



DESCRIPTION: **ADVERTISEMENT OF THE LEASE OF CORPORATE OFFICE SPACE FOR
NYDA EAST LONDON CENTER OVER A PERIOD OF SEVEN (7) YEARS.**

TENDER NUMBER: **RFP2022/02/NYDA**

**NATIONAL YOUTH DEVELOPMENT AGENCY (NYDA)
54 MAXWELL DRIVE
WOODMEAD
2191**

Contact Name: Mr. Mlungisi Xulu
Email: tenders@nyda.gov.za

Name of Tenderer:

Total Price inclusive of Value Added Tax: R.....

Amount in Words:

.....

**This tender closes at 11:00 am on the 18th of August 2022 at the offices of the NYDA Head Office, 54
MAXWELL DRIVE, WOODMEAD, 2191 (Woodmead North Office Park, Block A, NYDA Building)**

LATE SUBMISSIONS WILL NOT BE ACCEPTED BY THE NYDA

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A. TENDER NOTICE AND INVITATION TO TENDER

ADVERTISEMENT TENDER OF THE LEASE OF CORPORATE OFFICE SPACE FOR NYDA EAST LONDON CENTER OVER A PERIOD OF SEVEN (7) YEARS.

RFP2022/02/NYDA

The National Youth Development Agency invites service providers for the advertisement tender of the lease of corporate office space for NYDA East London Center over a period of seven (7) years. Tender documents are available for downloading on the NYDA website www.nyda.gov.za.

Evaluation Method: Four (4) stage evaluation

1. Administrative Compliance;
2. Functionality;
3. Site Inspection;
4. Price and B-BBEE).

A non-compulsory briefing session will be held on the 26 of JULY 2022 @ 10:00am via Microsoft TeamViewer ([Click here to join the meeting](#)). Prospective bidders are advised to download Microsoft TeamViewer prior to the time of the meeting.

Queries relating to the issue of these documents or technical enquiries may be addressed to Mr. Mlungisi Xulu, via e-mail tenders@nyda.gov.za on or before the 5th of August 2022 @ 16:00

Tenders may only be submitted on the tender documentation that is issued by NYDA. The retyping of the tender document is not permitted. The tenders must be inserted into the Tender Box available at the Reception Area of NYDA Head Office, 54 Maxwell Drive, Woodmead by **11:00 am on 18th of August 2022**. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

NB: NYDA reserves the right to cancel this tender without prior notice and not to appoint any service provider.

PART A INVITATION TO BID

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)						
BID NUMBER:	RFP2022/02/NYDA		CLOSING DATE:	18 AUGUST 2022	CLOSING TIME:	11:00am
DESCRIPTION	ADVERTISEMENT OF THE LEASE OF CORPORATE OFFICE SPACE FOR NYDA EAST LONDON CENTER OVER A PERIOD OF SEVEN (7) YEARS.					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)						
NATIONAL YOUTH DEVELOPMENT AGENCY						
54 MAXWELL DRIVE						
WOODMEAD						
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Mlungisi Xulu		CONTACT PERSON	Mlungisi Xulu		
TELEPHONE NUMBER			TELEPHONE NUMBER			
FACSIMILE NUMBER			FACSIMILE NUMBER			
E-MAIL ADDRESS	tenders@nyda.gov.za		E-MAIL ADDRESS	tenders@nyda.gov.za		
SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]						
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART THE QUESTION 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.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

B. NYDA BACKGROUND AND INTRODUCTION

The National Youth Development Agency (NYDA) is a South African based agency established primarily to tackle challenges that the nation's youth are faced with. The NYDA was established by an Act of parliament, act no 54 of 2008. The institution was established to be a single, unitary structure, established to address youth development issues at National, Provincial and Local government level. The existence of the NYDA should be located within the broad context of South Africa's development dynamics. Similar to many developing countries, South Africa has a large population of youth, those between the ages 14-35; represent 42% of the total population. Given the youthful nature of the South African population much of the socio economic challenges faced by the nation, i.e. poverty, inequality and joblessness, poor health etc, are borne by the youth. The gravity of challenges South Africa is faced with, require multi - pronged efforts, that simultaneously promote the development of sustainable livelihoods, reduce poverty, inequality and prioritise the development of policies which create an enabling environment for youth development.

The NYDA plays a lead role in ensuring that all major stakeholder's, i.e government, private sector and civil society, prioritise youth development and contribute towards identifying and implementing lasting solutions which address youth development challenges. Furthermore, the NYDA designs and implements programmes aimed at improving lives and opportunities available to youth. These programmes could be clustered as follows:

At an individual level (Micro level), the NYDA provides direct services to youth in the form of information provision, mentorship, skills development & training, entrepreneurial development & support, health awareness programmes and involvement in youth initiatives. At a Community level (Meso Level), the NYDA encourages young people to be catalysts for change in their communities through involvement in community development activities, social cohesion activities and national youth service programmes and dialogue.

