



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

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Tel (012) 420 0210, Fax (012) 342 4212, Email: Eunice.thakanyane@dcs.gov.za

Ref : 6/1/3/3/3/2  
Enq : Eunice Thakanyane  
Date: 15 January 2026

The Manager

.....  
.....  
.....  
.....

Sir/Madam

**BID NO: GTC 06/2025: APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY, OFFLOADING AND STACKING OF ERAGROSTIS BALES TO THE DEPARTMENT OF CORRECTIONAL SERVICES AT DEVON: GAUTENG REGION FOR A PERIOD OF THREE (3) YEARS.**

The Department of Correctional Services requires the service as described per attached bid invitation.

You are requested to complete the bid documents and submit it to the address indicated in the SBD 1.

**Bidders must take note of the following:**

- The closing date of the bid will be at **11h00 on 13 February 2026** and will be valid for a period of **hundred and twenty (120) days** after the closing date.
- Bidders must take note that there is no compulsory site meeting/briefing session that will take place.
- Bids must be submitted in a sealed envelope. The name and address of the bidder, the bid number and closing date must be indicated on the envelope. The envelope must not contain documents relating to any other bid.
- It is the responsibility of bidders to ensure that bids reach the address indicated on the SBD 1 before the closing date and time. **No late bids will be accepted.**
- Bidders need to acquaint themselves with the contents of the attached General and Special Conditions of Contract.


- It is the responsibility of bidders to ensure that they are registered on the National Treasury Central Supplier Database (CSD).
- A Compliance Checklist (BD 26) is provided in the bid document that will assist bidders to adhere to the conditions specified in the bid.

**The following documentation must be submitted with your bid:**

- Women: Affidavit (signed off by SAPS) confirming 51% or more women ownership or BBBEE certificate (issued by a SANAS accredited institution) or Sworn Affidavit as per DTIC prescribed template.
- Disability: An original or certified Medical certificate signed off by the doctor. The medical certificate must be accompanied by an affidavit signed off by SAPS confirming 51% or more directorship for disabled persons or sworn affidavit as per DTIC prescribed template or BBBEE certificate (issued by a SANAS accredited institution).
- Black: Affidavit (signed off by SAPS) confirming 51% or more Black ownership or BBBEE certificate (issued by a SANAS accredited institution) or Sworn Affidavit as per DTIC prescribed template.
- Youth: Affidavit (signed off by SAPS) confirming 51% or more youth ownership or BBBEE certificate (issued by a SANAS accredited institution) or Sworn Affidavit as per DTIC prescribed template and a certified copy of an original identity document must be attached.
- Certified copies of your CIPC certificate.
- Certified copy(s) of ID document(s) of the directors/shareholders/members not older than six months

It will be expected of the successful bidder to honour his/her obligation to deliver the service after being notified of the acceptance of his/her bid and a formal order has been sent.

Yours faithfully

  
**BAADJIES LGS**  
**Regional Head Finance & SCM**  
 Date: 2024/01/21

**Important Notice:**

**“Dear Supplier, Please be informed that registration on National Treasury Central Supplier Database (CSD) is opened. Prospective suppliers pursuing business opportunities within the South African Government from 1 April 2016 must self-register once on the Central Supplier Database.**

**For self-registration access the CSD site on [www.csd.gov.za](http://www.csd.gov.za) and follow the links.**



# correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

SBD1

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF CORRECTIONAL SERVICES</b>					
BID NUMBER:	GTC 06/2025	CLOSING DATE:	13 February 2026	CLOSING TIME:	11:00am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY, OFFLOADING AND STACKING OF ERAGROSTIS BALES TO THE DEPARTMENT OF CORRECTIONAL SERVICES AT R29, DERWIG ROAD, DEVON: GAUTENG REGION FOR A PERIOD OF THREE (3) YEARS.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>BID RESPONSE DOCUMENTS MAY BE POSTED TO:</b>  MODDERBEE CORRECTIONAL SERVICES CNR MODDEREAST AND SPRINGS ROADS BENONI 1501					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:</b>  MODDERBEE CORRECTIONAL SERVICES CNR MODDEREAST AND SPRINGS ROADS BENONI 15010					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT/ PUBLIC ENTITY	Correctional Services		CONTACT PERSON	Barnard E	
CONTACT PERSON	Mackay C		TELEPHONE NUMBER	017 688 9009	
TELEPHONE NUMBER	011 360 8191		FACSIMILE NUMBER	-	
FACSIMILE NUMBER	-		E-MAIL ADDRESS	Edward.barnard@dcs.gov.za	
E-MAIL ADDRESS	Chris.mackay@dcs.gov.za				
<b>SUPPLIER INFORMATION</b>					
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:	
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	

Amended 2017



# correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

SBD1

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**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT SIGNED OFF BY SAPS(FOR EMEs & QSEs)/ SWORN AFFIDAVIT AS PER DTIC PRESCRIBED TEMPLATE 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 QUESTIONNAIRE BELOW ]
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## 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. IF THE ANSWER**



## **PART B TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
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 ONLINE	
1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.	
1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.	
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> .	
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.	
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / 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 ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

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



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SBD 3.2

## PRICING SCHEDULE – NON-FIRM PRICES (PURCHASES)

**NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....	Bid number: <b>GTC 06/2025</b>
Closing Time <b>11:00 on 13<sup>th</sup> February 2026</b>	

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

ITEM NO.	QUANTITY	DESCRIPTION	Quoted Price Per Each / Unit (all applicable taxes included)	BID PRICE IN RSA CURRENCY (ALL APPLICABLE TAXES INCLUDED)
1	10 800 Bales	Supply, Delivery, Offloading, and Stacking of Eragrostis Bales for a Period of Three Years (as per the attached specifications) – Devon Correctional Centre. <b>3600 Eragrostis bales per year. (1200 Eragrostis bales per 4 months.)</b>	..... per bale	.....

