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**REQUEST FOR QUOTATIONS APPOINTMENT OF A SERVICE  
PROVIDER FOR THE DESIGN AND DEVELOPMENT OF PSiRA  
PRIVATE INVESTIGATION CURRICULUM FRAMEWORK  
(STANDARDS) AND TRAINING MANUALS FOR A PERIOD OF  
THREE (03) MONTHS**

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**[ADM/2023/009]**

**Date Issued: [17 APRIL 2023]**

**Closing date and time: [05 MAY 2023 at 11:00]**

**Compulsory Virtual Briefing Session: 26 APRIL 2023 at 12:00  
(SERVICE PROVIDERS TO REGISTER FOR COMPULSORY  
VIRTUAL BRIEFING SESSION BY SENDING EMAILS TO  
bids@psira.co.za NO LATER THAN 24 APRIL 2023).**

**Quote Validity Period: [60 days]**

**TENDER BOX ADDRESS:**

**PSiRA Head Office: 420 Witch-Hazel Avenue, Block B – Eco  
Glades 2 Office Park, Highveld Ext 70, Centurion**



## CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES & DOCUMENTS/REQUIREMENTS

YES	NO	DOCUMENTATION
<input type="checkbox"/>	<input type="checkbox"/>	<b>SBD 3.3:</b> Pricing Schedule
<input type="checkbox"/>	<input type="checkbox"/>	<b>SBD 4:</b> Declaration of Interest
<input type="checkbox"/>	<input type="checkbox"/>	<b>SBD 6.1:</b> Preference Claim Forms in terms of Preferential Procurement Regulations, 2022
<input type="checkbox"/>	<input type="checkbox"/>	General Conditions of Contract (All pages to be initialled and last page signed by the bidder)
<input type="checkbox"/>	<input type="checkbox"/>	Terms of Reference (All pages to be initialled and last page signed by the bidder)
<input type="checkbox"/>	<input type="checkbox"/>	Attendance of Virtual Compulsory Briefing Session

Sealed and clearly marked bids indicating the bid Reference No. i.e PSiRA/2022/RFB/XX must be deposited in the PSiRA Head Office tender box located at **420 Witch Hazel Avenue, Eco Glades, Block B2, Eco Park, Centurion, Pretoria**- before the closing date and time.

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## **TERMS OF REFERENCE**

### **APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN AND DEVELOPMENT OF PSiRA PRIVATE INVESTIGATION CURRICULUM FRAMEWORK (STANDARDS) AND TRAINING MANUALS FOR A PERIOD OF THREE (03) MONTHS**

#### **1. PURPOSE**

The purpose of this request for quotations is to appoint service provider(s) to:

- 1.1 Develop new specialised course for each sector which does not have pre-determined standards.
- 1.2 Develop curriculum framework for the advancement of new or aligned learning programme (course).
- 1.3 Develop assessment strategies and assessment specifications for the learning programmes/courses.
- 1.4 Develop set of training manuals and instructor manuals for specialised courses.

#### **2. BACKGROUND INFORMATION**

The mandate of the Private Security Industry Regulatory Authority (PSiRA) is to effectively regulate the industry and to ensure high quality standards on industry training.

In terms of Section 4 (k) of PSiRA's Act, to the Authority must take such steps as may be expedient or necessary in connection with the training of security service providers and prospective security service providers to ensure a high quality of training.

Pursuant to the promulgation of the PSiR Act, the Training Regulations of 1992 remained in force. These regulations gave the minimum requirements for the accreditation of training centres, including accreditation of instructors for the delivery and offerings of specialised PSiRA courses - Furthermore, the curriculum for

specialised courses under the Security Officer's Board (SOB) remained unchanged despite the development and the dynamics within the private security industry. As a result, the delay has created a wide gap of knowledge, skills and competencies that are desired for security officers in varying sectors of Private Security Industry.

### 3. OBJECTIVES

3.1. To develop a curriculum framework which is contextualised to the security officer's occupation for the following specified learning programmes (courses):

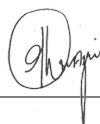
#### **3.1.1. Private Investigation.**

- 3.2. To develop and profile a competency framework for the course (s) as per security officer's specialisation.
- 3.3. To develop assessment strategies for the learning programmes as per identified sector of course(s).
- 3.4. To have set of learner training material designed, developed formatted, edited, aligned to the curriculum framework developed and instructor training manuals for delivery of contact training.