At a Provincial and National level (Macro Level), through its policy development, partnerships and research programmes, the NYDA facilitates the participation of youth in developing key policy inputs, which shape the socio-economic landscape of South Africa.

The National Youth Development Agency derives its mandate from the legislative frameworks, including the NYDA Act (54 of 2008), the National Youth Policy (2009-2020) and the draft Integrated Youth Development Strategy as adopted by the Youth Convention of 2006. The NYDA activities could be summarized as follows:

- a) Lobby and advocate for integration and mainstreaming of youth development in all spheres of government, private sector and civil society
- b) Initiate, implement, facilitate and coordinate youth development programmes
- c) Monitor and evaluate youth development intervention across the board and mobilise youth for active participation in civil society engagements

C. TENDER DATA AND CONDITIONS OF TENDER

The Conditions of Tender are the General Conditions of Contract issued by the National Treasury.
The purpose of the Conditions is to:

- ✓ Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- ✓ To ensure that bidders are familiar with regard to the rights and obligations of all parties involved in doing business with government.

The Standard Conditions of Tender make several references to the Tender Data which specifically applies to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender. Each item of Tender Data given below is cross-referenced to the relevant clause in the standard Conditions of Tender.

Clause Number	Clause Heading	Data / Wording
1.1	The Employer is:	The Employer is: National Youth Development Agency (NYDA) 54 MAXWELL DRIVE, WOODMEAD, 2191
1.2	Employer's Agent is:	Mr. Mr. Mlungisi Xulu 54 MAXWELL DRIVE, WOODMEAD, 2191 Tel: (087) 158 6380 E-mail: tenders@nyda.gov.za
1.3	Eligibility	Bidders who do not meet the requirements below will be immediately disqualified from the bidding process. The National Youth Development Agency reserves the right to reject bids which are non-responsive, including, without limitation, bids which contain the following defects: <ul style="list-style-type: none">(a) Late or incomplete bids;(b) Failure to conform to the rules or requirements contained in the Tender; including the proposal format;(c) Proof of collusion among Bidders, in which case all proposals involved in the collusive action will be rejected; and(d) Noncompliance with applicable law, unauthorized additions or deletions, conditional bids, incomplete bids, or irregularities of any kind which may tend to make the bid incomplete, indefinite or ambiguous as to its meaning. Joint Ventures / Consortiums are eligible to submit tenders provided that: <ul style="list-style-type: none">(e) Where bids are consortia / Joint ventures / S-contractors are involved, each party must submit a separate TCS certificate / Pin / CSD number;

		<p>(f) A Joint Venture Agreement is signed by the JV Partners and attached to this tender document;</p> <p>(g) A Joint Venture / Consortium must also submit a Joint Venture BBEE Rating Certificate.</p>
1.4	Clarification Meeting	<p>A non-compulsory briefing session will be held on the 26th of JULY 2022 @ 10:00am via Microsoft TeamViewer. Prospective bidders are advised to download Microsoft TeamViewer prior to the time of the meeting.</p> <p>NB: Attendees must register particulars of the company (Company name, representative name & email address) they are representing at the briefing session.</p>
1.5	Returnable Documents	<p>Tenderers to submit fully completed and signed returnable documents as stipulated. Tenders must only be submitted on original tender documentation which is issued by the NYDA and completed in black ink. Tender documents must not be retyped or reproduced.</p>
1.6	Number of copies of tender offers to be submitted to the Employer	<p>The returnable part of the tender offer communicated on paper shall be submitted as an original written in Black Ink and three (3) copied versions of the original. No documents are to be typed/retyped or reproduced. Any tender documents that are typed/retyped or reproduced will be disqualified. Tender documents are to be written in black ink. Failure to complete tender documents in black ink will also result in disqualification.</p>
1.7	Sealing and Delivery of tender offers	<p>The NYDA's address for delivery of tender offers and identification details to be shown on each tender offer package are:</p> <p>Location of tender box:</p> <p>National Youth Development Agency (NYDA) Head Office, 54 MAXWELL DRIVE, WOODMEAD, 2191. (Woodmead North Office Park, Block A, NYDA Building)</p> <p>Identification details:</p> <p>ADVERTISEMENT OF THE LEASE OF CORPORATE OFFICE SPACE FOR NYDA EAST LONDON CENTER OVER A PERIOD OF SEVEN (7) YEARS.</p> <p>RFP2022/02/NYDA</p>
1.8	Closing time of tender offers	<p>The closing time for submission of proposals is 11:00am on the 18th of AUGUST 2022 as stated on SBD 1 form (Invitation to tender).</p>
1.9	Tender offer validity	<p>The tender offer validity period is 120 days</p>
1.10	Two-Envelope System	<p>A two-envelope system will not be followed.</p>