"ALL APPLICABLE TAXES" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

According to the VAT Act, 1991 (Act No. 89 of 1991), all contract prices are inclusive of 15% Value-Added Tax (VAT), except in the case of a person that is not required to register for Value-Added Tax.

All delivery costs must be included in the bid price, for delivery at the prescribed destination.

Required at:

Department of Correctional Services

.....

Brand and model:

.....

Country of origin:

.....

Does the offer comply with the specification?

\* ☐ Yes ☐ No

If not to specification, indicate deviation(s)

.....

Period required for delivery

.....



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**SBD 3.2**

Delivery basis (all delivery costs must be included in the bid price) .....

Are you the actual manufacturer/dealer (who normally keeps stock of the required items)?

<b>*</b>	<b>Yes</b>	<b>No</b>
----------	------------	-----------

If not, kindly indicate the following:

What value will you add to the contract? .....

Details of your supplier (manufacturer/producer/dealer) from whom you will source the item. ....

Name of supplier: .....

Physical Address: .....

Telephone number: .....

E-mail address: .....

**\*Mark the relevant block with an X**

**Provide a Breakdown of Bid Price:**

<b>Cost Component</b> <i>(Specific to your commodity – well researched with the industry)</i> <i>Provision should be made in the item questionnaires for this breakdown</i>	<b>% Contribution</b>
D1- Products of crops and horticulture	
D2 - Labour	
D3 – Packaging	
D4 _ Transport	
D4 – Other, (specify)	
<b>TOTAL (Cost components must add up to 100%)</b>	<b>100 %</b>



## PRICE ADJUSTMENTS

### A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON-FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{D4t}{D4o} \right) + VPt$$

Where:

Pa	=	The new escalated price to be calculated.
(1-V)Pt	=	85% of the original bid price. <b>Note that Pt must always be the original bid price and not an escalated price.</b>
D1, D2..	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%.
R1t, R2t.....	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated.....      Index..... Dated.....      Index..... Dated.....  
Index..... Dated.....      Index..... Dated.....      Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2, D3, D4, D5 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE	INDEX PPI/CPI etc	TABLE NUMBER	INDEX FIGURE

Omission to provide the information may invalidate your bid.





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SBD 3.2

5. Number of times per annum adjustments will be claimed: .....

**B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE



correctional services

Department  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

**SPECIFICATION FOR THE SUPPLY, DELIVERY, OFFLOADING AND STACKING OF  
ERAGROSTIS BALES  
TO BE SUPPLIED TO DEVON CORRECTIONAL CENTRE**

**VERY IMPORTANT: READ ALL DOCUMENTS CAREFULLY AND FILL IN COMPLETE!!!!!!!**

		<b>Details of offer</b>	
<b>SPECIFICATION: SUPPLY, DELIVERY, OFFLOADING &amp; STACKING OF 10 800 ERAGROSTIS BALES FOR A PERIOD OF THREE YEAR</b>		<b>COMPLY</b>	<b>NOT COMPLY</b>
1.	Supply and delivery of 3 600 round Eragrostis bales per year or 1 200 every 4 months		
2.	Must not be less than 350kg round Eragrostis bales of 1.8 meter diameter by 1.25 meter width.		
3.	Must be from the latest harvest and not previous seasons.		
4.	Total digestible nutrients must not be less than 70%		
5.	Total crude protein must not be less than 60g per kg		
6.	Total digestible protein must not be less than 14g per kg		
7.	Moist content must not exceed 14% and free of any form of mould		

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

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

Full Name	Identity Number	Name of institution	State

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

---

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

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

2.2.1 If so, furnish particulars:

.....  
 .....

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

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

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

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

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

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

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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



## **DEPARTMENT OF CORRECTIONAL SERVICES**

**BID NO:GTC 06/2025: SPECIAL CONDITIONS:  
APPOINTMENT OF A SERVICE PROVIDER FOR  
THE SUPPLY, DELIVERY, OFFLOADING AND  
STACKING OF ERAGROSTIS BALES TO THE  
DEPARTMENT OF CORRECTIONAL SERVICES  
AT R29, DERWIG ROAD, DEVON FOR A  
PERIOD OF THREE (3) YEARS.**



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## 1. INTRODUCTION

- 1.1 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).
- 1.2 The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.
- 1.3 These conditions form part of the bid and bidders need to familiarize themselves with the content thereof.

## 2. REGISTRATION ON CENTRAL SUPPLIERS DATABASE

- 2.1 Bidders need to register on the National Treasury Central Supplier Database in order to do business with the state. Accounting Officers cannot award any bid or price quotation to any supplier who is not registered on the Central Suppliers Database. Bidders must log on [www.csd.gov.za](http://www.csd.gov.za) for self registration.

## 3. CERTIFICATION OF DOCUMENTS BY A COMMISSIONER OF OATH

- 3.1 Bidders must ensure that all certified copies comply with the regulation governing the administering of an oath or affirmation. The Commissioner of Oath must append a signature, date and also print out name. Copies that do not comply with this regulation will be regarded as invalid.
- 3.2 **The date of certification of the original on all copies submitted should not be older than six (6) months.**

## 4. CONTRACT PERIOD

- 4.1 The contract shall be for a 3(three)year period after signing of the contract.

## 5. QUANTITIES

- 5.1 The quantities furnished in the bid are **fixed quantities.**

## 6. RESPONSE FIELDS

- 6.1 It is imperative that bidders submit responsive bids by completing all mandatory response fields and item questionnaires for the individual items. In this regard bidder's attention is drawn to the response field and price structure explanations and examples supplied in the bid document.



- 6.2 Bid documents should not be retyped or redrafted.
- 6.3 The following bid documents must be completed in ink, signed and submitted **in an original format**:

Document	Description
SBD 1	Invitation to Bid
SBD 3.2	Pricing Schedule Non Firm Prices
SBD 4	Bidder's disclosure
SBD 6.1	Preference points claim form in terms of the preferential procurement regulations 2022

- 6.4 Alternative offers may be made for any item(s) on condition that the offer complies with the specification. **It must clearly be marked as an alternative offer.**
- 6.5 Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated in line with the index provided. No liability shall be accepted with regard to claims arising from the fact that pages are missing or duplicated.

## 7. EVALUATION CRITERIA

The evaluation process will be conducted in phases as follows:

Phase 1	Phase 2	Phase 3
Mandatory Requirements	Price and Specific goals	Awarding
Compliance with mandatory requirements	Bids evaluated in terms of Preferential Procurement Regulations, 2022 and Internal DCS Procurement Policy	A bid must be Awarded to the Bidder who scored the highest total number of Points in terms of The preference Point systems (price and specific goals)



**7.1 Phase 1: Mandatory Requirements**

**7.1.1 Tax Matters**

7.1.1.1 It is a condition of this bid that the tax matters of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Services (SARS) to meet the bidder's tax obligations.

7.1.1.2 The Tax Compliance status requirements are also applicable to foreign bidders/individuals who wish to submit bids.

7.1.1.3 Bidder must be registered on the **Central Supplier Database (CSD)** and provide its CSD number and TCS Pin as per SBD 1.

7.1.1.4 When a Consortium/ Joint Venture/ Sub-contractors is involved, each party must be registered on the Central Suppliers Database and their tax compliance status will be verified through the Central Suppliers Database.

7.1.1.5 **The bid will be awarded to the bidder who is tax compliant.**

**7.1.2 Certificate: Confirmation of supply arrangements between the bidder and his/her supplier (BD 27-form)**

7.1.2.1 Any bidder who does not normally keep stock of the item and is sourcing the goods and services from a third party (manufacturer/producer or dealer/distributor who normally keeps stock) for the purpose of delivering the item to the Department, must ensure that the attached original BD 27-form is fully completed and signed by his/her supplier after they have familiarised themselves with the item(s) / description(s) / specifications and special conditions of the bid for all relevant goods and services required from this bid. Failure to submit a fully completed and signed original or certified copy of BD 27 form by both the bidder and his/her supplier will invalidate the bid.

OR

7.1.2.2 An original signed letter issued on the official letterhead of the third party addressing the information below is acceptable:

- Confirmation that there is a mutual agreement between the bidder and the third party(manufacture/dealer who normally keeps stock)
- Confirmation that firm supply and financial arrangement are in place and
- Confirmation that the third party has familiarized themselves with the item descriptions/specifications and bid terms and conditions relating to the listed items.

7.1.2.3 **The Department can also verify the arrangement between the parties without informing the bidder. Should it be found that the information provided is false, the Department has the right to invalidate the bid.**



- 7.1.2.4 Site inspection/ due diligence will be conducted on the premises indicated by the bidder so sales must be available for inspection after the closing date of the bid.
- 7.1.2.5 Third parties must especially acquaint themselves with the conditions applicable to price increases.
- 7.1.2.6 The bidder must ensure that the supply arrangements for the required goods and services have been mutually agreed upon with his/her supplier. No agreement between the bidder and his/her supplier will be binding on the Department.
- 7.1.2.7 If a contract has been concluded on the basis of sourcing the product(s) from a manufacturer/dealer, distributor and the bidder for some or the other reason change the manufacturer/dealer, the Department should immediately be notified and a new BD 27-form (confirmation of supply arrangements between the bidder and his/her supplier) should be submitted.
- 7.1.2.8 **The Department will only accept a completed and signed original BD 27-form or original certified copy or an original letter on the official letterhead of the third party and it must be attached with the standard bidding documents.**
- 7.1.3 **Local Content**
- 7.1.3.1 Local content is not applicable to this bid as the required items are not designated by the Department of Trade, Industry and Competition.
- 7.1.4 **Standards/Specifications**
- 7.1.4.1 Bidders are required to comply with the attached National Department of Correctional Services Product Specification and must fill in writing whether they comply or not comply with the attached specification and any other additional information on the specification will disqualify the bidder.
- 7.1.5 **Failure to comply with all requirements stipulated in paragraph 7.1 will invalidate your bid.**
- 7.2 **Phase 2: Price and Specific goals**
- 7.2.1 In terms of Preferential Procurement Regulation 2022 of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the Department on the **80/20 preference** point system in terms of which points are awarded to bidders on the basis of:
- a) **Bid price (maximum 80 points)**
  - b) **Specific goals (maximum 20 points)**



## 7.2.2 The following formula will be used to calculate the points for price:

Cases with a Rand value below R50 million (all applicable taxes included)

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

Where :

PS	=	Points scored for comparative price of bid or offer under consideration
Pt	=	Comparative price of bid or offer under consideration
Pmin	=	Comparative price of lowest acceptable bid or offer

## 7.2.3 Specific goals as per Department of Correctional Services policy will be awarded as follows:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)
Women	7
Youth	6
Black	5
People living with disabilities	2
<b>Total</b>	<b>20</b>

## 7.2.4 The following documentary proof must be submitted to claim for specific goals:

- 7.2.4.1 Women: Affidavit (signed off by SAPS) confirming 51% or more women ownership or BBBEE certificate (issued by a SANAS accredited institution) or Sworn Affidavit as per DTIC prescribed template.
- 7.2.4.2 Disability: An original or certified Medical certificate signed off by the doctor. The medical certificate must be accompanied by an affidavit signed off by SAPS confirming 51% or more directorship for disabled persons or sworn affidavit as per DTIC prescribed template or BBBEE certificate (issued by a SANAS accredited institution).
- 7.2.4.3 Black: Affidavit (signed off by SAPS) confirming 51% or more Black ownership or BBBEE certificate (issued by a SANAS accredited institution) or Sworn Affidavit as per DTIC prescribed template.
- 7.2.4.4 Youth: Affidavit (signed off by SAPS) confirming 51% or more youth ownership or BBBEE certificate (issued by a SANAS accredited institution) or Sworn Affidavit as per DTIC prescribed template and a certified copy of an original identity document must be attached.



**Note: For a bidder to qualify for preference points, ownership of 51% or more per HDP must be obtained. Bidders must submit certified documentary proof to claim preference points. Taking the above into consideration, proof for the points claimed must be provided together with the bid or on request to do so. Failure to provide proof will result in the points claimed not being considered during the evaluation process.**

- 7.2.5 The date of certification should not be older than Six (6) months.
- 7.2.6 The points scored by a bidder in respect of specific goals will be added to the points scored for price.
- 7.2.7 The points scored will be rounded off to the nearest 2 decimals.
- 7.2.8 **In order for bidders to qualify for specific goals points, bidders need to:**
  - 7.2.8.1 Study and complete the preference claim form (SBD 6.1) and ensure that it is signed.
  - 7.2.8.2 Attach proof to substantiate their claims.
- 7.2.9 The lowest acceptable price shall be used as basis to calculate the points on price.
- 7.2.10 A price quotation must be awarded to the bidder who scored the highest total number of points in terms of the preference point systems (price and specific goals points), unless objective criteria in terms of section 2(1)(f) of the Act justify the award of the bid to another bidder.
- 7.2.11 In the event that two or more bidders have scored equal total points, the successful bidder must be the one that scored the highest points for specific goals.
- 7.2.12 In the event that two or more bidders are equal in all respects, the award must be decided by the drawing of lots.

### 7.3 **Phase 3: Awarding of bids**

- 7.3.1 A bid must be awarded to the bidder who scored the highest total number of points in terms of the preference point systems (price and Special goal points), unless objective criteria in terms of section 2(1)(f) of the Act justify the award of the bid to another bidder.
- 7.3.2 In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for Special goal point.



- 7.3.3 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

## **8. VALUE ADDED TAX**

- 8.1 All bid prices are inclusive of 15% Value Added Tax (VAT), except in the case of a person that is not required to register for Value Added Tax.

## **9. BIDDER'S DISCLOSURE (SBD 4)**

- 9.1 It is important that bidders acquaint themselves with the content of the Bidder's Disclosure (SBD 4).
- 9.2 A bidder or his/her authorised representative is required to declare his/her position in relation to the evaluating/adjudicating authority and/or **take an oath declaring his/her interest, where -**
- a) The bidder is employed by the state; and/or
  - b) The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
- 9.3 The Bidder's disclosure (SBD 4) must be completed in full.
- 9.4 Declarations of any nature will not necessarily prejudice any bidder, however should a bidder knowingly submit false declarations, this Department will act against such bidder (company) and/or its Directors in terms of paragraph 23 of the General Conditions of Contract.

## **10. COUNTER CONDITIONS**

Bidder's attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders will result in the invalidations of such bids

## **11. PARTICIPATION OF GOVERNMENT OFFICIALS IN THE BIDDING PROCESS**

- 11.1 In accordance with Sections 118 and 121 of the Correctional Services Act, 1998 (Act 111 of 1998), no member of the Department of Correctional Services may participate in the bidding process of the Department.



11.2 **The Public Administration Act, 2014 (Act no. 11 of 2014), chapter 3, section 8(2)(a) specifies that an employee of the State may not conduct business with the State.**

11.3 Bidders having a kinship with persons employed by the state, including a blood relationship, must declare their interest on the SBD 4 (Bidder's Disclosure)

## 12. FRONTING

12.1 The Department of Correctional Services supports the spirit of Broad Based Black Economic Empowerment and recognizes that real development can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in:

- a) An honest, fair, equitable, transparent and legally compliant manner. Against this background the Department of Correctional Services condemn any form of fronting.
- b) The Department of Correctional Services, in ensuring that bidders conduct themselves in an honest manner will as part of the bid evaluation processes, conduct or initiate the necessary enquiries, investigations to determine the accuracy of the representations made in the bid documents.

12.2 Taking the above into consideration, proof for the points claimed must be provided together with the bid or on request to do so. **Failure to provide proof will result in that the points claimed will not be considered during the evaluation process.**

## 13. PRICE ADJUSTMENTS

### 13.1 Formula

13.1.1 Prices submitted for this bid are firm for the first year and thereafter contractors can apply for two (2) price adjustments in the second and third year of the contract.

13.1.2 Price adjustments for eragrostis bales and provision of eragrostis bales will be based on the Consumer Price Index (CPI) and Product Price Index (PPI).

13.1.3 Requests for prices adjustment(s) in the second year of the contract will be considered in terms of the following formula, defined areas of cost and defined periods of time.

13.1.4 Applications for price adjustments must be accompanied by documentary evidence in support of any adjustment claim.





13.1.5 The following price adjustment formula will be applicable for calculating contract price **adjustments (CPA)**.

$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + ..... + Dn \frac{Rnt}{Rno} \right) + VPt$		
Pa	=	The new adjusted price to be calculated.
V	=	Fixed portion of the bid price (15% or 0.15).
Pt	=	Original bid price. Note that Pt must always be the original bid price and not an adjusted price.
(1-V)Pt	=	Adjustable portion of the bid price (85% or 0.85).
D1 – Dn	=	Each factor (or percentage) of the bid price, e.g., material, labour, transport, overheads, etc. The total of the various factors (or percentages) D1 – Dn must add up to 1 (or 100%).
R1t – Rnt	=	End Index. Index figure obtained from the index at the end of each adjustment period.
R1o–Rno	=	Base Index. Index figure at the time of bidding.
VPt	=	15% (or 0.15) of the original bid price. This portion of the bid price remains fixed, i.e. it is not subject to price adjustment.

## 13.2 Formula component definitions

### 13.2.1 Adjustable amount

The adjustable amount is the portion of the bid price which is subject to adjustment. In this bid the adjustable amount is 85% of the original bid price. For example, if the bid price is R1000, then only R850 will be subject to adjustment.

### 13.2.2 Fixed portion

The fixed portion represents those costs which will not change over the adjustment period and DOES NOT represent the profit margin. In this bid the fixed portion is 15% of the original bid price. Using the same example as above, it would amount to R150 which will remain fixed over the contract period

### 13.2.3 Cost components and proportions

The cost components of the contract price usually constitute the cost of materials (raw material or finished product), cost of direct labour, cost of transport and those other costs which are inclined to change. The proportions are the contribution to the contract price of each of these cost components. In this bid the following cost components will be used to calculate contract price adjustments.



Bidders are requested to submit the cost breakdown of the bid price for each item with their bid. Should the cost breakdown be the same for all items on the bid, please indicate it clearly in the bid document. Bidders will not be allowed to change the cost breakdown of bid prices during the tenure of the contract.

<b>Cost Component</b> <i>(Specific to your commodity – well researched with the industry)</i> <i>Provision should be made in the item questionnaires for this breakdown</i>	<b>% Contribution</b>
D1- Product of crops and horticulture	
D2- Labour	
D3- Packaging	
D4- Transport	
D5 – Other, (specify )	
<b>TOTAL (Cost components must add up to 100%)</b>	<b>100 %</b>

### 13.2.4 Applicable indices / references

The applicable index refers to the relevant market index, which is a true reflection of price movement(s) in the cost over time. In this bid the following indices or reference will be applicable:

<b>Cost component</b>	<b>Index Publication</b>	<b>Index Reference</b>
D1- Product of crops and horticulture	STATS SA P0142.1 (PPI)	Reference to specific index and table. E.g Table 5 PPI for Product of crops and horticulture
D2- Labour	STATS SA P0141 (CPI)	Table E - All Items
D3- Packaging	STATS SA P0141 (CPI)	Table E - All Items
D4- Transport	STATS SA P0141 (CPI) Table E	Table E – Transport services of goods
D5-Other	Specify	Documentary evidence to accompany Bid document at time of bidding and with claims

### 13.2.5 Base Index Date

The base index date applicable to the formula is defined as the date at which the price adjustment starts. In this bid the base index date will be the month of the signing of the contract.

