPG is committed to doing business with integrity and proper regard for ethical business practices.
- 8.1.2 The GPG hereby undertakes that no official of the GPG, connected directly or indirectly with the contract will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour, or any material or immaterial benefit or any other advantage from the bidder, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
- 8.1.3 The GPG further confirms that its officials have not favoured any prospective bidder in any form that could afford an undue advantage to that bidder during the tendering stage and will further treat all bidders alike.
- 8.1.4 The GPG will during the tender process treat all Bidder(s) with equity.
- 8.1.5 All officials of the GPG shall report any attempted or completed violation of clauses to the following details:

<sup>1</sup> Government Notice No. R. 225 of 2005 published under Government Gazette No. 27388 of 15 March 2005, as amended

	Gauteng Ethics Hotline	National Anti-Corruption Hotline
<b>Toll-free number</b>	080 1111 633	0800 701 701
<b>SMS call-back</b>	49017	N/A
<b>E-mail</b>	<a href="mailto:gpethics@behonest.co.za">gpethics@behonest.co.za</a>	<a href="mailto:nach@psc.gov.za">nach@psc.gov.za</a>
<b>Fax</b>	086 726 1681	0800 204 965
<b>Website</b>	<a href="http://www.thehotline.co.za">www.thehotline.co.za</a>	<a href="http://www.publicservicecorruptionhotline.org.za">www.publicservicecorruptionhotline.org.za</a>
<b>Post</b>	Chief Directorate: Integrity Management Private Bag X61 Marshalltown 2001	Public Service Commission Private X121 Pretoria 0001
<b>Walk-in</b>	Office of the Premier 55 Marshall Street Marshalltown Johannesburg 2001	Gauteng Provincial Office Public Service Commission Schreiner Chambers 6 <sup>th</sup> Floor 94 Pritchard Street Johannesburg

8.1.6 Following the report on the violation of the above clauses by the official(s), through any source, the GPG shall investigate allegations of such violations against the official or other role players and when justified:

- a) Take steps against such official and other role players (necessary disciplinary proceedings, and/or any other action as deemed fit, bar such officials from further dealings related to the contract process). In such a case, while an enquiry is being conducted by the Gauteng Provincial Government the proceedings under the contract would not be stalled.
- b) Inform the relevant Treasury of steps taken in 8.1.5(a) against such officials; and
- c) Report any conduct by such official and other role players that may constitute an offence to the South African Police Service.

## 9. COMMITMENTS OF THE BIDDERS

The bidder commits himself/herself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of his/her bid or during any pre-contract or post contract stage to secure the contract or in furtherance to secure it and commits himself/herself to the following:

- 9.1 The bidder is committed to doing business with integrity and proper regard for ethical business practices.

- 9.2 The bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducements to any official of the Gauteng Provincial Government, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 9.3 The bidder further undertakes that he/she has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducements to an official of the Gauteng Provincial Government or otherwise in procuring the contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Gauteng Provincial Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Gauteng Provincial Government.
- 9.4 The bidder will not collude with other parties interested in the contract to preclude the competitive bid price, impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 9.5 The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- 9.6 The Bidder(s)/Contractor(s) will, when presenting his / her bid, disclose any and all payments he /she has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- 9.7 In case of sub-contracting, the Principal Contractor shall take the responsibility of adoption of Integrity Pact by the Sub-Contractor.
- 9.8 The bidder shall report any attempted or completed violation of clauses 9.1 to 9.7 including any alleged unethical conduct to the Gauteng Ethics Hotline (details are provided at clause 8.1.4).
- 9.9 The bidder (or anyone acting on its behalf) warrants that:
- 9.9.1 It has not been convicted by a court of law for fraud and/or corruption with respect to the procurement/tendering processes; and/or
- 9.9.2 It has not been convicted by a court of law for theft or extortion; and/or
- 9.9.3 It is not listed on the National Treasury's database of Restricted Suppliers or Register of Tender Defaulters.

## **10. SANCTIONS FOR VIOLATION**

- 10.1 The breach of any aforesaid provisions or providing false information by employers, including manipulation of information by evaluators, shall face administrative charges and penal actions as per the existing relevant rules and laws.
- 10.2 The breach of the Pact or providing false information by the Bidder, or any one employed by him, or acting on his behalf (whether without the knowledge of the

Bidder), or acting on his/her behalf, shall be dealt with as per the provisions of the Prevention and Combating of Corrupt Activities Act (12 of 2004).

10.3 The Gauteng Provincial Government shall also take all or any one of the following actions, wherever required:

- To immediately call off the pre-contract negotiations without giving any compensation to the bidder. However, the proceedings with the other bidder(s) would continue.
- To immediately cancel the contract, if already awarded/signed, without giving any compensation to the bidder.
- To recover all sums already paid by the Gauteng Provincial Government.
- To cancel all or any other contracts with the bidders and GPG shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value.
- To submit the details of the bidder to the National Treasury to register on the database for tender defaulters.

## **11. CONFLICT OF INTEREST**

11.1 A conflict of interest involves a conflict between the public duty and private interest (for favor or vengeance) of a public official, in which the public official has private interest which could improperly influence the performance of their official duties and responsibilities. Conflicts of interest would arise in a situation when any concerned members of both parties are related either directly or indirectly, or has any association or had any confrontation. Thus, conflict of interest of any tender committee must be declared in a prescribed form.

11.2 The bidder shall not lend or borrow any money from or enter any monetary dealings or transactions, directly or indirectly, with any member of the tender committee or officials of the Gauteng Provincial Government, and if he/she does so, the Gauteng Provincial Government shall be entitled forthwith to rescind the contract and all other contracts with the bidder.

## **12. LEGAL ACTIONS**

12.1 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

## **13. VALIDITY**

13.1 The validity of this Integrity Pact shall cover the tender process and extend until the completion of the contract to the satisfaction of both the Gauteng Provincial Government and the bidder (service provider).

13.2 Should one or several provisions of the Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

**GPG INTEGRITY PACT FOR BUSINESSES**

<b>BIDDER/SUPPLIER/SERVICE PROVIDER</b>	
<b>Signature of the CEO</b>	
<b>Full name of the CEO</b>	
<b>Tender number</b>	
<b>Date</b>	

## **Annexure A**

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

### **NOTES**

The purpose of this document is to:

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

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

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



## TABLE OF CLAUSES

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

## General Conditions of Contract

### 1. Definitions

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

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

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

**security**

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

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

**8. Inspections, tests and analyses**

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

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

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

## **9. Packing**

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

## **10. Delivery and documents**

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

## **11. Insurance**

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

## **12. Transportation**

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

## **13. Incidental services**

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

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

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

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

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

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

#### **15. Warranty**

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

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

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

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

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

may have against the supplier under the contract.

## **16. Payment**

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

## **17. Prices**

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

## **18. Contract amendments**

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

## **19. Assignment**

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

## **20. Subcontracts**

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

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

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



available.

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

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

## **22. Penalties**

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

## **23. Termination for default**

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

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

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

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

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

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

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

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

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

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

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

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

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

**25. Force Majeure**

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

**26. Termination for insolvency**

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

**27. Settlement of Disputes**

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

**28. Limitation of liability**

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

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 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.

Js General Conditions of Contract (revised July 2010)