D. PROCUREMENT TIMELINES

PROCUREMENT TIMELINE	DATE	TIME
RFP release date	15 JULY 2022	08h00 to 16h00
Non-compulsory briefing session and clarification	26 JULY 2022	10h00am
Written questions of clarification – closing date	5 AUGUST 2022	16h00
Written response to all clarifications	10 AUGUST 2022	16h00
Closing date	18 AUGUST 2022	11h00
Completion of bid evaluations*	9 SEPTEMBER 2022	
Anticipated letter of Award*	23 SEPTEMBER 2022	
Tenant Installation*	26 SEPTEMBER 2022	
Commencement Date*	1 NOVEMBER 2022	

***Indicative dates**

E. TERMS OF REFERENCE ADVERTISEMENT OF THE LEASE OF CORPORATE OFFICE SPACE FOR NYDA EAST LONDON CENTER OVER A PERIOD OF SEVEN (7) YEARS.

1. PURPOSE AND OBJECTIVES OF THIS SUBMISSION

The purpose of this document is to request for tender for the lease of corporate office space for the National Youth Development Agency (NYDA) center over a period of seven years. The center will be situated at the East London City Center.

The location of the corporate office space must be within walking distance (less than 5km) of public transport services, clearly visible from major local traffic routes and feature an unimpeded entrance to the public area from street level, ideally within close proximity to public parking facilities. Positive consideration will be given to public parking availability close to the proposed premises.

Cognisance will be given to the security features of the proposed building/premises such as access control; perimeter fencing, etc. The overall security aspects of the proposed building/premises will be assessed with the physical evaluation of the premises, which is an integral part of the bid process.

2. SCOPE OF WORK

2.1 National Youth Development Agency (NYDA) requires a corporate office space comprising of a minimum of **530 m²** and maximum of **600m²**. **The offices should be** available for beneficial occupation on the 26th of September 2022 with **Tenant Installation** allowance of **R1,000,000.00**, for pre start allowing the NYDA internal Procurement processes to be concluded following the project fit-out period of approximately three-month prior occupation. **The envisaged lease commencement date is 1 November 2022**

2.2 The characteristics of the building / premises shall cater for tenant installation as follow:

- a) Reception Area,
- b) Two consultation rooms,
- c) Training room for 40 people seated with
- d) Two meeting rooms,
- e) Kitchen to accommodate 10 people seated,
- f) Boardroom to accommodate 18 people seated,
- g) two lockable storage rooms,
- h) Three separate bathrooms (ladies and Gents) and one bathroom for physical disabled,
- i) server room,
- j) A typical open plan office space accommodation, which need to be easily assimilated on the premises and public toilets. The building should be user friendly and accessible for

people with disabilities.

- k) Sick bay – a room set aside for treatment or accommodation of the sick.
- l) Four offices
- m) Open plan to accommodate 17 staff members

2.3 A minimum of 18 covered parking bays in the access control area as part of the premises (inclusive of 2 paraplegic) will be required for staff vehicles at the premises and must be available for exclusive use by NYDA. All parking is to be provided within a safe and secure environment.

2.4 **NYDA requires that the landlord will appoint a full professional team to assist with the internal fit-out of the premises to ensure conformance to all applicable South African statutory regulations, Acts and the NYDA specific fit-out requirements. The full professional team must be inclusive of Architecture, Project Manager, Building Contractor, Electrician and Plumber. The CVs of the landlord's proposed full professional team and profile of the contractor must be included in the tender proposal as part of the technical information required in this bid document.**

2.5 **The following shall constitute a minimum corporate office space requirements.**

Bidders must indicate compliance or non-compliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant bid requirements by marking the YES box and non-compliance by marking the NO box. Bids not completed in the manner prescribed may be considered incomplete and rejected. Should bidders fail to indicate agreement/compliance or otherwise, NYDA will assume that the bidder is not in compliance or agreement with the statement(s) as specified in this bid.

#	Conditions	Confirmations		
		Yes	No	Comments
1	The building offers sufficient space of a minimum of 530m ² . Common floor areas to be included in the disclosed floor spacing for renting			
2	Location close to public transport less than 5km.			
3	A minimum of 18 covered parking bays in the access controlled area as part of the premises (inclusive of 2 paraplegic) will be required for staff vehicles at the premises and must be available for exclusive use by NYDA.			
4	Air-conditioned that can be operated at the office Temperature settings between 21° Celsius and 26° Celsius and controlled independently of other offices (tenants). Split aircon units in offices preferred.			
5	Manage the impact of sharing building with other tenants by demarcating NYDA allocated space separately.			
6	Suitability of current layout to NYDA needs. Extent of work to be done to make the current building layout fit NYDA needs.			
7	The building must be in a 24/7 Access control to premises.			
8	Building must have burglar proof where appropriate			
9	Building must have CCTV at occupation			
10	Building must have access control			
11	Building must have fiber optic for ICT connectivity and one unwired telephone point			
12	Disability access (Offices and parking for staff and visitors). Facilities for disabled people.			
13	Issue out Occupational Certificate as per municipal regulation before occupation by NYDA i.e. Electrical COC, Glazing COC, Plumbing COC and HVAC COC			
14	The property owner should give NYDA brand image and signage rights. Such clause will be included in the Service Level Agreement.			