### 4. SCOPE OF WORK

4.1 Develop a **Curriculum Framework** for the **Private Investigation** Learning Programme (course) which entails:

- Development of the curriculum for specialised course mentioned above that will determine and promote high quality standards in training of the current and prospective Security Officers for Private Investigation.
- Identification of relevant and appropriate learning objectives, experiential knowledge, learning resources and evaluation methods for the learning programmes.



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- Define the curriculum components that will inform a range of knowledge, practical and assessment criteria achievable for the required learning outcomes and focus on integrated assessment criteria.

4.2. Develop and design learning programme (course) in line with the skills requirements of private security industry which will entail:


- Analysis and evaluation of the design of the learning programmes (courses).
- Design of the learning programmes (courses) in line with the gaps identified and best practices.
- Define and outline the structure of the learning programme.
- Determine the nature of content that will cover knowledge and practical components; and
- Define the nature of assessments to be conducted.

4.3. Determine training standards for specialised courses and develop a competency framework on the occupation(s) profiled for Security Officer in the respective sector for Security Officer's specialisation.

4.4. Design and develop set of training manuals with content informed by curriculum and learning outcomes determined and learning designed outlined in **paragraph 3.1** and design the instructor manuals for delivery of contact training.

4.5. Ensure the review and amendment of the draft curriculum following the consultation with industry and Authority's structures.

4.6. Develop a databank for multiple questions assessment instruments aligned to outcomes and modules developed. The assessment should cater for both formative assessment and the external assessment conducted on the online platform. A minimum of 600 multiple choice questions and answers aligned to a specific specialised course (**mentioned in paragraph 3.1**) must be developed and formative assessments aligned to all outcomes determined per component of specialisation must be developed.

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## 5. REQUIRED DELIVERABLES

The successful service provider will be expected to deliver the following:


Profile and competency framework aligned to specialised courses occupation.

- 5.1.** To develop the curriculum framework with planned learning design addressing the following components and assessment specification document in various sector entities and ensure development of the following:
  - Knowledge component.
  - Practical Skills component.
- 5.2.** Present the draft training manuals (Learner Manual and Instructor Manual) for inputs and review by the Authority.
- 5.3.** Submit designed, edited, and formatted set of training manual as mentioned in **paragraph 3.1**. The edited training manual must be submitted in two versions to allow online training on eLearning platform.
- 5.4.** A databank of multiple assessment instruments for formative assessment aligned to specialised courses (**mentioned in paragraph 3.1**) and designed modules learning outcomes and a set of 600 questionnaire for online assessment.
- 5.5.** Compile a process/progress report on the development/alignment of the curriculum, learning programmes.

## 6. PROJECT MANAGEMENT PHASES

The successful service provider must ensure the following milestones are reported in phases:

- 6.1. Phase 1** of the project should ensure consultation with the industry, presentation and consolidation of documents related to the scope of work as mentioned in **paragraph 3.1**. The specialised courses must be delivered within the first three (3) months i.e. *(12 weeks excluding weekends)*.

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- 6.2. Phase 2** of the project should focus on the actual training material design and development, including editing and formatting for period of 3 months i.e. (12 weeks excluding weekends). This will include the development of a databank of multiple assessment questionnaires with model answers for the online assessments and designed modules learning outcomes and a set of at least 600 questionnaire which are compatible for online assessment.
- 6.3.** Compile and submit a monthly progress report on the development/re-alignment of the curriculum, learning programmes.

## **7. SPECIAL CONDITIONS OF CONTRACT**

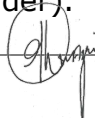
- Successful service provider must ensure that the specialised course is finalized within 3 months.
- The Authority may determine a fee structure for all curriculum(s) framework and standards to be developed in various private security sectors identified.
- All project outputs and deliverables will be intellectual property of PSiRA.

## **8. EVALUATION CRITERIA**

### **8.1. Criterion 1 – Compulsory Requirements**

Service providers will first be evaluated in terms of the minimum requirements. Service providers who do not fulfil all the requirements or do not submit the required documents will be disqualified. Those who fulfil all the minimum requirements or have submitted the required documents will be further evaluated on **criterion 2** which is the functionality.

