

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WESTERN CAPE DEPARTMENT OF
AGRICULTURE

ENQUIRES/ BID DOCUMENTS: Ms D Prinsloo/ C Lackay
SPECIFICATIONS: Mr J Koen
BID NUMBER: Bid 933 – 2025/2026
CLOSING TIME: 11:00
VALIDITY PERIOD: 120 Days

TELEPHONE: (021) 808 5442/ 5156
TELEPHONE: (021) 808 5173
CLOSING DATE: 07 April 2025

DESCRIPTION: TRAVEL MANAGEMENT COMPANIES (TMC's) FOR THE RENDERING OF A COMPREHENSIVE TRAVEL MANAGEMENT SERVICES THE DEAPRTMENTS FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A PERIOD OF ONE (1) YEAR

The successful bidder will be required to fill in and sign a written Contract Form (WCBD 7).

BID DOCUMENTS MAY BE POSTED TO:

Head of Department
Department of Agriculture
Private Bag X1
Elsenburg
7607
GPS Co-ordinates: 33.845259 S 18.834722 E

OR

DEPOSITED IN THE BID BOX SITUATED AT:

The Security Gate
Muldersvlei Road
Elsenburg

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

COMPULSORY MEETING:

Date:
Time:
Venue:

20 March 2025
10:00
Conference Room (At Reception),
Department Of Agriculture, Muldersvlei Road, Elsenburg
GPS Co-Ordinates: 33.845259 S 18.834722 E
(Latecomers will not be permitted to enter)

PART A INVITATION TO BID

2

ZERO-TOLERANCE TO FRAUD, THEFT AND CORRUPTION (ANTI-FRAUD, THEFT AND CORRUPTION)

THE WCG IS COMMITTED TO GOVERN ETHICALLY AND TO COMPLY FULLY WITH ANTI-FRAUD, THEFT AND CORRUPTION LAWS AND TO CONTINUOUSLY CONDUCT ITSELF WITH INTEGRITY AND WITH PROPER REGARD FOR ETHICAL PRACTICES.

THE WCG HAS A ZERO TOLERANCE APPROACH TO ACTS OF FRAUD, THEFT AND CORRUPTION BY ITS OFFICIALS AND ANY SERVICE PROVIDER CONDUCTING BUSINESS WITH THE WCG.

THE WCG EXPECTS ALL ITS OFFICIALS AND ANYONE ACTING ON ITS BEHALF TO COMPLY WITH THESE PRINCIPLES TO ACT IN THE BEST INTEREST OF THE WCG AND THE PUBLIC AT ALL TIMES.

THE WCG IS COMMITTED TO PROTECTING PUBLIC REVENUE, EXPENDITURE, ASSETS AND REPUTATION FROM ANY ATTEMPT BY ANY PERSON TO GAIN FINANCIAL OR OTHER BENEFIT IN AN UNLAWFUL, DISHONEST OR UNETHICAL MANNER.

INCIDENTS AND SUSPICIOUS ACTIVITIES WILL BE THOROUGHLY INVESTIGATED AND WHERE CRIMINAL ACTIVITY IS CONFIRMED, RESPONSIBLE PARTIES WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

| | | | | | | | |
|--|--|---------------|------------|---|-------------------------------|--|------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY) | | | | | | | |
| BID NUMBER: | 933 – 2025/2026 | CLOSING DATE: | 07/04/2025 | CLOSING TIME: | 11:00 | | |
| DESCRIPTION | TRAVEL MANAGEMENT COMPANIES (TMC's) FOR THE RENDERING OF A COMPREHENSIVE TRAVEL MANAGEMENT SERVICES THE DEAPRTMENTS FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A PERIOD OF ONE (1) | | | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) | | | | | | | |
| Muldersvlei Road (Tender Box at Security Gate) | | | | GPS Co-ordinates: 33.845259 S 18.834722 E | | | |
| Elsenburg | | | | | | | |
| 7607 | | | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | | |
| CONTACT PERSON | D Prinsloo / C Lackay | | | CONTACT | J Koen | | |
| TELEPHONE NUMBER | 021 808 5442 / 5163 | | | TELEPHONE | 021 808 5173 | | |
| FACSIMILE NUMBER | None | | | FACSIMILE | None | | |
| E-MAIL ADDRESS | Davita.Prinsloo@westerncape.gov.za Carmen.Lackay@westerncape.gov.za | | | E-MAIL ADDRESS | Johan.Koen@westerncape.gov.za | | |
| SUPPLIER INFORMATION | | | | | | | |
| NAME OF BIDDER | | | | | | | |
| POSTAL ADDRESS | | | | | | | |
| STREET ADDRESS | | | | | | | |
| TELEPHONE NUMBER | COD | | | | NUMBER | | |
| CELLPHONE NUMBER | | | | | | | |
| FACSIMILE NUMBER | COD | | | | NUMBER | | |
| E-MAIL ADDRESS | | | | | | | |
| VAT REGISTRATION NUMBER | | | | | | | |
| SUPPLIER COMPLIANCE STATUS | WCS EB | | TCS PIN: | | AND | CSD No: | MAAA |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE | [TICK APPLICABLE BOX] Yes No | | | B-BBEE STATUS LEVEL SWORN AFFIDAVIT | | [TICK APPLICABLE BOX] Yes No | |
| IF YES, WAS THE CERTIFICATE ISSUED BY A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACREDITATION SYSTEM (SANAS) | [TICK APPLICABLE BOX] Yes No | | | | | | |

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED TOGETHER WITH A COMPLETED 6.1 IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

3

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

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

| | | |
|---|-----|----|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | YES | NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | YES | NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | YES | NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | YES | NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | YES | NO |

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. THE **SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (WCBD7).**

2. TAX COMPLIANCE REQUIREMENTS

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

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

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT:

- All bids must be submitted on the official forms – (not to be re-typed)
- **Use black ink to fill in these form**
- No bids forwarded by telegram, telex, facsimile are considered, however photo-stat copies or facsimiles which is filled in and signed original will be accepted as valid.
- All bid offers received will be advertised on the Departments website.
<http://www.elsenburg.com/jobs-and-tenders/bid-opening-certificates>
<https://www.etenders.gov.za/>
 Bids will be opened after 11h00 on the day of bid closure.
- Compulsory documents such as WCBD 1, WCBD 3, WCBD 4, WCBD 6.1 and BEE Certificate must be valid and all fields to be duly completed for the validity of the bid as stipulated on the bid documents. It will be the bidder's responsibility to ensure that any expired documents to be resubmitted to the department.
 If at the Bid Evaluation phase documents were not received bidders will be deemed to be non-compliant and the bid will be passed over for the evaluation purpose.
- All Taxes must be included in the tender price.

Central Supplier Database Registration

As of 1 April 2016 the Provincial Government of the Western Cape will **ONLY** contract with businesses duly registered on the Central Supplier Database

All **prospective** Service Providers are invited to register as a supplier on the Central Supplier Database. Enquiries regarding the registration process may be referred Western Cape Support on 086 122 5577 / sa-supplierdatabase@sap.com

Please sign that you have read and understood the requirements /conditions of the bid.

SIGNATURE OF BIDDER:

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

DATE:

PRICING SCHEDULE – FIRM

(Professional Services)

NAME OF BIDDER: BID NO.: **Bid 933 – 2025/2026**CLOSING TIME **11:00**CLOSING DATE: **7 April 2025**

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

| ITEM NO | DESCRIPTION | BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED) |
|------------|-------------|--|
|------------|-------------|--|

BID 933 – 2025/2026: TRAVEL MANAGEMENT COMPANIES (TMC's) FOR THE RENDERING OF A COMPREHENSIVE TRAVEL MANAGEMENT SERVICES THE DEAPRTMENTS FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A PERIOD OF ONE (1) YEAR.