2.6 The following scope of work is excluded from the fit-out requirements and will be dealt with by NYDA internally:

- ❖ Furniture;
- ❖ NYDA specific internal corporate signage;
- ❖ Information Technology infrastructure and cabling;
- ❖ Internal security equipment and cabling; and

2.7 The successful bidder shall be responsible for the maintenance of the building/premises. This shall include at least but not limited to the following:

- ❖ Power backup Generator if available
- ❖ Windows;
- ❖ Roofs;
- ❖ HVAC & Fresh air including cleaning the diffusers inside;
- ❖ Servicing of Air Conditions
- ❖ Lightning protection;
- ❖ Electrical supply: Up to Distribution board;
- ❖ Fire Protection and Detection;
- ❖ Servicing of Fire Protection Equipment
- ❖ Plumbing: Up to first fix;
- ❖ Disposal of Sanitary Waste
- ❖ Lift service plan (if applicable)
- ❖ Common area: Maintaining and up-keep, electrical reticulation;
- ❖ Storm water
- ❖ Parking, Grounds and gardens (if applicable)
- ❖ Washing the external windows & facades; and
- ❖ Landlord's will need to grant permission for the NYDA fit- out on the building for signage and IT microwave Installation.
- ❖ Demolition cost at the end of the lease agreement (Back to white shell)

2.8 NYDA will be responsible for, subject to the above listed items, for the interior wear and tear including the cleaning of the premises.

2.9 Provision for tenant Installation costs

The landlord must make a provision for tenant installation costs of **R1,000 000.00** in order to fit out and modify a leased space to make it more suitable to the NYDA's floor plan requirements as per the items listed under 2.2 of the TOR. This allowance will be used at the NYDA discretion and is typically used for carpets, tiles, partitioning, electrical work and painting, etc.

3. OFFICE SPACE NORMS AND OTHER STIPULATIONS

3.1 BUILDING REGULATIONS AND COMPLIANCE

The leased premises shall comply with local council by laws and the National Building Regulations and site handover certificate shall be required for public use. It shall be the responsibility of the Landlord/Owner to ensure that the building is insured.

4. Facility Information background

4.1 The NYDA requires and seeks to acquire rental offices for a period of seven (7) years. The beneficial occupation and tenant installation will be needed from the **26th of September 2022**. A floor space and parking Facility character guide, sample floor plan and organizational structure must be used to draft a floor plan customized to your building.

4.2 All building related issues such as Zoning rights, Servitudes, Municipality requirements, Occupational Health Certificates, Electrical Compliance Certificates, Mechanical Compliance Certificates and other related statutory requirements should be complied with by the Landlord prior to signing off a final lease agreement.

4.3 The offices will house 20 full time employees and floor layout to cater as specified in the table below:

Floor Space and parking Facility Character Guide		
No.	Facility	Specification
1	Boardroom	To accommodate 18- 20 people
	Meeting Room	Meeting room to accommodate about 6-8 people
2	Training Room	To cater for minimum of 40 people
	Kitchenette	Serving counter
3	Storeroom x2	For files, cleaning equipment's and consumables
4	Reception area	Provide for pause area not less than 15 people, water dispenser, marketing materials and printing area
	Internet Cafe	Computer lab to accommodate about 8 people
5	Kitchen	Built in Cupboards, sink and dining area for staff
6	Ablution	Males, Females and disability ablution to meet OHS requirements
7	Parking	Eighteen (18) secured parking for employees inclusive of two (2) paraplegic parking bays for people with disability. Additional space for the public at the landlord costs should be made available
8	Offices	Regional Manager; Coordinator and consulting room
9	Open Plan	1. Open plan workstations for 12 people 2. Open plan workstations for 5 people (RM office) 3. One Cleaner & two security officers

10	Electricals	Provide red and white plugs as required in plan
11	Security	Secure environment, with surveillance Camera system and armed response
12	Server Room	Room of not less than 3mx2m with antistatic flooring.

The Floor layout will need to be adjusted to your existing building to accommodate these tabled spacing.

5. Sample Floor plan



6. Facility Information and Proposal Requirements

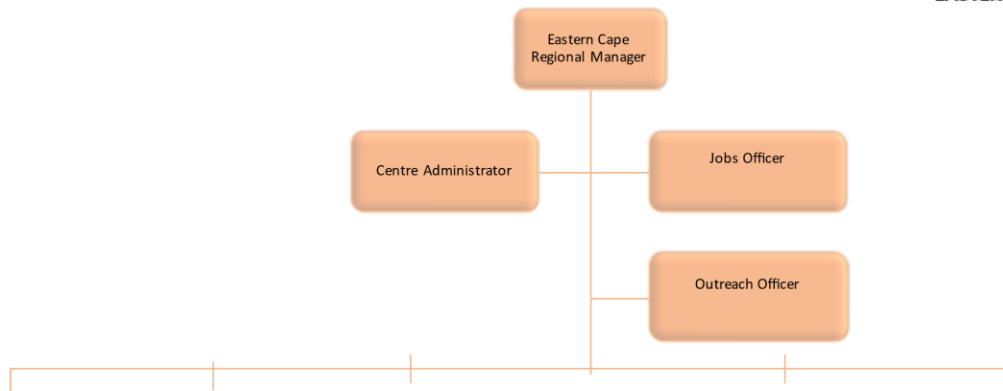
Item No	Description	Specification
1	Property Size	Minimum 530 sqm to maximum of 600sqm
2	Property Grade preferences (SAPOA) Standards	Grade A: A brand new office space or not older than 15 years but has undergone a complete redevelopment with a high-specification renovation.
3	Property Information	Bid Proposal should outline the following <ul style="list-style-type: none"> Physical address, stand number, Details of all partners to the offer, Detailed rental option, Tenant installation allowance, itemize the costing Existing Building layout drawings/ plans in CAD format Proposed floor layout in line with Organogram and facility Character table Guide above Photos of existing building to be provided Building insurance information If multi tenants, provide names and detail of business
4	Parking Facilities	Bid proposal should have a detailed layout of the parking areas as detailed in functionality. <ul style="list-style-type: none"> A minimum of 18 on-site secured parking bays with 2 disabled parking area.
5	Security	Bid proposal should clearly outline the provision of security for the building area: <ul style="list-style-type: none"> CCTV Perimeter boundary walls Access control Response alarm
6	Ablutions for Male and Females and people with Disability	The bidder shall provide fully functional new or fully refurbished ablation facilities that meet the OHS Act requirements. If the ablutions are shared by multi companies, the landlord is to provide cleaning services. Pay as you use toilets costs shall be borne by Landlord.
7	Health & Safety	Fire equipment will be as per the rational design for the standard white box leased premises. For fire equipment and signages, the landlord must make provision for hydrants and hose reels in accordance with SABS 0400, the positions as reflected on the Base Building Drawings.
8	Maintenance	Proposals should clearly specify the responsibilities of the Landlord around maintenance issues (air conditioning units, fire equipment,

Item No	Description	Specification
		lifts, electricity, fumigation, plumbing work, day-to-day maintenance of the building, etc.) <ul style="list-style-type: none"> • The office exterior and structure to be fully serviced and maintained by the Landlord • Turn-around time to be clearly stated on maintenance and repair work by the Landlord; NYDA reserves the right to negotiate the turnaround times should it not be satisfactory. • NYDA reserves the right to appoint a service provider where such services will be paid for by NYDA
9	Building design compliance aspects	Landlord to provide the COC certificate of compliance for: <ul style="list-style-type: none"> • Plumbing • Electricity • Mechanical Ventilation • Fire protection
10	Lease Agreement	Draft pro forma lease agreement in line with NYDA requirements to be attached to the bid documents
11	Tenant installation	On or before 26 September 2022