- a. SBD 3.3 - Pricing Schedule.
- b. SBD 4 - Declaration of Interest.
- c. SBD 6.1 - Preference Points Claim Form.
- d. General Conditions of Contract (ALL pages to be initialled and last page must be signed by the service provider).

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- e. Terms of reference (ALL pages to be initialled and last page must be signed by the service provider).
- f. Attendance of compulsory virtual briefing session.

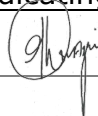
#### 8.1.1. Conditions of tender/RFQ

- All forms must be completed and signed. Incomplete and unsigned forms will be disqualified.
- Failure to comply with the mandatory requirements will lead to disqualification.
- Failure to initial each page of the TOR and the GCC will lead to disqualification.
- Failure to sign the TOR and the GCC will lead to disqualification.

#### 8.2. Criterion 2 – Functionality

Functionality is worth 100 points. The minimum threshold is 60 points. Service providers who score less than 60 points on technical evaluation will therefore be disqualified. Those who score more than 60 points will be further evaluated in preference points system The technical evaluation is broken down as follows:

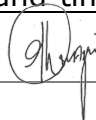
TECHNICAL CRITERIA	WEIGHT
<b>COMPANY PROFILE</b>	<b>10</b>
<p>Service providers must submit a company profile indicating a minimum of 2 years' experience in developing specialised courses.</p> <ul style="list-style-type: none"> <li>✓ 20 points for company profile indicating 5 years and more experience in developing specialised courses.</li> <li>✓ 15 points for company profile indicating more than 3 years to 5 years of experience in developing specialised courses</li> <li>✓ 10 points for company profile indicating more than 2 years to 3 years of experience in developing specialised courses.</li> </ul> <p>0 point for a company profile indicating less than 2 years' experience in developing</p>	



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specialised courses.	
<b>PROJECT TEAM MEMBERS EXPERIENCE AND QUALIFICATIONS</b>	<b>30</b>
<p>The service provider must submit a list indicating a minimum of 3 and a maximum of 5 proposed project team members, abridged CVs and certified qualifications.</p> <p><b>List of project team members</b></p> <ul style="list-style-type: none"> <li>✓ 5 points for submission of a list of proposed project team members with clear job roles.</li> </ul> <p><b>Project Team Members:</b></p> <ul style="list-style-type: none"> <li>✓ 10 points for submission of abridged CVs of 3 or 5 proposed team members with minimum of 2 years relevant experience.</li> <li>✓ 5 points for submission of certified qualifications (not older than 6 months certified) of 3 or 5 proposed team members.</li> </ul> <p><b>Project Manager/Leader:</b></p> <ul style="list-style-type: none"> <li>✓ 10 points for submission of abridged CV and certified qualifications (not older than 6 months certified) with a minimum of 5 years' experience in Education, Training and Development Practices.</li> <li>✓ 5 points for submission of abridged CV with a minimum of 5 years' experience in Education, Training and Development Practices</li> </ul>	
<b>TESTIMONIAL/REFERENCE LETTERS</b>	<b>10</b>
<p>Service providers must submit three (3) written contactable references from their respective <b>clients (not older than 36 months)</b> for the development of curriculum framework (standards) or training manuals. Letters should be from different clients, be in a company letterhead, signed and have contact details.</p> <ul style="list-style-type: none"> <li>✓ 10 Points for 3 reference letters</li> <li>✓ 5 Points for 2 reference Letters</li> <li>✓ 3 Points for 1 reference Letter</li> <li>✓ 0 Points for no submission of reference letters</li> </ul>	
<b>METHODOLOGY AND APPROACH</b>	<b>30</b>
<p>Service providers must submit a proposal explaining the technical approach and a detailed project plan with activities in phases and timelines for the development of the curriculum</p>	



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framework and assessment of a specific specialised course:

**NB: The service provider will be scored 0 if any of the above are not specified.**

- ✓ 10 points for a detailed project plan
- ✓ 10 points for activities in phases (done team members)
- ✓ 10 points timelines (timelines must be aligned with project delivery timeframe for each specific specialised course).

**SAMPLES OF TRAINING MANUALS**

**20**

Service providers must submit samples of training manuals designed and developed for a specialised or similar to the specialisation which they are quoting for:

- ✓ 10 points for submission of 1 sample of learner manual designed and developed for a specific specialised course or similar.
- ✓ 10 points for submission of 1 sample of instructor manual designed and developed for a specific specialised course or similar.