Total Price: _____

Required by Mr J Koen

021 808 5173

At Department of Agriculture: Western Cape, Elsenburg

Does the offer comply with the specification? YES / NO

Are the rates quoted firm for the full period of contract? *YES / NO

- If not to specification, indicate deviation(s) _____

Service: Firm /not firm: _____

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

.....

.....

.....



PROVINCIAL GOVERNMENT WESTERN CAPE

DECLARATION OF INTERESTS, BIDDERS PAST SCM PRACTICES AND INDEPENDENT BID DETERMINATION

1. To give effect to the requirements of the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services), Public Finance Management Act (PFMA) Supply Chain Management (SCM) Instruction No. 3 of 2021/2022 - SBD 4 Declaration of Interest, Section 4 (1)(b)(iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.
2. 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.
3. All prospective bidders intending to do business with the Institution must be registered on the Central Supplier Database (CSD) and the Western Cape Supplier Evidence Bank (WCSEB) if they wish to do business with the Western Cape Government (WCG) via the electronic Procurement Solution (ePS).
4. The status of enterprises and persons listed on the National Treasury's Register for Tender Defaulters will be housed on the ePS. Institutions may not under any circumstances procure from enterprises and persons listed on the Database of Tender Defaulters.
5. The status of suppliers listed on the National Treasury's Database of Restricted Suppliers will be housed on the ePS; however, it remains incumbent on institutions to check the National Treasury Database of Restricted Suppliers before the conclusion of any procurement process. For suppliers listed as restricted, institutions must apply due diligence and risk assessment before deciding to proceed with procurement from any such supplier.

6. Definitions

"bid" means a bidder's response to an institution's invitation to participate in a procurement process which may include a bid, price quotation or proposal;

"Bid rigging (or collusive bidding)" occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors;

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

"business interest" means -

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit, or
- (d) includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

"Consortium or Joint Venture" 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;

"Controlling interest" means, 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;

"Corruption"- General offences of corruption are defined in the Combating of Corrupt Activities Act, 2004 (Act No 12 of 2004) as:

Any person who directly or indirectly -

- (a) accepts or agrees or offers to accept an! gratification from any other person, whether for the benefit of himself or herself or for the benefit of another person; or
- (b) gives or agrees or offers to give to any other person any gratification, whether for the benefit of that other person or for the benefit of another person., in order to act personally or by influencing another person so to act, in a manner—
 - (i) that amounts to the-
 - (aa) illegal. dishonest. unauthorised. incomplete. or biased: or
 - (bb) misuse or selling of information or material acquired in the course of the exercise, carrying out or performance of any powers, duties or functions arising out of a constitutional, statutory, contractual or any other legal obligation:
 - (ii) that amounts to-
 - (aa) the abuse of a position of authority;
 - (bb) a breach of trust; or
 - (cc) the violation of a legal duty or a set of rules;
 - (iii) designed to achieve an unjustified result; or
 - (iv) that amounts to any other unauthorised or improper inducement to do or 45 not to do anything. of the, is guilty of the offence of corruption.

"CSD" means the Central Supplier Database maintained by National Treasury;

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

"employee", in relation to –

- (a) a department, means a person contemplated in section 8 of the Public Service Act, 1994 but excludes a person appointed in terms of section 12A of that Act; and
- (b) a public entity, means a person employed by the public entity;

"entity" means any -

- (a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or
- (b) sole proprietorship;

"entity conducting business with the Institution" means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the Province;

"Family member" means a person's -

- (a) spouse; or
- (b) child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption or some other legal arrangement (as the case may be);

"intermediary" means a person through whom an interest is acquired, and includes a representative or agent or any other person who has been granted authority to act on behalf of another person;

"Institution" means –

a provincial department or provincial public entity listed in Schedule 3C of the Act;

"Provincial Government Western Cape (PGWC)" means

- (a) the Institution of the Western Cape, and
- (b) a provincial public entity;

"RWOEE" means -

Remunerative Work Outside of the Employee's Employment

"spouse" means a person's -

- (a) partner in marriage or civil union according to legislation;
- (b) partner in a customary union according to indigenous law; or
- (c) partner with whom he or she cohabits and who is publicly acknowledged by the person as his or her life partner or permanent companion.

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

7. Regulation 13(c) of the Public Service Regulations (PSR) 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.
 - a) Therefore, by 31 January 2017 all employees who are conducting business with an organ of state should either have:
 - (i) resigned as an employee of the government institution or;
 - (ii) cease conducting business with an organ of state or;
 - (iii) resign as a director/shareholder/owner/member of an entity that conducts business with an organ of state.
8. Any legal person, or their family members, may make an offer or offers in terms of this invitation to bid. In view of potential conflict of interest, in the event that the resulting bid, or part thereof, be awarded to family members of persons employed by an organ of state, 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 Institution.
9. The bid of any bidder may be disregarded if that bidder or any of its directors abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; disclosure is found not to be true and complete; or failed to perform on any previous contract.
10. Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
11. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorises accounting officers and accounting authorities to:
 - a) disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
12. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

13. 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.

| SECTION A DETAILS OF THE ENTITY | | |
|---|--|------|
| | CSD Registration Number | MAAA |
| | Name of the Entity | |
| | Entity registration Number (where applicable) | |
| | Entity Type | |
| | Tax Reference Number | |
| Full details of directors, shareholder, member, partner, trustee, sole proprietor or any persons having a controlling interest with a right or entitlement to share in profits, revenue or assets of the entity should be disclosed in the Table A below. | | |

TABLE A

| FULL NAME | DESIGNATION (Where a director is a shareholder, both should be confirmed) | IDENTITY NUMBER | PERSONAL TAX REFERENCE NO. | PERCENTAGE INTEREST IN THE ENTITY |
|-----------|--|-----------------|----------------------------|-----------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

SECTION B: DECLARATION OF THE BIDDER'S INTEREST

The supply chain management system of an institution must, irrespective of the procurement process followed, prohibit any award to an employee of the state, who either individually or as a director of a public or private company or a member of a close corporation, seek to conduct business with the WCG, unless such employee is in an official capacity a director of a company listed in Schedule 2 or 3 of the PFMA as prescribed by the Public Service Regulation 13(c).

Furthermore, an employee employed by an organ of state conducting remunerative work outside of the employee's employment should first obtain the necessary approval by the delegated authority (RWOEE), failure to submit proof of such authority, where applicable, may result in disciplinary action.

| | | | |
|------------|---|----|-----|
| B1. | Are any persons listed in Table A identified on the CSD as employees of an organ of state? <i>(If yes, refer to Public Service Circular EIM 1/2016 to exercise the listed actions)</i> | NO | YES |
| B2. | Are any employees of the entity also employees of an organ of state? <i>(If yes complete Table B and attach their approved "RWOEE")</i> | NO | YES |
| B3. | Are any family members of the persons listed in Table A employees of an organ of state? <i>(If yes complete Table B)</i> | NO | YES |

TABLE B

Details of persons (family members) connected to or employees of an organ of state should be disclosed in Table B below.

| FULL NAME OF EMPLOYEE | IDENTITY NUMBER | DEPARTMENT/ ENTITY OF EMPLOYMENT | DESIGNATION/ RELATIONSHIP TO BIDDER** | INSTITUTION EMPLOYEE NO./ PERSAL NO. <i>(Indicate if not known)</i> |
|-----------------------|-----------------|--|---|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

To enable the prospective bidder to provide evidence of past and current performance.

| | | | |
|------------|--|----|-----|
| C1. | Did the entity conduct business with an organ of state in the last twelve months? (If yes complete Table C) | NO | YES |
|------------|--|----|-----|

C2. TABLE C

Complete the below table to the maximum of the last 5 contracts.

| NAME OF CONTRACTOR | PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY | TYPE OF SERVICES OR COMMODITY | CONTRACT/ ORDER NUMBER | PERIOD OF CONTRACT | VALUE OF CONTRACT | |
|---|--|----------------------------------|---------------------------|-----------------------|----------------------|-----|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| C3. Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector? | | | | | NO | YES |
| C4. Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? | | | | | NO | YES |
| <i>(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445.)</i> | | | | | | |
| C5. If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury? | | | | NO | YES | N/A |
| C6. Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)? | | | | | NO | YES |
| C7. Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | | | | | NO | YES |

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT

This form must be signed by a duly authorised representative of the entity in the presence of a commissioner of oaths.

- I,.....hereby swear/affirm;
- i. that the information disclosed above is true and accurate;
 - ii. that I have read understand the content of the document;
 - iii. that I have arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
 - iv. that the entity undertakes to independently arrive at any offer at any time to the Institution without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specification, 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;
 - v. that the entity or its representative are aware of and undertakes not to disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract; and
 - vi. that there have been no consultations, communications, agreements or arrangements made with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and that my entity was not involved in the drafting of the specifications or terms of reference for this bid.

.....

DULY AUTHORISED REPRESENTATIVE'S SIGNATURE

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

- 1.1 Do you know and understand the contents of the declaration? ANSWER:
- 1.2 Do you have any objection to taking the prescribed oath? ANSWER:
- 1.3 Do you consider the prescribed oath to be binding on your conscience? ANSWER:.....
- 1.4 Do you want to make an affirmation? ANSWER:
2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed and the deponent's signature/thumbprint/mark was place thereon in my presence.

.....

SIGNATURE FULL NAMES Commissioner of Oaths

Designation (rank)ex officio: Republic of South Africa

Date:..... Place

Business Address:

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND IN TERMS OF THE WESTERN CAPE GOVERNMENTS INTERIM STRATEGY AS IT RELATES TO PREFERENCE POINTS

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS (TENDERERS) MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER, PREFERENTIAL PROCUREMENT REGULATIONS, 2022 AND THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND THE CODES OF GOOD PRACTICE

1. DEFINITIONS

- 1.1 **“acceptable tender”** means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.
- 1.2 **“affidavit”** is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings.
- 1.3 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 1.4 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.5 **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 1.6 **“bid”** means a written offer on the official bid documents or invitation of price quotations and “tender” is the act of bidding /tendering;
- 1.7 **“Code of Good Practice”** means the generic codes or the sector codes as the case may be;
- 1.8 **“consortium or joint venture”** 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;
- 1.9 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

- 1.10 **"EME"** is an Exempted Micro Enterprise with an annual total revenue of R10 million or less.
- 1.11 **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 1.12 **"Large Enterprise"** is any enterprise with an annual total revenue above R50 million;
- 1.13 **"non-firm prices"** means all prices other than "firm" prices;
- 1.14 **"person"** includes a juristic person;
- 1.15 **"price" means an amount of money tendered for goods or services, and** includes all applicable taxes less all unconditional discounts;
- 1.16 **"proof of B-BBEE status level contributor"** means-
- (a) The B-BBEE status level certificate issued by an authorized body or person;
 - (b) A sworn affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or
 - (c) Any other requirement prescribed in terms of the Broad- Based Black Economic Empowerment Act.
- 1.17 **QSE** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;
- 1.18 **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- 1.19 **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.
- 1.20 **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- 1.21 **"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;
- 1.22 **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- 1.23 **"the Regulations"** means the Preferential Procurement Regulations, 2022;

- 1.24 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 11 October 2013;
- 1.25 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 1.26 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

2. GENERAL CONDITIONS

- 2.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 2.2 Preference point system for this bid:
- (a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- (b) Either the 80/20 or 90/10 preference point system will be applicable to this tender
(delete whichever is not applicable for this tender).
- 2.3 Preference points for this bid (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
- (b) B-BBEE Status Level of Contribution.
- 2.4 The maximum points for this bid are allocated as follows:

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

- 2.5 Failure on the part of a bidder to fill in, sign this form and submit in the circumstances prescribed in the Codes of Good Practice either a B-BBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS) or an affidavit confirming annual total revenue and level of black ownership together with the bid or an affidavit issued by Companies Intellectual Property Commission, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 Subject to Section 2 (1) (f) of the Preferential Procurement Policy Framework Act, 2000, the **bidder obtaining the highest number of total points** will be awarded the contract.
- 3.2 A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
- 3.3 A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE will not be disqualified but will only score:
- (a) points out of 80 for price; and
 - (b) 0 points out of 20 for B-BBEE
- 3.4 Points scored must be rounded off to the nearest 2 decimal places.
- 3.5 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.6 As per section 2 (1) (f) of the Preferential Procurement Policy Framework Act, 2000, the contract may be awarded to a bidder other than the one scoring the highest number of total points based on objective criteria in addition to those contemplated in paragraph (d) and (e) of the Act that justifies the award to another tenderer provided that it has been stipulated upfront in the tendering conditions.
- 3.7 Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.

4. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4.1 POINTS AWARDED FOR PRICE

4.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEM

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

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

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of tender under consideration
- P_{\min} = Price of lowest acceptable tender

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

5.1 POINTS AWARDED FOR PRICE

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

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

or

$$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

6. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 6.1 In terms of WCG interim strategy, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (90/10 system) | Number of points (80/20 system) |
|------------------------------------|---------------------------------|---------------------------------|
| 1 | 10 | 20 |
| 2 | 9 | 18 |
| 3 | 6 | 14 |
| 4 | 5 | 12 |
| 5 | 4 | 8 |
| 6 | 3 | 6 |
| 7 | 2 | 4 |
| 8 | 1 | 2 |
| Non-compliant contributor | 0 | 0 |

- 6.2 An **EME** must submit a valid, originally certified affidavit confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission
- 6.3 A **QSE that is less than 51 per cent (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a valid, original or a legible certified copy of a B-BBEE Verification Certificate issued by SANAS.
- 6.4 A **QSE that is at least 51 per cent black owned (51% or higher)** must submit a valid, originally certified affidavit confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.

- 6.5 A **large enterprise** must submit a valid, original or originally certified copy of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.
- 6.6 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 6.7 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.
- 6.8 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

7. BID DECLARATION

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

8. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPH 6

- 8.1 B-BBEE Status Level of Contribution..... = *(maximum of 20 points)*

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 6.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or an affidavit confirming annual total revenue and level of black ownership in terms of the relevant sector code applicable to the tender.

9. SUB-CONTRACTING

- 9.1 Will any portion of the contract be sub-contracted? **YES/NO** *(delete which is not applicable)*

- 9.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted? %

(ii) the name of the sub-contractor?

(iii) the B-BBEE status level of the sub-contractor?

(iv) whether the sub-contractor is an EME or QSE? **YES/NO** *(delete which is not applicable)*

- 9.1.2 Sub-contracting relates to a **particular** contract and if sub-contracting is applicable, the bidder to state in their response to a particular RFQ that a portion of that contract will be sub-contracted.

10. DECLARATION WITH REGARD TO COMPANY/FIRM

10.1 Name of company/ entity:

10.2 VAT registration number:

10.3 Company Registration number:

10.4 TYPE OF COMPANY/ FIRM

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

[SELECT APPLICABLE ONE]

10.5 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7 above, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:

- (a) The Western Cape Government reserves the right to audit the B-BBEE status claim submitted by the bidder.
- (b) As set out in Section 13O of the B-BBEE Act as amended, any misrepresentation constitutes a criminal offence. A person commits an offence if that person knowingly:
 - (i) misrepresents or attempts to misrepresent the B-BBEE status of an enterprise;
 - (ii) provides false information or misrepresents information to a B-BBEE Verification Professional in order to secure a particular B-BBEE status or any benefit associated with compliance to the B-BBEE Act;
 - (iii) provides false information or misrepresents information relevant to assessing the B-BBEE status of an enterprise to any organ of state or public entity; or
 - (iv) engages in a fronting practice.
- (c) If a B-BBEE verification professional or any procurement officer or other official of an organ of state or public entity becomes aware of the commission of, or any attempt to commit any offence referred to in paragraph 10.5 (a) above will be reported to an appropriate law enforcement agency for investigation.

- (d) Any person convicted of an offence by a court is liable in the case of contravention of 10.5 (b) to a fine or to imprisonment for a period not exceeding 10 years or to both a fine and such imprisonment or, if the convicted person is not a natural person to a fine not exceeding 10 per cent of its annual turnover.
- (e) The purchaser may, if it becomes aware that a bidder may have obtained its B-BBEE status level of contribution on a fraudulent basis, investigate the matter. Should the investigation warrant a restriction be imposed, this will be referred to the National Treasury for investigation, processing and imposing the restriction on the National Treasury's List of Restricted Suppliers. The bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, may 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.
- (f) The purchaser may, in addition to any other remedy it may have –
 - (i) disqualify the person from the bidding process;
 - (ii) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (iii) 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; and
 - (iv) forward the matter for criminal prosecution.
- (g) The information furnished is true and correct.
- (h) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 2 of this form.

SIGNATURE(S) OF THE BIDDER(S):

DATE:

ADDRESS:

.....

WITNESSES:

1.

2.

SECTION A: INFORMATION TO PROSPECTIVE TMC's

1. INVITATION TO BID

- 1.1. The Western Cape Department of Agriculture (WCDoA), hereby invites prospective Travel Management Companies (TMC's) for the rendering of a comprehensive travel management service for the Departments for a period of three (3) years, with the option to extend for a period of one (1) year.
- 1.2. Receipt of the invitation to bid does not confer any right on any party in respect of the services or in respect of, or against, the WCDoA. Conversely, parties have no rights, expressed or implied, with respect to any of the services as a result of their participation in the bidding process.
- 1.3. Contact Details:
The Asset Management Unit
Western Cape Department of Agriculture
Attention: Bid Administration
Supply Chain Management Unit, Muldersvlei Road, Elsenburg,
Mr JMR Koen, Tel. 021 808 5173, Email Johan.koen@westerncape.gov.za

2. OBJECTIVE

- 2.1 The Department's key focus is based on Provincial Strategic Goal (PSG) 1 which focusses on local economic development as well as job creation. This is also aligned to the Medium Term Budget Policy Statement which speaks to a strengthened approach towards a budget for growth with longer term economic development objectives that requires investment in innovation and consideration of government playing a more entrepreneurial role. In the Western Cape context this would cascade into creating opportunities for growth and jobs as well as developing sustainable procurement policy that focusses on stimulating the regional economy to target service providers and the labour force. Hence within this context this offer will focus on utilising procurement as a lever in creating job opportunities through a multiple award process, with key focus on Small, Medium and Micro-Sized Enterprises (SMMEs) enablement through the procurement opportunity facilitated by this tender.
- 2.2 The Department requires a travel management service to manage all travel and some accommodation reservations and seeks to engage TMC's that will provide a highly responsive, quality-oriented service to all officials. Emphasis will be placed on demonstrable and reported savings. The Department expects the successful bidder TMCs to be able to leverage its consolidated buying power to obtain optimum discounts for all services.

3. DEFINITIONS

- 3.1. **Accommodation** means the rental of lodging facilities while away from one's place of residence and work, abroad or domestic, on authorised official duty.
- 3.2. **After-hours service** refers to an enquiry or travel request that is actioned after normal working hours (before 08:00 and after 17:00 Mondays to Fridays and twenty-four (24) hours on weekends and public holidays).
- 3.3. **Agreement** shall mean the written agreement entered into between the Department and the successful service provider, as recorded in the contract form signed by all the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 3.4. **Air travel** means travel by airline that has been authorised by the Department.
- 3.5. **Bill-back** refers to the supplier sending the bill back to the TMC, who, in turn, invoices the Department for the services rendered.
- 3.6. **Car rental** means the rental of a vehicle by a traveller for official purposes.
- 3.7. **Department** means the Western Cape Department of Agriculture that requires the provision of travel management services.
- 3.8. **Domestic travel** means travel within the borders of the Republic of South Africa.
- 3.9. **Emergency service** means the booking of travel when unforeseen circumstances necessitate an unplanned trip or a diversion from original planned trips.
- 3.10. **International travel** refers to travel outside the borders of the Republic of South Africa.
- 3.11. **Nett and non-commissionable rates** means a rate that does not include any third party reward, i.e. a rate that is not marked up or include any commissions.
- 3.12. **Regional travel** means travel across the border of South Africa to any of the South African Development Community Countries (SADCC), namely; Angola, Botswana, Democratic Republic of Congo (DRC), Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, Swaziland, United Republic of Tanzania, Zambia and Zimbabwe.
- 3.13. **Self-Booking Tool (SBT)** means a web-based, secure portal which allows the travel booker to perform self-service transactions.

- 3.14. **Service Level Agreement (SLA)** is the agreement reached between the TMC and the Department.
- 3.15. **Shuttle service** means the service offered to transfer a traveller from one point to another, for example from place of work to the airport.
- 3.16. **Third party** means service providers that provides travel related services on an *ad hoc* basis that are not directly provided by the TMC.
- 3.17. **Transaction fee** is the only fee payable by the Department to the TMC and is a fixed fee charged by the TMC for each specific service type e.g. international air ticket, charged per type, per transaction, per traveller.
- 3.18. **Traveller** refers to any person that has been duly authorised by the Department to travel.
- 3.19. **Travel authorisation** is the authorisation given by the delegated official by written or electronic means.
- 3.20. **Travel booker** is the Departmental representative coordinating travel reservations with the TMC consultant on behalf of the traveller.
- 3.21. **Travel Management Company (TMC)** refers to the service provider contracted to provide travel management services (e.g. travel agents).
- 3.22. **Travel voucher** means a document issued by the TMC to confirm the reservation and/or payment of specific travel arrangements.
- 3.23. **Value-added services** are services that enhance or complement the general travel management services e.g. rules and procedures of the airports at no additional cost to the Department.
- 3.24. **VAT** means Value added tax.

4. SUBMISSION OF BIDS

- 4.1. The closing time and date for bids is **11:00 on 7 April 2025**. E-mailed or faxed submissions will not be accepted. Late submissions will not be accepted.
- 4.2. All bids **MUST** be delivered to the tender box of the Department before the closing date and time,

5. TERM AND TERMINATION

- 5.1. The contract will be for a period of 3 years (36 months).
- 5.2. The Department reserves the right to extend the contract for a period of one (1) year by mutual agreement of the contracting parties.
- 5.3. The Department may terminate the agreement at its discretion or temporarily suspend all or part of the services by giving 30 days' notice to the successful TMC who shall immediately make arrangements to stop the performance of the services and minimise further expenditure, provided that the successful TMC shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

6. CONTRACT CONDITIONS

6.1. General Conditions

- 6.1.1. This contract is subject to:
 - a) the Government Procurement – General Conditions of Contract, July 2010 (GCC);
 - b) any other Special Conditions of Contract (SCC);
 - c) the application of the 80:20 Preferential Procurement Points System; and
 - d) the provisions outlined in this paragraph.
- 6.1.2. The content of this document shall be deemed to constitute the SCC applicable to this offer, and shall be read together with the GCC. Where, however, the SCC are in conflict with the GCC, the SCC shall prevail.
- 6.1.3. The document, together with the specifications contained in this document, shall constitute part of the contract.
- 6.1.4. The Department reserves the right to disqualify any TMC who either itself or any of its members (save for such members who hold a minority interest in the TMC through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15 per cent interest in the TMC other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of the Department or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity"):

- a) engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other TMC in respect of the subject matter of this contract;
- b) seeks any assistance, other than assistance officially provided by the Department, from any employee, advisor or other representative of a government entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a government entity;
- c) makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of the Department's officers, senior managers, employees, advisors or other representatives;
- d) makes or offers any gift, gratuity, anything of any value or other inducement, to any government entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a government entity;
- e) accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a government entity;
- f) pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a government entity;
- g) has in the past engaged in any matter referred to above; or
- h) has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such TMC, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

- 6.1.5. The TMC will bear all its costs in preparing, submitting and presenting any response or bids and all other costs incurred by it throughout the process. Furthermore, no statement in this offer will be construed as placing the Department, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the TMC's in the preparation of their response to this request.
- 6.1.6. TMC's may not submit a bid without having a firm intention and the capacity to proceed with the contract.
- 6.1.7. TMC's must make and rely on their own investigations and satisfy themselves as to the correctness of any and all information included in this offer. The Department will not be liable for any incorrect or potentially misleading information in relation to any part of this document and any accompanying bid documents.
- 6.1.8. The Department may accept or reject any offer and may cancel the process and reject all offers at any time before the conclusion of a contract, due to the following reasons *inter alia*:
- a) to withdraw any services from the bidding process;
 - b) changed circumstances and there is no longer a need for the services specified in the invitation;
 - c) funds are no longer available to cover the total envisaged expenditure;
 - d) not to accept the lowest offer or any other offer and to accept the offer which it deems to be in the best interest of the Department;
 - e) no acceptable offer is received; and
 - f) there is a material irregularity in the bidding process.

- 6.1.9. The Department shall not accept or incur any liability to a TMC for any cancellation and rejection of the request, but will give written reasons for such action upon written request from the TMC to do so as prescribed by the Promotion of Access to Information Act, 2000.
- 6.1.10. The Department reserves the right not to appoint any TMC who does not comply with the conditions of this request or if information is obtained by the Department about a TMC that could put the Department at risk.
- 6.1.11. All service providers participating in the Agreement must comply with the requirements. Said TMC's shall furthermore discharge their duties and obligations as per the requirements, timeously and with integrity and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anti-competitive practices.
- 6.1.12. The Department reserves the right to:
 - a) carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the TMC's, whether before or after adjudication of the bids;
 - b) negotiate with shortlisted TMC's.
- 6.1.13. The aforementioned conditions form part of the contract and failure to comply herewith may invalidate a bid.

6.2. Conditions "Post Award"

- 6.2.1. The successful TMC will indemnify the Department against any claims whatsoever which may be made against the Department, or losses the Department may incur, for any injury or damage suffered by any person, arising out of, or as a consequence of, the execution of the agreement.
- 6.2.2. The successful TMC must ensure confidentiality in respect of all services rendered to the Department, including but not limited to:
 - a) travel, transport and accommodation arranged for the Department and concerning all traveller(s);
 - b) expenditure incurred by the Department pertaining to the services rendered by the TMC; and
 - c) the private information of the traveller(s).

- 6.2.3. The TMC shall note that the terms of its offer will be incorporated in the proposed contract by reference and that the Department relies upon the TMC's bid as a material representation in making an award to a successful TMC and in concluding an agreement with the TMC. It follows therefore that misrepresentations in a bid may give rise to service termination and a claim by the Department against the TMC notwithstanding the conclusion of the agreement between the Department and the TMC for the provision of the service in question. In the event of a conflict between the TMC proposal and the agreement concluded between the parties, the service level agreement will prevail.
- 6.2.4. TMC'S shall not perform any work or render any services in terms of the agreement unless in receipt of a written instruction to this effect by the Department.
- 6.2.5. The successful TMC must advise the Department 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.

6.3. Compulsory returnable documents

- 6.3.1. The following documents are compulsory and must be submitted in accordance with the stipulations in the table below. Failure to submit documents listed under Table 1 below will result in disqualification.

Table 1: List of Compulsory Documents and requirements

| Document that must be submitted | Description/ Instructions |
|--|---|
| Proposal and or portfolio of evidence | TMC's proposal and supporting documentation |
| WCBD 4 | Declaration of Interest, Declaration of TMC's Past Supply Chain Management Practices and Certificate of Independent TMC Determination – Complete and sign |
| WCBD 6.1 | Preference Points Claim Form complete and sign – To claim preference points TMCs must comply with the requirements of the amended tourism sector code as per government gazette 39430 issued on 20 November 2015. Non-submission/ incorrect sector specific certificate will lead to a zero (0) score on B-BBEE. |
| IATA Licence / Certificate | <ul style="list-style-type: none"> i. Prospective TMC's are required to submit their International Air Transport Association (IATA) licence/ certificate. ii. Where a TMC is using a 3rd party IATA licence, proof of the agreement with the 3rd party is to be provided. |
| Compulsory attendance of Compulsory information session | TMC's will have to sign the attendance register which must be included as part of the returnable documents. |

| | |
|-------------------|--|
| Experience | <p>The travel consultants must have acquired atleast 2 years' working experience post completion of 3-year tertiary institution qualification at NQF level 6 in Travel Management or equivalent qualifications.</p> <p>Copies of CV (detailing experience) and qualifications.</p> |
|-------------------|--|

6.4. Compulsory briefing session

- 6.4.1. A compulsory information session will be held on **20 March 2025 at 10:00**, Conference Room (at Reception), Muldersvlei Road, Elsenburg, and only offers from TMC's or their duly authorised representatives that attended the session will be accepted. Please note that proposals received from TMC's who did not attend the compulsory briefing session will not be considered.

6.5. Compulsory registration on supplier databases

- 6.5.1. Prospective TMC's must be registered on the Western Cape Supplier Evidence Bank (WCSEB) and Central Supplier database (CSD) at the time of award.
- 6.5.2. All prospective TMC's who are not registered on the Central Supplier Database must self-register on www.csd.gov.za.
- 6.5.3. ***Registration on databases and compliance of tax status will be verified at the time of the award. TMC's must have a compliant tax status to be awarded a contract.***

7. PARTICIPATING INSTITUTION AND TRAVEL VOLUMES

7.1. Participating Institution

Western Cape Department of Agriculture (WCDoA)

7.2. Travel Volumes

- 7.2.1. The total expenditure and volumes for the 2023/24 financial year, indicated in Annexure A, includes air travel, accommodation, car hire and conference. The figures are invoiced totals and includes airport taxes and VAT.
- 7.2.2. The figures indicated in Annexure A are projections based on the current trends and they may change during the tenure of the contract. The figures are meant for illustration purposes to assist the TMC to prepare their proposal. Departmental statistics and information must in no way be viewed as a commitment or guarantee of future business and must be viewed as estimates.
- 7.2.3. TMC's must note that the cost containment requirements implemented by National Treasury may reduce volumes.

7.3. Volume Driven Incentives

- 7.3.1. It is important for TMC's to note the following when determining the pricing:
 - National Treasury has negotiated non-commissionable fares and rates with British Airways Comair;
 - TMCs are to book these negotiated rates or the best fare available, whichever is the most cost effective for the institution; and
 - No override commissions earned through departmental reservations will be paid to the TMCs.

SECTION B: SCOPE OF WORK

1. SERVICE REQUIREMENTS

TMCs must provide travel management services to the Department as described in this scope of work. The following two services must be made available and tendered on:

- a) provision of services through the TMC, and
- b) provision of services through the use of a self-booking tool.

Note: TMCs must bid for both services required. TMCs that bid for only one of the service requirements **will be disqualified**.

- 1.1 The WCDoA will enter into a single contract with a single company for the delivery of the work set out in these terms of reference. It will be expected that the contracted company have the necessary expertise or secure such expertise by means of subcontracting, or under a joint venture arrangement.
- 1.2 Documents from subcontractors will not be considered for evaluation purposes.
- 1.3 The information of the WCDoA must be treated with confidentiality.
- 1.4 Bids must be submitted in South African Rands, on a fixed price basis.
- 1.5 Familiarisation with the current Department Policy on Travel and implementations of controls to ensure compliance.
- 1.6 Penalties as a result of inefficiency or fault of a travel consultant will be for the TMC's account, subject to the outcome of a formal dispute process.

2. General Service requirements

33

- 2.1 Travel services to be provided to all travellers travelling for the business of the Department.
- 2.2 Familiarisation with current travel suppliers and negotiated agreements that are in place between departments and third parties. Assist with further negotiations for better deals with travel service providers.
- 2.3 Provide an implementation plan for implementing the service without service interruptions.
- 2.4 Implementation of controls to ensure compliance with the departmental travel policies.
- 2.5 Provide a facility for the Department to update their travellers' profiles.
- 2.6 Assist to manage the third party service providers by addressing service failures and complaints against these service providers.
- 2.7 The TMC must ensure sound communication with all stakeholders and link the traveller, travel booker and the TMC in one smooth continuous workflow.

3. Reservations

- 3.1 Receive travel requests from travellers and/or travel bookers and respond with quotations (confirmations) and availability. Upon the receipt of the relevant approval, the TMC will issue the required e-tickets and travel vouchers immediately and send it to the travel booker and traveller via the agreed communication medium.
- 3.2 Always endeavour to make the most cost-effective travel arrangements.
- 3.3 Apprise themselves of all travel requirements for destinations to which travellers will be travelling and advise the traveller of alternative plans that are more cost effective and more convenient where necessary.
- 3.4 Obtain a minimum of three (3) price comparisons for all travel requests where the routing or destination permits, where so required.
- 3.5 Book best available negotiated, discounted fares and rates wherever possible.
- 3.6 Keep abreast of carrier schedule changes as well as all other alterations and new conditions affecting travel and make appropriate adjustments for any changes in flight schedules prior to or during the traveller's official trip. When necessary, e-tickets and billing shall be modified and reissued to reflect these changes.
- 3.7 Book parking facilities at the airports where required for the duration of the travel.
- 3.8 Respond timely and process all queries, requests, changes and cancellations timeously and accurately.

- 3.9 Facilitate group bookings (e.g. for meetings, conferences, events, etc.).
- 3.10 Issue all necessary travel documents, itineraries and travel vouchers timeously to traveller(s) prior to departure dates.
- 3.11 Assist with the arrangement of foreign currency and the issuing of travel insurance for international trips where required.
- 3.12 Facilitate any reservations that are not bookable on the Global Distribution System (GDS).
- 3.13 Facilitate the bookings that are generated through their own or third party SBT where it can be implemented.
- 3.14 Advise the traveller of all visa and inoculation requirements well in advance. Visa applications will not be the responsibility of the TMC.
- 3.15 Ensure confidentiality in respect of all travel arrangements and concerning all persons requested by Departments.
- 3.16 Negotiated airline fares, accommodation establishment rates, car rental rates, etc., that are negotiated directly or established by National Treasury or by the Department are non-commissionable.
- 3.17 Electronic voucher retrieval via web and smart phones.
- 3.18 SMS notifications for travel confirmations.

4. Air Travel

- 4.1 Book full service carriers as well as low cost carriers.
- 4.2 For international flights, the airline which provides the most cost effective and practical routings may be used.
- 4.3 Plan, book, arrange and amend air travel at the lowest fares available, domestic, regional and international, including the issuing and delivery of any travel documentation to the traveller(s).
- 4.4 The airline ticket must include the applicable airline agreement number as well as the individual loyalty program number of the Traveller (if applicable).
- 4.5 Airline tickets must be delivered electronically to the traveller(s) promptly after booking before the departure times.
- 4.6 Assist with the booking of charters for VIPs utilising the existing transversal term contract where applicable as well as the sourcing of alternative service providers for other charter requirements.

- 4.7 Tracking and management of unused e-tickets as per agreement with the Department.
- 4.8 Provide proof that bookings were made against the discounted rates on the published fares where applicable.
- 4.9 Bookings must be confirmed electronically via email and a Short Message Service (SMS) text message with the relevant reference number must be submitted to the traveller(s) at least 24 hours prior to departure, except in cases of urgent and late bookings.
- 4.10 Considering the volumes of the Department's travel, the TMC must be able to obtain meaningful savings through negotiating preferential fares for both national and international travel, provided no prior agreement exists between the Department and a particular airline (the existence of which will be communicated to TMCs).

5. Accommodation

- 5.1 Plan, book, arrange and amend accommodation with hotel groups, private hotels, guesthouses and other available concerns, for example: boarding houses, other graded facilities and other concerns that offer bed, meals and parking facilities (collectively referred to as "places that offer accommodation"), for domestic, regional and international travel arrangements.
- 5.2 Accommodation for officials must be booked in accordance with the departmental travel policies or instructions. Deviations thereto must be authorised by the duly authorised departmental representative of the Department.
- 5.3 Unless impractical to do so, obtain three price comparisons from accommodation establishments that provide the best available rate within the maximum allowable rate and that is located as close as possible to the venue or office or location or destination of the traveller.
- 5.4 Travellers may only stay at accommodation establishments with which the Department has negotiated corporate rates. Should there be no rate agreement in place at the destination, or should the contracted establishment be unable to accommodate the traveller, the TMC will source suitable accommodation bearing in mind the requirement of convenience for the traveller and conformation with acceptable costs, or as stipulated in written directives issued from time to time by the National Treasury or the Department.
- 5.5 Accommodation travel vouchers must be issued to all travellers for accommodation bookings and must be invoiced in terms of the agreement between the Department and TMC as stipulated in the SLA.

6. Vehicle Rental

36

- 6.1 Plan, book, arrange and amend rental of vehicles, without the services of a driver/ chauffeur, with car rental companies, for domestic, regional and international travel arrangements.
- 6.2 Negotiate discounts on standard tariffs or reduced tariffs with all top well established car rental companies operating nationally.
- 6.3 Ensure that relevant information is shared with Travellers regarding rental vehicles, like e-tolls, refuelling, keys, rental agreements, damages and accidents, etc.
- 6.4 Advise the Department on the car rental companies' rental contracts and identify any possible risks for the Department, including but not limited to advice pertaining to insurance on the hired vehicles, cost implications and excesses. Appropriate insurance cover to be provided when requested by the end user. It is required from the selected provider to negotiate a beneficial rate to this effect.
- 6.5 Book the approved category vehicle in accordance with the Departmental Travel Policies with the appointed car rental service provider from the closest rental location (airport, hotel and venue).
- 6.6 Advise the Traveller on the best time and location for collection and return considering the traveller's specific requirements.
- 6.7 For international travel the TMC may offer alternative ground transportation to the traveller that may include rail, buses and transfers.

7 Shuttle/Transfer Service/Rail

- 7.1 Plan, book, arrange and amend transport, including a driver or, with shuttle/transfer/chauffeur service and car rental companies. Normally such shuttle/transfer/chauffeur services will be required to and from the traveller(s) residence(s), airport, place of work or accommodation, for domestic, regional and international travel arrangements.
- 7.2 Book transfers in line with the Department's Travel Policy with the appointed and/or alternative service providers. Transfers can also include bus and coach services.
- 7.3 Plan, book, arrange and amend other forms of road, water and rail transport with applicable concerns/companies, both for domestic, regional and international travel arrangements.
- 7.4 All shuttle companies must adhere to legislation prescribed by the governing bodies and be register with such bodies. The TMC will be required to ensure continuous and successful registration.

7.5 Negotiate discounts on standard tariffs with all top well established available car rental companies' available shuttle/transfer/chauffeur service and car rental companies operating nationally.

7.6 TMCs must during their reporting period provide proof that negotiated rates were booked, where applicable.

8 Parking

8.1 The TMC must upon request, arrange convenient and safe parking for the traveller(s).

9 Conferencing/events venue and related facilities (optional)

9.1 Facilitate the arrangement of venues (all inclusive) as per departmental instructions as and when needed.

9.2 Ensure that any other services (such as registration of participants for the attendance of conferences/workshops as well as the provision of additional equipment, assistants, ancillary staff and transportation of participants) will be satisfactorily provided.

9.3 Supply three quotations or more for all conference requirements where possible. In cases where the provisioning of three quotes is not possible, it must be documented and submitted to the Department.

9.4 Negotiate discounts on standard tariffs or reduced tariffs with all places that offer conference facilities.

9.5 This is an optional service and the Department is not obliged to book conference and related requirements via TMCs.

10 After-hours and emergency services

10.1 Provide a consultant or team of consultants to assist travellers with after hours and emergency reservations and changes to travel plans.

10.2 A call centre facility or after hours contact number must be available to all Travellers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to.

10.3 The after-hours service must be accessible by all communication methods, such as, telephone calls (preferred method), SMS, WhatsApp and an e-mail service.

10.4 Have a Standard Operating Procedure for managing an after-hours and emergency service.

10.5 TMCs are required to provide the Standard Operating Procedure of their after-hours support which must include the following at a minimum:

- How the after-hours service is accessed by travellers;
- Where the after-hours service delivery team is located, i.e. centralised, regionalised, in-country, owned, outsourced, etc.;
- Whether it is available 24/7/365; and
- The TMC's approach in dealing with multiple incidents/crises simultaneously and reporting of such emergencies.

11 Value-added Services

11.1 The TMC must provide the following value-added services at no additional cost:

- Destination information for regional and international destinations;
- Health warnings;
- Weather forecasts;
- Places of interest;
- Visa information;
- Travel alerts;
- Location of hotels and restaurants;
- Information including the cost of public transport;
- Rules and procedures of the airports;
- Business etiquette specific to the country;
- Airline baggage policy; and
- Supplier updates.

- 11.2 Any other or alternative value-added services or features offered by the TMC should be clearly elucidated in the supporting documentation submitted with the proposal.

12 Cost Management

- 12.1 The National Treasury cost containment initiative and the Departmental Travel Policies establish a basis for a cost savings culture.
- 12.2 It is the obligation of the TMCs to advise on the most cost effective option at all times, and costs must be within the framework of the National Treasury's cost containment instructions.
- 12.3 The TMC plays a pivotal role to provide high quality travel related services that are designed to strike a balance between effective cost management, flexibility and traveller satisfaction.
- 12.4 The TMC must have in-depth knowledge of the relevant supplier(s)' products, to be able to provide the best option and alternatives that are in accordance with departmental Travel Policies to ensure that the traveller reaches his/her destination safely, in reasonable comfort, with minimum disruption, cost effectively and in time to carry out his/her business.

13 Training

- 13.1 Ensure that workshops/training is available to travellers and/or travel bookers when required.

14 Financial Management

- 14.1 Purchase air travel tickets and make reservations for accommodation, vehicle rental, and shuttle/transfer services for the Department on receipt of departmental authorisation as agreed upon in the SLA.
- 14.2 The re-imbursement of payments by the Department for the services of the TMC will be made in a way to be agreed upon between the parties.
- 14.3 A separate account must be established for the Department.
- 14.4 Only invoices received in the name of the TMC, addressed to the Department, which reflect the departmental authorisation as agreed upon in the SLA, will be processed.
- 14.5 Implement the rates negotiated by the Department with travel service providers or the discounted air fares, or the maximum allowable rates established by the National Treasury where applicable.
- 14.6 Manage the service provider accounts. This will include the timely receipt of invoices to be presented to the Department for payment within the agreed time period.

- 14.7 Enable savings on total annual travel expenditure and this must be reported and proof provided during monthly and quarterly reviews.
- 14.8 The TMC must provide a 30-day consolidated bill-back account facility to the Department.
- 14.9 Where pre-payments are required for smaller Bed & Breakfast /Guest House facilities, these will be processed and paid by the TMC and will be included in the consolidated bill-back account.
- 14.10 Consolidate invoices and supporting documentation to be provided to the Department's Finance Section on the agreed time period (e.g. weekly). This includes attaching the Travel Authorisation and other supporting documentation to the invoices reflected on the Service provider bill-back report or the credit card statement.
- 14.11 Ensure travel supplier accounts are settled timeously.

15. Technology, Management Information and Reporting

15.1 Meetings

The TMC shall hold meetings with the Department at agreed intervals, to address any issues or problems which may arise.

15.2 Reporting

- 15.2.1 The TMC is required to consolidate all management information related to travel expenses into a single source document with automated reporting tools.
- 15.2.2 Information must be accurate and available on a transactional level that reflect detail including the name of the traveller, date of travel and spend category (e.g. air travel, shuttle, accommodation).
- 15.2.3 Reports must be submitted in Microsoft Excel format, with the option of expressing the data in graph format.
- 15.2.4 The TMC is required to implement all the necessary processes and programs to ensure that all the data is secure at all times and not accessible by any unauthorised parties.
- 15.2.5 The TMC must submit a detailed management report to include, but not be limited to, the requirements below:
 - a) A reconciled monthly statement reflecting all outstanding payments linked to a specific order and invoice;
 - b) All transactions processed for a particular month linked to an issued order number;

- c) The number of confirmed booking changes made;
- d) All savings achieved and credits due;
- e) Lost savings due to late or cancelled bookings;
- f) All expenses (inclusive of savings) for each service; and
- g) *Ad hoc* reporting (at no additional costs) as may be required by the Department.

15.3 Account Management

- 15.3.1 The TMC must provide a dedicated account and/or business manager that will be responsible for the management of the departmental accounts.
- 15.3.2 The necessary processes should be implemented to ensure good quality management and ensuring traveller satisfaction at all times.
- 15.3.3 A complaint handling procedure must be implemented to manage and record the compliments and complaints of the TMC and other travel service providers, to ensure that the departmental travel policies are enforced.
- 15.3.4 The TMC must conduct customer satisfaction surveys to measure the performance of third party service providers.
- 15.3.5 During reviews, comprehensive reports on the travel spend and the performance in terms of the SLA must be presented.

15.4 General notices and notices pertaining to tariffs/discount adjustments

- 15.4.1 The TMC must:
 - a) Furnish the Department NT with notices of imminent tariff adjustments, especially in respect of air travel; and
 - b) Provide the Department with notices which the TMC receives from the airlines and the airports company pertaining to anything that may cause any inconvenience to the traveller(s), including but not limited to notices of new security and baggage regulations, notices of strikes by relevant personnel and notices of airport refurbishments or changes to the airport's terminal.

15.5.1 The SBT must provide for the following minimum requirements:

- Automatic confirmation for all bookings and reservations;
- Integrated workflow that identify non-compliance with departmental travel policies;
- Display all quotes on the system for airfares, cabin class, grading for accommodation, car rentals, shuttles, any meals included, best fare of the day etc.;
- Deal codes to be attached to air fares on the system;
- Reconciliation of service fees on the system;
- Allow for simultaneous multiple bookings;
- Allow booker to book and hold seats;
- Allow separate access for booker and approver;
- Able to generate reports;
- Allow for changes, cancellations and exchanges of travel arrangements;
- Automated authorisation process; and
- Allow for segregation of functions (booker and authoriser are different and that the authoriser is not the traveller).

Section C:

1. Evaluation process:

1.1. The evaluation process will comprise of the following phases:

1.1.1. Phase 1: Initial Screening Process:

- During this phase, bids will be reviewed to determine compliance with tax matters and other legislative requirement. Non-compliant offers will not progress to the next phase.

1.1.2. Phase 2: Pre-qualification phase in terms of functionality:

- Offers will be strictly assessed according to the evaluation criteria stipulated in this section of the terms of reference. During this phase, a cut-off point of 80 out of 100 (for functionality) will be used. A TMC must score 80 points or more in order to progress to the next phase,
- TMC's must, as part of their bid, submit supportive documentation for all technical requirements as indicated hereunder,
- All proposals received will be subject to an assessment based on the criteria as set out above,
- Assessment of the above will be followed by the formal evaluation as per the PPPFA and associated regulations, based on the 80/20 principle.

1.1.3. Phase 2: Pricing Schedule:

- All prices will be converted based on the quantities indicated and the total for all services will be used as the evaluating value for year 1.
- Quantities indicated as zero, must still be costed, but will not be included in the evaluated total,
- The cost of implementing the online system must be based on the migration of a minimum of 90% of traditional travel services to the online system,
- The same principles will be used for year two and three, with the exception that the traditional travel bookings will only be calculated at 10% of year one,
- The successful offer will be that of the TMC who complied with all requirements and have the most cost effective option based on three years and not per individual years.

A response to each functionality criteria in the matrix below, of not more than 5 pages per criteria, must be submitted. Prospective TMC's may include annexures, but the response to each criterion must be summarised in no more than 5 pages. Failure to address each element of the matrix will be regarded as non-compliance with the service requirements and will this invalidate the proposal:

| Demonstrate an understanding of the WCDoA's requirements and come up with an appropriate work plan and overall approach: | | | | |
|--|-------------------------------------|----|----|----|
| Provide a narrative on how to meet these service requirements and how the service will be managed by the service provider to ensure that service standards with regard to the quality of all services will be met, | Partially meet minimum requirements | 5 | 30 | 40 |
| | Meet minimum requirements | 10 | | |
| | Exceed minimum requirements | 15 | | |
| Approach for providing customer support and value-added services by the company, | Partially meet minimum requirements | 2 | 10 | |
| | Meet minimum requirements | 3 | | |
| | Exceed minimum requirements | 5 | | |

| Reports | | | | |
|---|-------------------------------------|---|----|----|
| Demonstrate ability in compiling monthly management reports. (Examples of reports available). | Partially meet minimum requirements | 3 | 15 | 15 |
| | Meet minimum requirements | 5 | | |
| | Exceed minimum requirements | 7 | | |

| Management resources and staff establishment: | | | | |
|--|-------------------------------------|---|----|----|
| Provide a comprehensive company profile, which must include experience and qualifications of management staff, | Partially meet minimum requirements | 2 | 10 | 20 |
| | Meet minimum requirements | 3 | | |
| | Exceed minimum requirements | 5 | | |
| Experience and qualifications of staff that will be assigned to the respective accounts of the WCDoA. Must be evidenced by their track record and their Curriculum Vitae attached with the proposal. | Partially meet minimum requirements | 2 | 10 | |
| | Meet minimum requirements | 3 | | |
| | Exceed minimum requirements | 5 | | |

| Infrastructure | | | | |
|--|-------------------------------------|---|----|----|
| The proposal must provide details regarding the availability of relevant systems, the maintenance thereof to ensure on-line bookings, airline reservations, domestic and international ticketing, reservations for ground transport and basic office equipment, telecommunications equipment and online booking tools. In this regard a contingency plan must be provided as back up in the event of system failure. | Partially meet minimum requirements | 3 | 15 | 15 |
| | Meet minimum requirements | 5 | | |
| | Exceed minimum requirements | 7 | | |

| Financial Viability:(Audited financial statements, as presented by an independent auditor, to be provided for the last 3 years) | | | | |
|--|-------------------------------------|---|----|----|
| Audit reports/reviews that confirms the financial standing. | Partially meet minimum requirements | 2 | 10 | 10 |
| | Meet minimum requirements | 3 | | |
| | Exceed minimum requirements | 5 | | |

| | |
|------------------------------|------------|
| Total Point Available | 100 |
|------------------------------|------------|

1.2. Preferential Points:

- 1.2.1. The new Preferential Procurement Policy Framework Act 2022 (PPPFA) Regulations as Gazetted require the TMC to submit valid original or certified copies of their B-BBEE Status Level Certificate from SANS accredited verification agency and accredited Auditing firm. The 80/20 preference points (80 for price and 20 for B-BBEE status contribution) system will be applied in accordance with the formula

and applicable points provided for in the perspective status level contributor table in the Regulations.

- 1.2.2. Failure to capture the required status level on the WCBD6.1(b) and to submit the required B-BBEE status level certificate will lead to a zero (0) B-BBEE status level contribution,
- 1.2.3. The points scored by the TMC in respect of the points indicated above will be added to the points scored for price,
- 1.2.4. TMCs are requested to complete the various preference claim forms in order to claim preference points,
- 1.2.5. Only one TMC who has completed and signed the declaration part of the preference claim will be considered for B-BBEE status,
- 1.2.6. Supply Chain Management may, before an offer is adjudicated or at any time, require a TMC to substantiate claims it has made with regards to B-BBEE status,
- 1.2.7. Points scored will be rounded off to the nearest 2 decimals,
- 1.2.8. In the event that two or more offers have scored equal in total points, the contract will be awarded to the TMC scoring the highest number of points for B-BBEE status. Should two or more offers be equal in all respects, the award shall be decided by the drawing of lots,
- 1.2.9. A contract may, on reasonable and justifiable grounds, be awarded to the TMC that did not score the highest number of points.

Period

| | Year 1 | | | Year 2 | | | Year 3 | | |
|--------------------------------------|--------|-----------------------|-----------------------|--------|-----------------------|-----------------------|--------|-----------------------|-----------------------|
| Category | Trns | Fare p/Transaction | Total per Category | Trns | Fare p/Transaction | Total per Category | Trns | Fare p/Transaction | Total per Category |
| Conference & Event Mangt Fee | 20 | | R - | 20 | | R - | 20 | | R - |
| Back Office Processing Fee | 700 | | R - | 700 | | R - | 700 | | R - |
| Accommodation Booking Fee | 420 | | R - | 420 | | R - | 420 | | R - |
| Air Reservation Fee Dom | 250 | | R - | 250 | | R - | 250 | | R - |
| Car Hire Reservation Fee | 120 | | R - | 120 | | R - | 120 | | R - |
| Air Reservation Fee Int | 40 | | R - | 40 | | R - | 40 | | R - |
| Transfer Reservation Fee | 40 | | R - | 40 | | R - | 40 | | R - |
| Insurance Contract Fee | 40 | | R - | 40 | | R - | 40 | | R - |
| After Hours Call Service Fee | 5 | | R - | 5 | | R - | 5 | | R - |
| Air Reservation Regional | 10 | | R - | 10 | | R - | 10 | | R - |
| Rail/ Bus/ Ferry Res Fee | 5 | | R - | 5 | | R - | 5 | | R - |
| Refund Processing Fee | 5 | | R - | 5 | | R - | 5 | | R - |
| Visa Processing Cost | 2 | | R - | 2 | | R - | 2 | | R - |
| Air Change After Issue Dom | 5 | | R - | 5 | | R - | 5 | | R - |
| Accommodation Fee Long Stay Billback | 5 | | R - | 5 | | R - | 5 | | R - |
| Air Change After Issue Int. | 2 | | R - | 2 | | R - | 2 | | R - |
| Administration Fee | 1 | | R - | 1 | | R - | 1 | | R - |
| Grand Total | 1670 | | R - | 1670 | | R - | 1670 | | R - |

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

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

General Conditions of Contract

1. Definitions

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

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

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

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

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

2. Application

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

3. General

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

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.

16. Payment

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

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

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

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

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

25. Force Majeure

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

26. Termination for insolvency

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

27. Settlement of Disputes

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

28. Limitation of liability

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

| | |
|--|---|
| | (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment. |
| 29. Governing language | 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English. |
| 30. Applicable law | 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC. |
| 31. Notices | <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> |
| 32. Taxes and duties | <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> |
| 33. National Industrial Participation Programme (NIP) | 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation. |
| 34 Prohibition of Restrictive practices | <p>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.

Js General Conditions of Contract (revised July 2010)