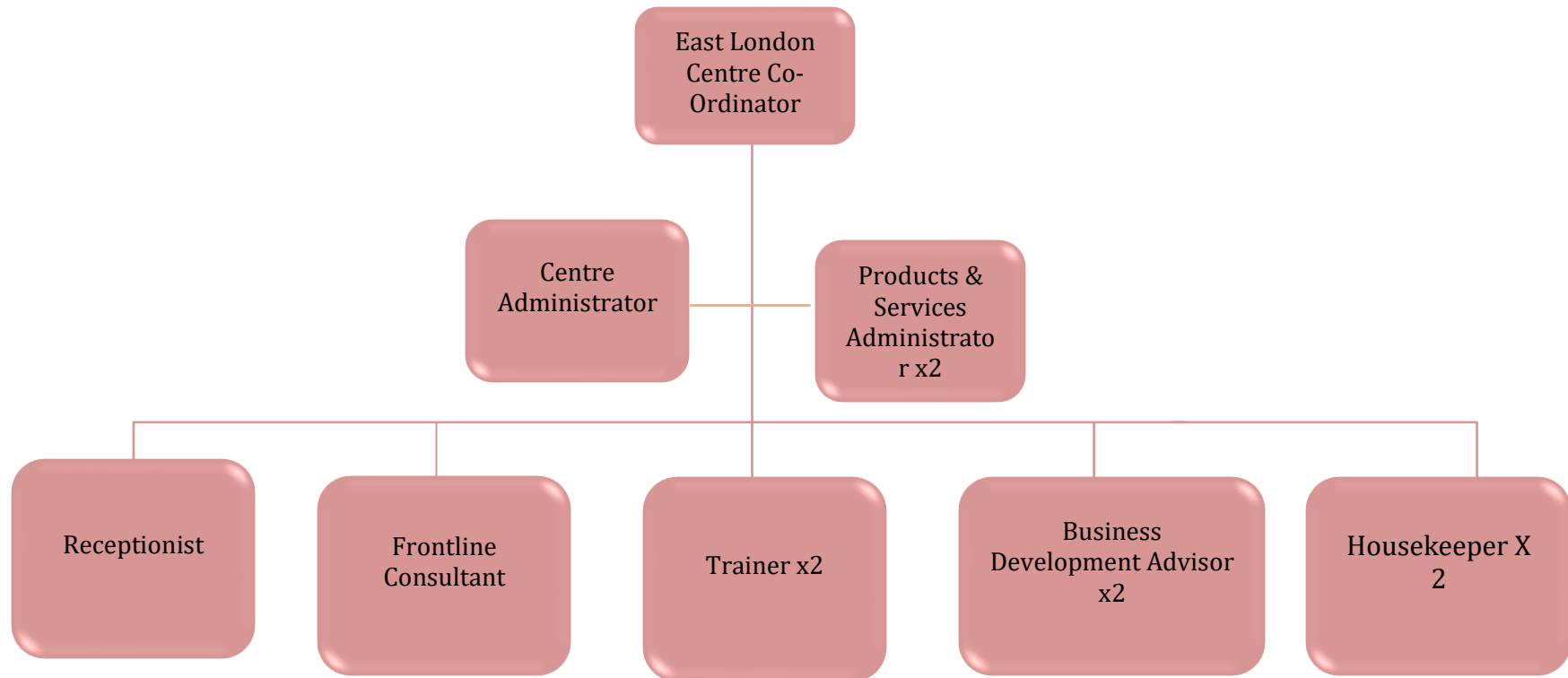
6. Reginal Office Structure



EASTERN CAPE REGION



East London Center Office Structure



7. SUBMISSION REQUIREMENTS

- 7.1** Tenders that are faxed, sent via telex, and/ or electronic mail delivery will not be accepted.
- 7.2** One hardcopy must be the original submission, clearly marked "Original" and three (3) copied versions of the original. All submissions must be delivered in individual envelopes.
- 7.3** Each individual envelope must be clearly marked with the following information:
- 7.3.1** Description of the tender: Re-advertisement for the **lease of corporate office space for NYDA East London center over a period of seven (7) years**
 - 7.3.2** Tender number: **RFP2022/02/NYDA – East London**
 - 7.3.3** Original or copy 1 or copy 2 etc.
- 7.4** Bidders should take particular care to ensure that there are no discrepancies between all submissions to the NYDA. NYDA reserves the right to reject any tender if there are discrepancies.
- 7.5** All tenders received by NYDA will become the property of the NYDA and will not be returned to the service provider.
- 7.6** The tender must be inserted into the Tender Box available at the Reception Area of NYDA Head Office, 54 Maxwell Drive, Woodmead by 11:00 am on the date of closing of the Tender.
- 7.7** Unsuccessful bidders will be informed in writing when the process is concluded.
- 7.8** A tender will be considered late if received after the specified date and time. Service providers are therefore strongly advised to ensure that Tenders be despatched allowing enough time for any unforeseen events that delay.
- 7.9** Agent/s need to obtain written permission from the Landlord or Building owner and act on behalf of the owner for the duration of the contract.

8. ENQUIRIES/COMMUNICATION

- 8.1** Contact person for enquiries regarding the completion and submission of the tender document:
Mr Mlungisi Xulu
Specialists- Bids and Contract management
Email: tenders@nyda.gov.za
All clarifications or enquiries must be made in writing and received by the NYDA by the 5th of August 2022 before 16h00. Telephonic requests for clarification will not be accepted.

9. TENDER EVALUATION/ADJUDICATION

The tender will be evaluated in four(4) phases:

- 9.1** Compliance/eligibility;

- 9.2** Technical/Functionality;

Bidders that obtain a minimum threshold of 60 out of 100 points to be considered responsive in terms of the functionality

9.3 Site Inspections

Site inspection will be done to verify information submitted by bidders and to establish the suitability of premises in line with NYDA requirements. Failure to comply, the bid will be deemed non responsive.

Site inspection will include but not limited to the following:

- Verifying information as per corporate office space requirements item 2.5.
- Draft lease agreements in relation to NYDA requirements

- Reviewing floor plan in line with NYDA requirements

9.4 Price and B-BBEE assessment will be done using the 80/20 points system.

10. COMPLIANCE/ELIGIBILITY EVALUATION

Bidders who do not meet the requirements below will be immediately disqualified. Bids will only be compliant if bidder has submitted the following documents:

NO	DESCRIPTION
1	A proof of registration as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017
2	A proof that the bidder is in good standing with SARS. Such information will be verified through Central Supply Database (CSD) or using SARS e-filing pin in National Treasury compliance with instruction note 9 of 2017/2018 prior to the award of the bid.
3	SBD1 - Invitation to bid
4	SBD 4 - A fully completed and duly signed declaration of Interest. Should a conflict of interest be declared or identified, the bid would be declared non-responsive. NB Bidder must ensure all pages are complete and all questions answered, you are to indicate not applicable (N/A) where appropriate.
5	A completed and signed pricing schedule following the template provided.
6	Proof of ownership (title deed or signed letter from the municipality with property details) of the proposed corporate office space. Where an estate agent is bidding, the proof of ownership must be supported by the traceable letter from the landlord granting the estate agent permission to bid.
7	A floor plan that shows the layout of the of the proposed corporate office in line with NYDA requirements
8	The bidder meet the minimum corporate office space requirements and have completed 2.5 table above.
9	A submission of one hard copy of the original submission, clearly marked "Original" and three (3) copied versions of the original. NB: four (4) documents in total.

11. TECHNICAL/FUNCTIONALITY EVALUATION

The evaluation of the functionality of the proposals will be evaluated as per the criteria contained in the table below:

Category	Sub criteria	Total score	Score	Form of Evidence
Corporate office space (No points will be allocated for proposed office space above 600sqm)				
This sub criterion covers the proposed office space.	530m ² to 600m ²	20	20	Proof of ownership (title deed or signed letter from the municipality with property details)
Company experience				
This criteria covers positive testimonial letters from current or previous tenants	Four positive testimonial letters	20	20	Positive testimonial letters on the tenants letter head with contact details
	Three positive testimonial letters		15	
	Two positive testimonial letters		10	
	One positive testimonial letter		5	
	No testimonial letter provided		0	

Category	Sub criteria	Total score	Score	Form of Evidence
Methodology and approach				
This sub-criteria should cover the general maintenance or mitigation plan of the proposed corporate office space	A detailed maintenance or mitigation plan that covers all the activities in 2.7	30	30	Methodology and approach detailing the general maintenance or mitigation plan as indicated on item 2.7 of the scope of work.
	A detailed maintenance or mitigation plan that covers at least 10 activities in 2.7		20	
	No maintenance plan or maintenance mitigation plan that covers less than 10 activities in 2.7		0	
This sub-criteria covers the full professional team as per 3.4 above.	CVs of the full professional team: Architecture, Project Manager, Electrician and Plumber supported by the company profile of the contractor.	20	20	CVs of full professional team and /or contractor’s profile
	CVs of the full professional team: Architecture, Project Manager, Electrician and Plumber		15	
	No CVs of the full professional team		0	
This sub-criteria covers youth owned companies	100% youth owned company	10	10	CIPC documents or CSD report
	At least 51% youth owned company		5	
	Less than 51% youth owned company		0	
Total			100	

NB: Any proposal not meeting a minimum threshold of 60 points on functionality will not be considered for further evaluation.

12. SITE INSPECTION

NYDA will conduct a physical evaluation and assessment of the premises as outlined in the scope.

Site inspection will include but not limited to the following:

- Verifying information as per corporate office space requirements item 2.5.
- Reviewing the draft lease agreements in relation to NYDA requirements
- Reviewing floor plan in line with NYDA requirements

Failure to comply with NYDA requirements, your proposal will be deemed non responsive.

13. PRICE AND B-BBEE CONTRIBUTION EVALUATION

13.1 PRICE SCHEDULE

#	Price components	Quantity	Unit price excl. VAT	Price per month excl. VAT
1.	Building sqm rate		R	R
2	Cost per parking		R	R
3	Maintenance costs as per 2.7 above		R	R
	Any other cost		R	R
			R	R
			R	R
			R	R
Total monthly costs excluding VAT				R

Final Summary

Period	Price per month	Price per annum	Escalation	Total Cost
Year 1	R	R	0%	R
Year 2	R	R	7%	R
Year 3	R	R	7%	R
Year 4	R	R	7%	R
Year 5	R	R	7%	R
Year 6	R	R	7%	R
Year 7	R	R	7%	R
Provision of tenant installation costs				R 1 000 000.00
Demolition costs (white shell)				R
Deposit				R
BID PRICE EXCLUDING VAT				R
VAT				R
TOTAL BID PRICE INCLUDING VAT				R

13.2 Price instruction

- Bidder must price according to the price schedule provided;
- Breakdown on costs should be provided, where necessary;
- **The provision for tenant installation costs of R 1 000 000.00 will be used at the NYDA discretion and is typically used for carpets, tiles, partitioning, electrical work and painting, etc.**
- The price schedule must be completed in non-erasable ink and the use of correction fluid/tape is not permitted;
- **All prices quoted will remain firm for the first twelve (12) months, after anniversary date, the estimated price increase and percentage for remaining years will be fixed at 7% for bidding purposes, however, the actual increase will be determined by Consumer Price Index (CPI) or negotiated with the successful bidder.**
- **NYDA will pay for proposed office space up to 600sqm. Excess office space will be deemed to be provided for free and must not be included in the price schedule.**
- Prices tendered must be valid for 120 days and must be for 5 years including provision for price increase;
- Bidders are to bring the total amount from the pricing schedules above to the final summary and add the provision for tenant installation costs to total bid price;
- Pricing should include VAT and must be in South African Rand.

13.3 Price Evaluation

The tender with the lowest acceptable price will receive the maximum points allocated for price. The other tenderers will receive proportionately lesser points based on the following formula:

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

- Where: Ps = Points scored for comparative price of tender or offer under consideration;
- Pt = Comparative price of tender or offer under consideration; and
- Pmin = Comparative price of lowest acceptable tender or offer.

13.4 B-BBEE Contribution Evaluation

Bidders must submit the original or certified copy of the B-BBEE Verification level certificate or affidavits (Exempted Service Providers) to claim the points allocated as per the table below.

B-BBEE Status Level of Contributor	Number of Points (90/10)	Number of Points (80/20)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-Compliant Contributor	0	0

The points scored by a bidder in respect of the B-BBEE contribution will be added to the points scored for price in order to arrive at the overall score.

Points will be rounded off to the nearest 2 decimals.

In the event that two or more tenders have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for the specified goals or B-BBEE contribution.

14. SPECIAL CONDITIONS

- 14.1 NYDA reserves the right to withdraw or amend terms of reference/specifications by notice in writing by advertising in the media in which the tender was originally advertised prior to the closing date.
- 14.2 NYDA reserves the right not to award any of the tenders submitted.
- 14.3 The cost of preparing the tenders will not be reimbursed.
- 14.4 Shortlisted bidders may be invited for presentations.
- 14.5 Successful bidder will be required to sign a confidentiality/non-disclosure agreement.
- 14.6 NYDA reserves the right NOT to appoint any Service Provider or to withdraw this request for bids.
- 14.7 NYDA reserves the right to withdraw the awarding of the bid if the organisation and the successful bidder are unable to agree on the terms and conditions of a lease agreement within 60 calendar days of the awarding of this bid.
- 14.8 All contracts entered into by the organisation are subject to the attached general conditions of contract.
- 14.9 Any plans to prepare the premises to be fully legally compliant must be submitted as part of the required returnable documentation.
- 14.10 The successful bidder/ landlord must be prepared to execute the fit-out of the premises as a turnkey solution as per designs and specifications prepared by its Professional team as instructed by NYDA.

15. REVIEW PROCESS

- 15.1 In order to evaluate and adjudicate tenders effectively, it is imperative that bidders submit responsive tenders. To ensure a tender will be regarded as responsive it is imperative to comply with all conditions pertaining to the tender and to complete all the mandatory fields and questionnaires.

- 15.2** All tenders duly lodged as per the tender requirements will be evaluated in accordance with the stipulated evaluation criteria.
- 15.3** NYDA may require presentations from short-listed bidders as part of the tender process.

16. REASONS FOR REJECTION

- 16.1** Bidders shall not contact NYDA on any matter pertaining to the tender from the time the tender is closed to the time the tender has been adjudicated. The results of all tenders will be published by the NYDA. Any effort by a bidder to influence the tender evaluation, tender comparisons or tender award decisions in any matter, may result in rejection of the tender concerned.
- 16.2** NYDA shall reject a tender if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.
- 16.3** NYDA reserves the right to contact references during the evaluation and adjudication process. Any effort by a bidder to influence the evaluation, comparisons or award decisions in any manner, may result in rejection of the quote/proposal concerned.

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

- 2.2.1 If so, furnish particulars:

.....

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

- 2.3.1 If so, furnish particulars:

.....

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.

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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.

F. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 - SBD 6.1

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2 a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) 80/20 preference point system will be applicable to this tender.
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section

9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
------------------------------------	------------------------------------

1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: :=(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(***Tick applicable box***)

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

- v) **Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:**

Designated Group: An EME or QSE which is at last 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

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

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

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)**

General Conditions of Contract

1. Definitions -

1. The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier

bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 "Project site," where applicable, means the place indicated in bidding documents.

1.21 “Purchaser” means the organization purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

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

2. Application -

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

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

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

3. General -

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

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

4. Standards -

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

**4. 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.

5. 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.

6. Performance - security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

7. 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.

11. Insurance -

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

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.

**17. 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 antidumping 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
(NIP) Programme**

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.

General Conditions of Contract (revised February 2008)