**NB: 0 point will be allocated for no submission or submission of samples of learner and instructor manuals that are not specific to a specialised course or similar.**

**Total**

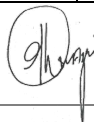
**100**

**NOTE:** Service providers to take note that top three (3) shortlisted service providers will be expected to provide the PSiRA Team with a presentation before the final award. The presentation should include a comprehensive project methodology.

**9. CRITERIA 3- PREFERENCE POINTS SYSTEM**

- i. All service providers who achieve a minimum qualifying score on criteria 2: technical evaluation will further be evaluation in terms of preference points system as specified below:

CRITERIA	POINTS
Price	80
Specific Goals	20
<b>Total points</b>	<b>100</b>



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ii. Specific goals for this tender and points that maybe claimed are specified below:

SPECIFIC GOALS	POINTS
Black ownership	10
Women ownership	5
Enterprise type (EME or QSE)	5
<b>Total Points</b>	<b>20</b>

iii. 80/20 preference points

The following formula will be used to calculate the points out of 80 for price in respect of an invitation for a tender with a rand value of equal to or below R50 Million, inclusive of all applicable taxes.

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

Where:

$P_s$  = Points scored for price of bid under consideration

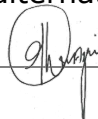
$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable bid

## 10. PSiRA RIGHTS

Notwithstanding anything else in this Request for Quotation (RFQ), and without limiting its rights at law or otherwise, PSiRA reserves the right, in its absolute discretion at any time:

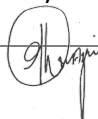
- Cancel or call for new quotations.
- To appoint more than one service provider or contractor.
- Reject any quotation received after the closing time.
- Consider and accept or reject any alternative quotation.

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- e. Alter the structure and/or the timing of this RFQ or the quotation Process.
  - f. Reject any quotation that does not comply with the requirements of this RFQ.
  - g. Terminate the participation of any quotation or any other person in the quotation process.
  - h. Vary or extend any time or date specified in this RFQ for all or any service provider or other persons.
  - i. Cease to proceed with or suspend the quotation process prior to the execution of a formal written contract.
  - j. Require additional information or clarification from any service provider or any other person or provide additional information or clarification.
  - k. PSiRA is not obliged to accept the lowest or any quotation thereof and reserves the right to withdraw this RFQ.**

## **11. GENERAL INFORMATION**

- a. All compulsory forms contained in the request for quotation documentation must be completed and signed in full.
- b. Proof of Registration with the National Treasury Central Supplier Database (CSD) must be provided.
- c. Service providers should be submitted at the correct address, before or on the closing date and time. No late quotations will be accepted under any circumstance.
- d. Only original quotation documents will be accepted. No e-mailed or posted copies will be accepted.
- e. Service providers may make use of courier services and must confirm quotation acknowledgement with SCM office.
- f. Sealed and clearly marked quotations indicating the Bid Reference must be deposited in the PSiRA Head Office tender box situated at 420 Witch Hazel Avenue, Eco Glades Block B2-Eco Park, Centurion, Pretoria.



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## 12. INSTRUCTIONS TO SERVICE PROVIDERS

- The service provider is required to confirm that it will hold its proposal valid for 60 days from the closing date of the RFQ, during which time it will remain without change, their proposed rates and prices.
- Service providers are required to submit 1 indexed original document and 1 USB containing the original proposal (Service providers must ensure that the documentation on the USB are the same as the one submitted as a hard copy document).

## 13. CONTACT PERSONS

### The contact person for this assignment (Technical Enquiries)

Ms. Kedibone Shai | Email: bids@psira.co.za

### Bidding Procedures Enquiries

Ms. Tsakani Maluleke | Tel: 012 003 0686 | Email: bids@psira.co.za

Mr. Azwifaneli Tshisikamulilo

**Senior Manager: CRM**

  
\_\_\_\_\_  
Signature


13/04/2023

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Service Provider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Service Provider's Signature

  
\_\_\_\_\_  
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**The purpose of this document is to give guidance to service providers on how to compile a compliant bid proposal.**

**Form will be considered to be fully completed and when signed and the following are specified/ reflected:**

☐ **SBD 3.3: Pricing Schedule**

- Company name reflected on the form.
- Total bid price reflected on the form.
- Period required for commencement with project after acceptance of bid.
- An indication that the bid price is fixed or not, if not for the full period, provide details.
- Estimated man-days for completion of project.