### 13.2.6 End Index Date

The end index dates are the dates at predetermined points in time during the contract period. In this bid the end indices are defined in the next paragraph (Price Adjustment Periods).



### 13.2.7 Price Adjustment Periods

Adjustment to contract prices may be applied for at the following dates:

Adjustment (Contract manager to decide on frequency)	CPA application to reach the office at the following dates	End Index Date	Dates from which adjusted prices will become effective	Dates until which adjusted prices will be effective
1 <sup>st</sup> Adjustment	12 months from date of signing the contract	12 months from date of signing the contract	On month thirteen (13) from date of signing the contract	Until month 24 from date of signing the contract
2 <sup>nd</sup> Adjustment	24 months from date of signing the contract	24 months from date of signing the contract	On month twentyfive (25) from date of signing the contract	Until month 36 from date of signing the contract

Applications for price adjustments will be done in accordance with the escalation formula as per **SBD 3.2 Non Firm Pricing Schedule**.

**NB: Table on Paragraph 13.2.3 information to be completed by the bidder. (CPI = Consumer Price Index) applicable.**

## 14. PRICE AND PRICE QUALIFICATION

- a. Prices submitted for this bid are firm for the first year and thereafter supplier can apply for two (2) price adjustments in the second and third year of the contract. (See paragraph 13 for Contract Price Adjustment based on CPI and PPI).
- b. Prices shall be quoted in South African currency
- c. The bid prices shall be given in the units shown.
- d. Prices must be inclusive of Vat, delivery cost and stacking of bales.

## 15. SUBMISSION OF BIDS

- a. Each bid should be submitted in a separate sealed envelope or suitable cover on which the name and address of the bidder, the bid number and the closing date must be clearly endorsed.



**16. LATE BIDS**

- a. Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where possible be returned unopened to the bidder.

**17. COMMUNICATION**

- 12.1 Communication should be in writing with the following officials before the closing date of the bid.

- For specification\ technical contact: Edward Barnard  
Email: [edward.barnard@dcs.gov.za](mailto:edward.barnard@dcs.gov.za)
- Bid information: Christopher Mackay  
Email: [chris.macaky@dcs.gov.za](mailto:chris.macaky@dcs.gov.za)

- a. Communication after the closing date of the bid must be in writing and addressed to the Regional Head Finance and SCM on **Gwen.Baadjies@dcs.gov.za** within the specific period.
- b. The Department may request clarification regarding information provided by bidders. Bidders are to supply the required information within the specified period. Failing to do so will invalidate your bid.

**18. COUNTER CONDITIONS**

- a. Bidder's attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders will result in the invalidations of such bids.

**19. VENDOR ASSESSMENT (CAPABILITY AND FINANCIAL ABILITY)**

- a. The Department will have the right to confirm the ability of bidders to execute this contract successfully. This includes an investigation by the Department or its appointee of the following:
- a) The bidder's financial position to execute the contracts,
  - b) Previous contracts executed and current contracts (**at least one referral letter must be attached**)
  - c) Delivery **periods, quality and quantity of products.**



- b. The premises/factory of the bidder or contractor should be open at all reasonable hour for inspection by a representative of the Department and/or its approved institution.
- c. Bales must be available on site for inspection during due diligence.
- d. **Should the contractor not cooperate in any of these matters and/or do not have the capability to execute the contract his/her offer will be regarded as not acceptable.**

## 20. NEGOTIATIONS

- a. The Department reserves the right to negotiate with bidders after the award of the bid.

## 21. ORDERS/DELIVERIES/DELIVERY BASIS

- a. Eragrostis bales are to be delivered at **Devon Correctional Centre**
- b. Before delivery of any product on this contract is conducted, the contractor must be in possession of an official order issued by an authorized official of the Department.
- c. The first delivery must start within 7 days after receiving the official order and thereafter 7 days after receiving the email request.
- d. Weigh bridge certificates must accompany each load delivered.
- e. Firm delivery period must be quoted for the duration of the contract period.
- f. Products must be delivered, offloaded and stacked according to the 3-2-1 stack every 4 months to the designated area directed by the Agricultural Officials at Devon Correctional Centre.
- g. Delivery will be accepted on weekdays between 8:00 and 14:00.
- h. All deliveries and dispatches must be accompanied by a delivery note stating the official order number against which the delivery is affected.
- i. Deliveries not complying with the order/specifications will be returned to the contractor at the contractor's expense.
- j. On every delivery the supplier must provide a lab test report indicating the percentage of digestible nutrients, crude protein, digestible protein and moist content as indicated on the specifications.
- k. The Department of Correctional Services may postpone or delay deliveries if it finds itself in any such position, as a result of circumstances beyond its



control, which will make it impossible to comply with the specified delivery dates.

## **22. RENDERING OF SERVICES**

- 22.1 Before any services are rendered, the contractor must be in possession of an official order issued by an authorized official of the Department.

## **23. PACKAGING**

- a. If applicable, your attention is drawn to the packaging requirements stipulated in the specification.
- b. Bales must be offloaded and stacked by supplier when delivering according to the three two one stack as per instruction by officials of Agriculture.
- c. Must be of good quality, suitable for animal feed and must be firmly tied up.
- d. Bales must not be damaged
- e. Eragrostis bales must be without weeds and alien plant material. Must be insects free and not rotten

## **24. CONTRACT MANAGEMENT**

- a. The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the prior written approval from the Department.
- b. Contractor must inform the relevant Institution immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished.

## **25. PENALTIES**

- a. The Department will impose a penalty as a result of unsatisfactory performance (e.g. poor quality, late delivery, non-delivery, etc.)
- b. The following formula will be utilized for this purpose:

$$Penalty = \left( Vx \frac{10}{100} \right) x N$$

V = Value of delayed goods or services  
N = Number of days of delay



A penalty will be limited to 30% of the value of delayed goods or services.

- c. In addition to a penalty being imposed, the Department reserves the right to act in accordance with paragraph 21.6 of the General Conditions of Contract (GCC), which reads "Upon delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling 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."
- d. The Department may terminate the contract at its sole discretion due to unsatisfactory performance (e.g. poor quality, late delivery, non-delivery, etc.) during the window period of two months, following the occurrence of the unsatisfactory performance.

## **26. PAYMENTS**

- a. Payments will only be affected by the Department in the following cases:
  - i. The successful completion of a deliverable/ service in line with the specifications/ terms of reference.
  - ii. Invoices should be delivered/posted or e-mailed to reach the department timeously and payment will be made within thirty (30) days after submission of the correct invoice.
  - iii. The invoices must be original and be accompanied by delivery note.
- b. Companies not registered in terms of Value Added Tax, may not claim VAT on invoices.

## **27. SETTLEMENT OF DISPUTES**

- a. Should any dispute arise from the contract paragraph 27 of the General Conditions of Contract shall apply.

# **THE NATIONAL TREASURY**

**Republic of South Africa**



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## **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

**July 2010**



## **NOTES**

The purpose of this document is to:

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

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

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

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## **General Conditions of Contract**

### **1. Definitions**

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

origin and which have the potential to harm the local industries in the RSA.

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

training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

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

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

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

## **3. General**

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

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

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

**8. Inspections, tests and analyses**

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

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

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

**9. Packing**

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

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

**10. Delivery and documents**

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

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

**11. Insurance**

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

**12. Transportation**

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

**13. Incidental services**

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

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

- (d) for each appropriate unit of the supplied goods; 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.

- |   |  |
|---|--|
| <b>16. Payment</b>                              | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>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.</p> <p>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.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p>  |
| <b>17. Prices</b>                               | <p>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.</p>   |
| <b>18. Contract amendments</b>                  | <p>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.</p>  |
| <b>19. Assignment</b>                           | <p>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.</p>  |
| <b>20. Subcontracts</b>                         | <p>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.</p>  |
| <b>21. Delays in the supplier's performance</b> | <p>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.</p> <p>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.</p> <p>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.</p> <p>21.4 The right is reserved to procure outside of the contract small quantities</p> |

or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

## **22. Penalties**

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

## **23. Termination for default**

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

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

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

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

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

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

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

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

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

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

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

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

terms of the contract or any other contract or any other amount which may be due to him

**25. Force Majeure**

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

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

**26. Termination for insolvency**

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

**27. Settlement of Disputes**

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

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

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

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

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

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

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

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

		(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
<b>29. Governing language</b>	29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
<b>30. Applicable law</b>	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
<b>31. Notices</b>	31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
	31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
<b>32. Taxes and duties</b>	32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
	32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
	32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
<b>33. National Industrial Participation Programme (NIP)</b>	33.1	The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
<b>34 Prohibition of Restrictive practices</b>		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.



**AUTHORISATION DECLARATION: CONFIRMATION OF SUPPLY AND FINANCIAL  
ARRANGEMENTS BETWEEN THE BIDDER AND THIRD PARTY**

**PRICE QUOTATION NUMBER:** GTC 06/2025

**DESCRIPTION:** APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, DELIVERY, OFFLOADING AND STACKING OF ERAGROSTIS BALES TO THE DEPARTMENT AT R29, DERWIG ROAD, DEVON: GAUTENG REGION FOR A PERIOD OF THREE (3) YEARS.

**NAME OF BIDDER:** \_\_\_\_\_

**CLOSING DATE:** 13 February 2026 at 11:00AM

Are you sourcing the goods or services from a third party? \_\_\_\_\_

*If you have answered YES to the above question, please provide full details from whom the items will be sourced/delivered, in the space provided on the pricing schedule (SBD 3.1).*

**DECLARATION BY THE BIDDER WHERE THE BIDDER IS SOURCING THE GOODS OR SERVICES  
FROM A THIRD PARTY:**

1. I, \_\_\_\_\_ (Bidder) hereby declare the following:
  - The goods or services listed below, is being sourced from a third party in order to comply with the terms and conditions of the price quotation.
  - The third party has been informed of the terms and conditions of the price quotation and the third party is acquainted with the said terms and the description of the goods or services listed on the SBD 3.1 (Pricing Schedule).
  - The unconditional written undertaking to supply the goods or services listed in the SBD 3.1 (Pricing Schedule) in accordance with the terms and conditions of the bid document for the duration of the contract has been received from the third party. See confirmation below.
  - It is confirmed that all financial and supply arrangements for goods or services have been mutually agreed upon between the bidder and the third party.
2. The information contained herein is true and correct.
3. Failure to submit the BD 27 may invalidate the price quotation.
4. It is acknowledged that the Department reserves the right to verify the information contained herein and if found to be false or incorrect, the Department may invoke any remedies available to it in the price quotation documents.

**SIGNATURE BY THE BIDDER:**

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature \_\_\_\_\_ Full name \_\_\_\_\_

Designation \_\_\_\_\_



### **THIRD PARTY UNDERTAKING**

**Note:**

- A separate Undertaking must be completed by each Third Party;
- A letter issued on the official letterhead of the third party addressing the information below is acceptable.

***To be completed by the third party***

Name of Third Party: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Facsimile number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

It is hereby confirmed that a mutual agreement has been reached between myself and the bidder is therefore authorised to include the products listed in the SBD 3.1 (Pricing Schedule).

We confirm that we have firm supply and financial arrangements in place, and have familiarized ourselves with the item descriptions, specifications and bid conditions relating to the item/s listed in the table above.

**SIGNATURE BY THE THIRD PARTY:**

Signature: \_\_\_\_\_ Full name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_



**COMPLIANCE CHECKLIST TO ASSIST BIDDERS WITH COMPLETION OF BID DOCUMENTS**

**BID NO: GTC 06/2025: APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, DELIVERY, OFFLOADING AND STACKING OF ERAGROSTIS BALES TO THE DEPARTMENT OF CORRECTIONAL SERVICES AT R29, DERWIG ROAD, DEVON: GAUTENG REGION FOR A PERIOD OF THREE (3) YEARS.**

<b>Very important</b>	<b>Did you take note of the contents of the General Conditions of Contract &amp; BD 4.2: Special Conditions of Contract?</b>	<b>Yes</b>	<b>No</b>
<b>1.</b>	<b>MANDATORY CRITERIA Phase 1 (See par 7 of the BD 4.1: Special Conditions of contract)</b>		
1.1	Did you take note that it is a condition of this bid that the tax matters of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Services (SARS) to meet the bidder's tax obligations? <b>(Special Conditions of contract par 7.1.1.1)</b>		
1.2	Did you take note that the bidder must be registered on the Central Supplier Database (CSD) and submitted both the CSD number and a valid Tax Compliance Status (TCS) PIN, as required in SBD 1? <b>(Special Conditions of contract par 7.1.1.2)</b>		
1.3	Did you take note that any bidder who does not normally keep stock of the item and is sourcing the goods and services from a third party (manufacturer/producer or dealer/ distributor who normally keeps stock) for the purpose of delivering the item to the Department, must ensure that the attached BD 27 is completed by his/her supplier after they have familiarised themselves with the item(s) / description(s) / specifications and conditions of the bid for all relevant goods and services required from this bid. Failure to submit a fully completed and signed original BD 27 form, or a signed copy thereof by both the bidder and their supplier, will result in the bid being invalidated.? <b>(Special Conditions of contract par 7.1.2 - 7.1.2.3)</b>  <b>Or</b> <b>An original letter or a copy thereof, as required in paragraph 7.1.2.2 of the Special Conditions of Contract?</b>		
1.4	Did you take note that bidders are required to comply with the attached National Department of Correctional Services Product Specification/ Description for appointment of a service provider for the supply, delivery, offloading and stacking of eragrostis bales at R29, Derwig		

Very important	Did you take note of the contents of the General Conditions of Contract & BD 4.1: Special Conditions of Contract?	Yes	No
	Road, Devon: Department of Correctional Services for a period of three (3) years and must fill in writing whether they comply or not comply with the specification. <b>(Special Conditions of contract par 7.1.4.1)</b>		
1.5	Did you take note that a site inspection or due diligence will be conducted at the premises indicated by the bidder, and that bales must be available for inspection after the bid closing date? <b>(Special Conditions of contract par 7.1.2.4)</b>		
3.	<b><u>SUBMISSION OF BIDS</u></b>		
3.1	Did you take note that the prices for this contract are non-firm and therefore subject to change?		
3.2	Have you completed and signed the SBD 1 (Invitation to Bid) form?		
3.3	Have you completed and signed the SBD 3.2 (Pricing schedule form) for non-firm prices?		
3.4	Have you completed the Preference Point Claim Form (SBD 6.1) and attached all required supporting documentation?		
3.5	Have you attached supporting documents to substantiate your claims, as required in paragraph 7.2.4 to 7.2.4.4 of the Special Conditions of Contract?		
4.	<b><u>LATE PRICE QUOTATIONS</u></b>		
4.1	Bids received after the closing date and time will not be accepted for consideration and where practicable, be returned unopened to the bidder at the address indicated in the envelope.		
5.	<b><u>DECLARATIONS</u></b>		
5.1	Did you familiarize yourself with the contents of the Bidder's Disclosure (SBD 4) and did you indicate your declaration (if there is any applicable)?		
5.1.1	Did you sign the Bidder's disclosure SBD 4 form?		
6.	<b>Take note that no late bids will be considered!</b>		