☐ **SBD 4: - Declaration of interest**

All questionnaires must be answered on:

- Paragraph 2: 2.1 and 2.1.1.
- Paragraph 2.2 and 2.2.1.
- Paragraph 2.3 and 2.3.1
- Paragraph 3
  - Signed, dated, position specified, and name of bidder specified.

☐ **SBD 6.1: Preference Claim Forms in terms of Preferential Procurement Regulations 2022**

- Paragraph 4.1: Completion of table 1.
- Declaration with regard to company/firm (paragraph 4.2, 4.3 and 4.4).
- Signature(s) of tenderer(s), surname and name, date and address.

☐ Terms of Reference (All pages to be initialled and last page signed by the bidder)

☐ General Conditions of Contract (All pages to be initialled and last page signed by the bidder)

☐ Attendance of Virtual Compulsory Briefing Session.



**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: ..... QUOTE NO.: ADM/2023/009

CLOSING TIME 11:00

CLOSING DATE: 05 MAY 2023

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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**APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN AND DEVELOPMENT OF PSIRA PRIVATE INVESTIGATION CURRICULUM FRAMEWORK (STANDARDS) AND TRAINING MANUALS FOR A PERIOD OF THREE (03) MONTHS**

1. The accompanying information must be used for the formulation of proposals.
  2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....
  3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)
  4. PERSON AND POSITION
- |       | HOURLY RATE | DAILY RATE |
|-------|-------------|------------|
| ..... | R.....      | .....      |
| ..... | R.....      | .....      |
| ..... | R.....      | .....      |
| ..... | R.....      | .....      |
| ..... | R.....      | .....      |
5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT
- |       |        |            |
|-------|--------|------------|
| ..... | R..... | ..... days |
| ..... | R..... | ..... days |
| ..... | R..... | ..... days |
| ..... | R..... | ..... days |

TOTAL: R.....

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

6. Period required for commencement with project after acceptance of bid .....
7. Estimated man-days for completion of project .....

Name of Bidder: .....

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8. **Are the rates quoted firm for the full period of contract?**

**\*YES/NO**

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

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.....  
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Any enquiries regarding bidding procedures may be directed to the –

**Private Security Industry Regulatory Authority (PSiRA)**

**Department: Supply Chain Management Office**

Contact Person: Ms. Tsakani Maluleke

Tel: 012 003 0686

Email Address: bids@psira.co.za

Or for technical information –

Contact Person: Ms. Kedibone Shai

Tel: 012 003 0686

Email Address: bids@psira.co.za

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - 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.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number: .....
  - 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....
  - 2.4 Company Registration Number: .....
  - 2.5 Tax Reference Number: .....
  - 2.6 VAT Registration Number: .....
  - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

**YES/NO**

2.11.1 If so, furnish particulars:

### 3 Full details of directors / trustees / members / shareholders.

[illegible]

#### 4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF  
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION  
PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

May 2011



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

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

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

### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

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

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black ownership	10	
Women ownership	5	
Enterprise type (EME or QSE)	5	

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

# **THE NATIONAL TREASURY**

**Republic of South Africa**



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

**July 2010**

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

**NOTES**

The purpose of this document is to:

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

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

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



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## **General Conditions of Contract**

### **1. Definitions**

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

RSA.

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

obligations of the supplier covered under the contract.

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

## **2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](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 for each appropriate unit of the supplied goods;

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

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

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

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

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

#### **15. Warranty**

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

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

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

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

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

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

## **16. Payment**

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

## **17. Prices**

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

## **18. Contract amendments**

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

## **19. Assignment**

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

## **20. Subcontracts**

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

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

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the



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

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

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

## **22. Penalties**

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

## **23. Termination for default**

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

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

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

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

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

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

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

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

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

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

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

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

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

may be due to him

**25. Force Majeure**

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

**26. Termination for insolvency**

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

**27. Settlement of Disputes**

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

**28. Limitation of liability**

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

	(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
<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>	<p>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</p> <p>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.</p>
<b>32. Taxes and duties</b>	<p>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.</p> <p>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.</p> <p>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.</p>
<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>	<p>34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).</p> <p>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.</p>

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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder