



## public works & roads

Department:  
Public Works and Roads  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA

Modiri Molema Road  
Old Parliament Complex  
Mmabatho  
2735

### SECURITY SERVICES

Tel.: +27 (0)18 388 4671  
Email: MothoagaeK@nwpg.gov.za

Enquiries: Mr K. Mothoagae

**TENDER PWR:115/24**

**NORTH WEST DEPARTMENT OF PUBLIC WORKS AND ROADS: PROVISION OF PHYSICAL SECURITY SERVICES AT GANYESA SUB DISTRICT SITES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

#### TENDER DOCUMENT

Issued by	Prepared by
Deputy Director General Department of Public Works and Roads Private Bag X2080 Mmabatho 2735 Tel: 018-388-3047 /388 1186	Security Services  Department of Public Works and Roads Private Bag X2080 Mmabatho 2735  Mr. Kagiso Mothoagae

**NAME OF TENDERER:**

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**ADDRESS:**

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**PHONE:**

**FAX:**

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EXPANDED PUBLIC WORKS PROGRAMME



## public works & roads

Department:  
Public Works and Roads  
North West Provincial Government  
**REPUBLIC OF SOUTH AFRICA**

ModiriMolema Road  
Old Parliament Complex  
Mmabatho, 2735  
Private Bag X 2080, Mmabatho, 2735

### SUPPLY CHAIN MANAGEMENT

Tel.: +27 (18) 388 4481  
Email: @nwpg.gov.za

#### INVITATION TO BID

**DESCRIPTION: PWR 115/24: Provision of Physical Security Services at the Department of Public Works and Roads Ganyesa Sub – District for a period of thirty-six (36) months**

The conditions contained in the General Conditions of Contract (GCC) and the attached bid forms, as well as any other conditions accompanying this invitation, are applicable.

1. Kindly receive and attach the following documents:

- 1.1 SBD 1-Invitation to bid form
- 1.2 SBD 4 –Declaration of Interest
- 1.3 SDB 6.1 – Preferential Procurement Regulations 2022
- 1.4 General Conditions of Contract (GCC)

2. All the documents accompanying this invitation must be completed

3. Duly completed and signed original bid documents should be sealed in an envelope marked:

**BID NO** : PWR 115/24

**BID DESCRIPTION** : Provision of Physical Security Services at the Department of Public Works and Roads Ganyesa Sub – District for a period of thirty-six (36) months

**CLOSING DATE** : 07<sup>th</sup> May 2025

**CLOSING TIME** : 11H00

No telegraphic or facsimile bids will be considered

4. Documents will be available from the 09<sup>th</sup> April 2024 at [www.etenders.gov.za](http://www.etenders.gov.za) or at the Department of Public Works and Roads, Modiri Molema Road, Old Parliament Complex at a non-refundable fee of R500.00 payable at:

Bank Name : ABSA  
Account Name : NW – Department of Public Works and Roads  
Account no : 41-1181-1671  
Ref. No. : Quote Company name and bid number

**Bid documents downloaded from E Portal website are not payable but bidders who will purchase bid Documents from the Departmental Office are to pay the non-refundable fee of R500.00**



5. The Department of Public Works and Roads reserves the right to accept any bid in whole or in part and does not bind itself to accept the lowest or any bid.
6. For more information please contact the following:

**Department** : Public Works and Roads  
**Contact Person** : MR MAHLATHI 053 928 7200

## 7. BID REQUIREMENTS:

- a. Late bids will not be considered. Please note that the bids are late if they are received at the address given in the bid document after the bid closing date and time.
- b. All bidding Vendors must have a valid bank account.
- c. All the Relevant Forms attached to this bid documents must be completed and signed in ink where applicable by a duly authorized official.

## 8. REQUIRED DOCUMENTATION

- Original completed and signed applicable Bid Documents
- Company Registration Certificate Certified copies.
- Original certified ID copies of Company Owner/ Director not older than 3months.
- Valid PSIRA certificates for the owner of the company
- Valid PSIRA good standing certificate not older than one month
- COIDA Letter of good standing within validity period/tender.
- Company Profile
- Tax clearance certificate / Tax compliance certificate and Pin.
- Comprehensive CSD Report (Central Suppliers Database)
- Regulation 8 PSIRA certificate (company owner/Directors) (Grade A or B PSIRA grading)
- Proof of company's physical address/ lease agreement or title deeds or letter of Occupancy from the Tribal Authority.
- Letter of confirmation of liability insurance of ten million (R10 000 000).
- Joint Venture agreement if applicable
- All relevant industry Registration information and compliance Certificate

## 9. EVALUATION CRITERIA AND PROCESSES TO BE USED

The evaluation process will entail the following phases

Phase 1 – Evaluation on Compliance requirements

Phase 2 – Technical / Functionality Criteria

Phase 3 – 80/20 Preference Points System



**MS. O. P. MOKOLOBATE**  
**ACTING DIRECTOR - SUPPLY CHAIN MANAGEMENT**

08/04/2025  
DATE



**PART A**  
**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORKS AND ROADS</b>					
BID NUMBER:	<b>PWR:115/24</b>	CLOSING DATE:	<b>07 May 2025</b>	CLOSING TIME:	<b>11:00</b>
DESCRIPTION	<b>NORTH WEST DEPARTMENT OF PUBLIC WORKS AND ROADS : PROVISION OF PHYSICAL SECURITY SERVICES AT GANYESA SITES FOR A PERIOD OF THIRTY SIX (36) MONTHS.</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT GATEHOUSE OLD PARLIAMENT BUILDING MMABATHO					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
<b>PREFERENCE POINTS WILL BE AWARDED IN LINE WITH THE DEPARTMENTAL SPECIFIC GOALS</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]	
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)		
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>MR. D. MOKUTU</b>		CONTACT PERSON	<b>Mr. Kagiso Mothoagae</b>	
TELEPHONE NUMBER	<b>018 388 4477</b>		TELEPHONE NUMBER	<b>018 388 3047 /388 1186</b>	
E-MAIL ADDRESS	<a href="mailto:DMokutu@nwpg.gov.za">DMokutu@nwpg.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:MothoagaeK@nwpg.gov.za">MothoagaeK@nwpg.gov.za</a>	

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

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED), ONLINE OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES).</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION.</p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>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 MEMBER PERSONS IN THE SERVICES OF THE STATE</p>
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>
<p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p><b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b></p>

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

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

(Attach proof of authority to sign this bid; e.g. resolution of directors, etc.



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REPUBLIC OF SOUTH AFRICA

Modiri Molema Road  
Old Parliament Complex  
Mmabatho, 2735  
Private Bag X 2080, Mmabatho, 2735

### SUPPLY CHAIN MANAGEMENT

Tel.: +27 (18) 388 4476  
Email: DMokutu@nwpg.gov.za

**BID NUMBER: PWR:115/24**

**BID DESCRIPTION: NORTH WEST DEPARTMENT OF PUBLIC WORKS AND ROADS:  
PROVISION OF PHYSICAL SECURITY SERVICES AT GANYESA SUB-  
DISTRICT SITES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

**Name of Institution:** Department of Public Works and Roads

**Place where goods, works or services are required:** RSM DISTRICT GANYESA

**Date of Advert:** 04 April 2025

**Closing Date / Time:** 07 May 2025 at 11:00am

**Enquiries:** Mr M Kaulela / Mr. K Mothoagae

018 388 1186 /388 3047

[MKaulela@nwpg.gov.za](mailto:MKaulela@nwpg.gov.za) / [MothoagaeK@nwpg.gov.za](mailto:MothoagaeK@nwpg.gov.za)

**Where bid documents can be obtained:**

*Website:*

*Physical Address: Department of Public Works & Roads Mmabatho, Next to Mmabatho Stadium Gate House*

Bid documents will be available from **09 April 2025** at Old Parliament Complex, Gatehouse Mmabatho at a non-refundable fee of R500.00 or be deposited at the following banking details: or be downloaded at [www.etenders.gov.za](http://www.etenders.gov.za)

**Where bids should be delivered:**

*Physical Address: Department of Public Works & Roads, Old Parliament Complex, Mmabatho, Gate House*

**Briefing Session:**

A compulsory briefing session will be held on:

Date: 16 April 2025

Time: 10:00

Venue: Department of Public Works & Roads

District Office

Industrial side

**VRYBURG**

## 1. NOTICE TO TENDERERS

Tenders are hereby invited from suitable contractors to provide security services at Mogwase Sub-District, of the Department of Public Works and Roads for a period of three years (36 months).

Inquiries about the tender may be addressed to Mr. Kagiso Mothoagae telephone number (018 388 41186/ 3047).

A compulsory tender meeting will be held in the Department of Public Works and Roads Vryburg District Office, Industrial side on **16 April 2025 at 10:00**.

### 1.1 SPECIAL CONDITIONS:

Bids will be available from **09 April 2025** the offices at Old Parliament Building Gate House Mmabatho at a non-refundable fee of R500.00 or be deposit at the following banking details: or be downloaded at [www.etenders.gov.za](http://www.etenders.gov.za)

ACCOUNT NAME : NW DEPARTMENT OF PUBLIC WORKS AND ROADS  
BANK NAME ABSA  
ACCOUNT NO 41-1181-1671  
REF NO QUOTE COMPANY NAME AND BID NUMBER

### 1.2 CLOSING TIME, DATE AND PLACE

Tenders completed as prescribed shall be sealed in an envelope marked "Tender Number PWR 115/24- Ganyesa Sub-District, Security Services" at **11:00** on **07 May 2025** when the tenders will be opened in public.

Location of tender box: Mini Garona Government Office Complex

Physical address: Department of Public Works and Roads

02 Noord street

VRYBURG

8600

### TENDER VALIDITY

Tenders will remain valid for a period of 90 days after the closing date of tender.

**2. TENDER DATA:**

**2.1 FUNCTIONALITY / QUALITY CRITERIA**

Tenderers will be assessed based on the quality criteria as set out in the table below. Tenderers scoring less than **60%** will be considered non-responsive. Tenderers shall fill in the relevant information on the Quality Criteria Schedules and this information shall be used to award points for quality on the following basis per category:

No	Functionality Criteria-Tender Rating		A	B	C
			Tenderer rating Score 1-5	Weighting	Tenders score(%)= (AxB)/5
1	RELEVANT EXPERIENCE OF THE COMPANY	<p>Five or more years' experience in similar projects <b>(size &amp; capacity)</b></p> <p>As Proof attach</p> <p>Copies of reference letters from clients that they have successfully provided.</p> <p>The reference letters must be in a legitimate letterhead, clearly indicate type of service provided, contract duration, contract value, relevant contact person's name, surname, position &amp; contact number/s</p>	5	50%	
		<p>Four years' experience in similar projects <b>(size &amp; capacity)</b></p> <p>As Proof attach</p> <p>Copies of reference letters from clients that they have successfully provided.</p> <p>The reference letters must be in a legitimate letterhead, clearly indicate type of service provided, contract duration, contract value, relevant contact person's name, surname, position &amp; contact number/s</p>	4		

		<p>Three years' experience in similar projects (<b>size &amp; capacity</b>)</p> <p>As Proof attach</p> <p>Copies of reference letters from clients that they have successfully provided.</p> <p>The reference letters must be in a legitimate letterhead, clearly indicate type of service provided, contract duration, contract value, relevant contact person's name, surname, position &amp; contact number/s</p>	3		
		<p>Two years' experience in similar projects (<b>size &amp; capacity</b>)</p> <p>As Proof attach</p> <p>Copies of reference letters from clients that they have successfully provided.</p> <p>The reference letters must be in a legitimate letterhead, clearly indicate type of service provided, contract duration, contract value, relevant contact person's name, surname, position &amp; contact number/s</p>	2		
		<p>One-year experience in similar projects (<b>size &amp; capacity</b>)</p> <p>As Proof attach</p> <p>Copies of reference letters from clients that they have successfully provided.</p> <p>The reference letter must be in a legitimate letterhead, clearly indicate type of service provided, contract duration, contract value, relevant contact person's name, surname, position &amp; contact number/s</p>	1		

2.	RELEVANT EXPERIENCE OF THE COMPANY'S DIRECTOR/DIRECTORS.	Five or more years of experience in managing the provision of security services at a senior / executive level.  As proof attach a CV, registration certificate with PSIRA and grade A grading certificate.	5	30%	
		Four years of experience in managing the provision of security services at a senior / executive level.  As proof attach a CV, registration certificate with PSIRA and grade A grading certificate.	4		
		Three years of experience in managing the provision of security services at a senior / executive level.  As proof attach a CV, registration certificate with PSIRA and grade A grading certificate.	3		
		Two years of experience in managing the provision of security services at a senior / executive level.  As proof attach a CV, registration certificate with PSIRA and grade A grading certificate.	2		
		One year of experience in managing the provision of security services at a senior / executive level.  As proof attach a CV, registration certificate with PSIRA and grade A grading certificate.	1		
3.	<b>Bank Rating</b>	Grade A Bank rating certificate with an original bank stamp must be attached	5	20%	

		Grade B Bank rating certificate with an original bank stamp must be attached	4		
		Grade C Bank rating certificate with an original bank stamp must be attached	3		
		Grade D Bank rating certificate with an original bank stamp must be attached	2		
		Grade E Bank rating certificate with an original bank stamp must be attached	1		

## 2.2 EVALUATION CRITERIA

The Specific goals allocated points terms of the tender	Specific Ownership location	Goals-and	Number of points allocated (80/20 system) TO BE COMPLETED by the DPWR)	Number of Claimed( 80/20 System)(TO BE COMPLETED by the tender)
Ownership.	Enterprises owned by the black people-(minimum ownership 51%)		5	
	Enterprises owned by Woman minimum ownership 51%)		5	
	Enterprises owned by Youth minimum ownership 51%)		5	
Location	Located within the NW Province		3	
	Located within the RSM District		2	
	Other Provinces		0	
	<b>Max Points</b>		<b>20</b>	

The Specific Goals for this project is ownership and locality

- Ownership will be verified through the Central Suppliers Database by National Treasury and CIPC documentation. In case of JV, the leading partner's documentation will be taken into consideration.
- Locality – As proof attach the following:
  - a) Lease agreement with a property owner located in that municipality / township, or
  - b) Municipality rates invoice in the name of the company issued within the last three months, or
  - c) A letter of occupancy from the Tribal Authority on the letter head, stamped, or
  - d) An affidavit or equivalent from an authorised traditional leaders or local councillor in regions where no municipality rate invoices are not available, showing the township name and ERF number of physical address

**NB. None Compliance on any of the abovementioned items will results in bidders forfeiting preference points.**

80/20 principle will be applicable, as the project's estimation is below R50 000 000-00 structured as follows:

80 = Price  
20 Specific Goal

2.3 Access for inspections are required during the tendering period.

2.4 The Employer shall respond to clarifications received up to 7 working days before the tender closing time.

2.5 The time and location for the opening of tender offers are:

**Time: 11:00 on 07 May 2025**

2.6 All requests shall be in writing.

2.7 Submit only the signed "Original" Tender offer.

In addition to the requirements of the Condition of Tender, offers will only be accepted if:

- The tenderer has in his or her possession an original valid Tax Clearance Certificate issued by the South African Revenue Services or has made arrangements to meet outstanding tax obligations;
- The tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- The tenderer has not abused the Employer's supply chain management system;
- The tenderer has not failed to perform on any previous contract and has not been given a written notice to this effect;

- The tenderer is registered on the National Treasury Central Supplier Database;
- To attend a compulsory briefing session and site inspection. Signing the briefing and site inspection attendance register is mandatory;
- The tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the Employer or potentially compromise the tender process;

<b>ADDITIONAL CONDITIONS OF TENDER CLAUSES:</b>																											
	<p><b>Jurisdiction</b></p> <p>Unless stated otherwise in the tender data, each tenderer and the Employer undertake to accept the jurisdiction of the law courts of the Republic of South Africa.</p>																										
	<p><b>Tender Evaluation process</b></p> <p>The tender evaluation process followed by the Department in evaluating tenders is described below:</p> <table border="1"> <tbody> <tr> <td rowspan="6"><b>STEP 1</b></td> <td rowspan="6"><b>Minimum content in the preparation of tender/ bid documentation</b></td> <td colspan="2"><b>Conditions and special conditions</b> of tender (inclusive of tender strategies, social and economic development conditions, but social and economic development as defined in organ of state's PPPFA Policy ( constitution, section 152( c) and PPPFA section 2(1))</td> </tr> <tr> <td colspan="2"><b>Legislative and legal requirement</b></td> </tr> <tr> <td colspan="2"><b>Minimum specification</b></td> </tr> <tr> <td colspan="2"><b>Functionality requirements</b></td> </tr> <tr> <td colspan="2"><b>Preference requirement</b></td> </tr> <tr> <td colspan="2"><b>Evaluation mechanism to be applied</b></td> </tr> <tr> <td rowspan="5"><b>STEP 2</b></td> <td rowspan="5"><b>Evaluation process following a phased approach</b></td> <td><b>Phase A</b></td> <td>Acceptable tender as per Supply Chain Policy of 2023 – Compliance with conditions and special conditions, legislative and legal requirement and minimum specification</td> </tr> <tr> <td colspan="2"><i>If responsive move to</i></td> </tr> <tr> <td><b>Phase B</b></td> <td>Functionality Requirement –must meet threshold requirements as per Tender Data</td> </tr> <tr> <td colspan="2"><i>If responsive move to</i></td> </tr> <tr> <td><b>Phase C</b></td> <td>Price and specific goals scoring.</td> </tr> </tbody> </table>	<b>STEP 1</b>	<b>Minimum content in the preparation of tender/ bid documentation</b>	<b>Conditions and special conditions</b> of tender (inclusive of tender strategies, social and economic development conditions, but social and economic development as defined in organ of state's PPPFA Policy ( constitution, section 152( c) and PPPFA section 2(1))		<b>Legislative and legal requirement</b>		<b>Minimum specification</b>		<b>Functionality requirements</b>		<b>Preference requirement</b>		<b>Evaluation mechanism to be applied</b>		<b>STEP 2</b>	<b>Evaluation process following a phased approach</b>	<b>Phase A</b>	Acceptable tender as per Supply Chain Policy of 2023 – Compliance with conditions and special conditions, legislative and legal requirement and minimum specification	<i>If responsive move to</i>		<b>Phase B</b>	Functionality Requirement –must meet threshold requirements as per Tender Data	<i>If responsive move to</i>		<b>Phase C</b>	Price and specific goals scoring.
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## 1 GENERAL

The attention of tenderers is specifically drawn to the general and/specific conditions of tender, the contract specifications and forms to be filled in, in this document.

**(N.B) The Department of Public Works and Roads is not committed to accept the lowest or any tender.**

### **1.1 Conditions of Tender: Special notification to tenderers**

#### **1.1.1 Tender Meeting**

The tender meeting, as described in NOTICE TO TENDERERS (see p (i)) is **COMPULSORY**.

#### **1.1.2 Limitation of Expenditure**

It is a condition of this contract that the employer reserves to itself the right to limit expenditure on services for any financial year to a prorata of the tender amount for a portion of the financial year.

The employer's financial year closes on 31 March each year. In the event of this condition being applied the contractor will not necessarily be required to limit the value of the work completed each year to the said amounts, but any work done in excess of these amounts will have to be financed by the contractor himself until funds become available.

**The employer will not be liable for any interest on any monies due in excess of the said amounts nor will any claims of loss of interest on any such monies be entertained.**

#### **1.1.3 Tender Security**

No tender security is required by the employer, but tenderers should note the conditions set out in the of tender.

#### **1.1.4 Completion of Forms**

Tenderers are informed that this document contains the following forms, which shall be completed in black ink by the tenderer:

1.1.4.1 Schedule of quantities

1.1.4.2 Forms listed under item 7 of the contents on page (ii) of this document

A tender will not be considered if alterations have been made to the form of tender (unless such alterations have been duly authenticated by the tenderer) or if any particulars required therein have not been completed in all respects.



### **1.1.5 Taxes and levies**

Tenderers shall, in their rates and lump sums, make provision for the payment and recovery of all taxes, other than Value Added Tax (VAT), and Regional Services Council levies on all items to which they apply. VAT shall be added to the Summary of the Schedule of Quantities to calculate the tender sum, and to the value of each payment certificate.

Should the rate at which VAT is charged by legislation be increased or decreased in relation to the rate applicable at the tender stage, the difference in payment of VAT shall be borne by the employer or shall be to this benefit.

## **2 SUBMISSION OF TENDERS**

The employer does not bind itself to accept the lowest or any tender and reserves to itself the right to accept the whole or any part of a tender.

## **3 AMENDMENT TO OR QUALIFICATIONS OF TENDER DOCUMENTS**

No unauthorized amendment shall be made to the form of tender, the schedule of quantities, or any other part of the tender documents. If any such amendment is made or if the schedule of quantities is not properly completed, it may cause the tender to become invalid.

Tenders submitted in accordance with these tender documents shall not have any qualifications. Any point of difficulty of interpretation shall be cleared with the employer as early as possible during the tender stage. Should any query be found to be of significance, all tenderers will be informed accordingly by the employer as early as possible.

Tenders shall not be qualified by the conditions of tender of the tenderer himself. Failure to comply with this requirement may cause the tender to become invalid.

Should the tenderer, notwithstanding the above, wish to make any amendment to or qualification of the tender documents, such amendment or qualification shall be set out explicitly in full details on Form H. Any qualification or amendment not set out on such form will not have any force and effect despite the fact that it may be contained elsewhere in the tender documents or in the covering letter to the tender. Any qualification or amendment appearing in or to be inferred from a programme and submitted with any tender will not have any force and effect unless set out in writing in accordance with the above requirements.



#### 4. RULING LANGUAGE OF THE CONTRACT

The tender documents have been drafted in English, and the English Editions of the General Conditions of Contract and the Standard Specifications shall apply to this contract. This contract will be interpreted and construed in English.

#### 5. ADDITIONAL CONDITIONS AS DETERMINED BY THE DEPARTMENT

- ❖ No tender will be considered if tip-ex (or any other correctional fluid) is used on the submitted tender documents.
- ❖ No tender will be considered if prices are scratched out and re-written on the tender document, even if the signature of the respective tenderer appears at the changed price. If a tenderer has made a mistake on the document or wishes to change the price, a new tender document or the relevant page of the tender document should be obtained from the Department.
- ❖ Tenderers are requested to draw a diagonal line in the space provided for prices on items they wish not to tender for. This is to ensure that no prices are to be inserted after the closing date. If this is not complied with, the tender document will be disregarded for tendering purpose.
- ❖ No tender will be considered if the tender price on the form of offer and acceptance is not completed in both figures and words.
- ❖ It is compulsory to complete attached form regarding tax particulars. The declaration section on the said form has TO BE COMPLETED by the Receiver of Revenue. Neglect to provide the completed form could result in disqualification of the tender

#### 6. CONTRACT SPECIFICATIONS

##### 6.1 PAYMENT AND TENDER PRICE ADJUSTMENT.

##### 6.1.1 PAYMENT:

The service provider shall be paid on a monthly basis after submitting his invoice and after such an invoice has been approved by the representative(s) of the employer. It must be stressed here that payment will only be made for services actually delivered in a calendar



month. Invoices must be submitted to the Head Office of the Department of Public Works and Roads.

#### **6.1.2 TENDER PRICE ADJUSTMENT:**

Tender price adjustment shall be made in accordance with the sectoral wage determination– Security Services trade, (South African Government Gazette regulation as amended), from time to time. The contract adjustment shall be made as being the actual difference in statutory wage per category of security officer for the appropriate area at the time of closing of tender and the time of adjustment; the Rand per month figures will apply. Tender price adjustment will only be applicable when the wage rates actually change – usually once per year.

#### **NOTE**

**SCHEDULE OF QUANTITIES MUST INCLUDE ALL OVERHEADS PROFITS, VALUE ADDED TAX EG. SUPERVISION AND PETROL, AS THE DEPARTMENT IS NOT LIABLE FOR THE PAYMENT OF OVERHEADS AS WELL AS VALUE ADDED TAX (15% VAT).**

**SUCCESSFUL BIDDER (S) WILL BE SCREENED / VETTE BY STATE SECURITY AGENCY**

**(N.B.): SHOULD THE AWARD BE MADE SUBJECT TO THE SECURITY SCREENING RESULTS, THE COMPANY WILL BE NOTIFIED IMMEDIATELY OF THE INTENT TO TERMINATE THE CONTRACT.**

#### **7. SITE INSTRUCTION MANUAL**

After the award of a tender for (a) specific site(s) the employer's representative and the representative of the successful tenderer will compile a Site Instruction Manual in which the manner of operation of security personnel will be set out in detail.

#### **8. ACCESS CONTROL**

Access Control refers to the process whereby entry is obtained to a premises and deals with the criteria for establishing validity for that visit as well as all steps that must be taken to ensure that the visits does not arise in any loss to the institution.

#### **9. THE PURPOSE OF ACCESS CONTROL:**

- ❖ To prevent the Unidentified and unauthorized persons, vehicles from entering the premises.
- ❖ To prevent any harmful substance or object from entering the premises.



- ❖ To prevent goods or material leaving the premises without authorization (Theft).

**10. ACCESS CONTROL IS COMPRISED OF THE FIVE TASKS TO ADHERE:**

- a) Screening
- b) Search and Examination
- c) Record keeping
- d) Permits
- e) Escorting

**11. SCREENING REQUIREMENT:**

Screening is a process by which we determine if a person is a legitimate visitor and if her/his reason for visiting the premises is a valid one. During the process, you must establish the authenticity of a person Identification Document (ID)

**12. THERE ARE THREE (3) GOLDEN RULE ( in terms of Control of Access to Public Premises and VEHICLES, ACT IN TERMS OF ACT OF 53 1985 OF SCREENING TO CONSIDER:**

**12.1 Identification:**

- ❖ Does a person have positive identification?
- ❖ Only five documents may be accepted as legal proof of the positive Identification.
- ❖ RSA I.D. SAPS Appointment Certificate; PASSPORT; authentic access card of other institutions, Certificate of Identity & Permanent residence permit.

**12.2 Reasons:**

Does the person have logical and acceptable reasons to access building?

If the person's reasons are not logical or acceptable and cannot be explained even after polite but firm questioning and investigation, access may be denied to the premises.

**12.3 Searches and examination**

- A search can only be performed if it is legally justifiable and must take into account all considerations of privacy and being humane in terms of Section 27 of the criminal Procedure Act 51 Of 1977.
- Examination or visual inspection of the exterior and underneath of the vehicle as well as a person is important. It is usually conducted on persons who are friendly and well known to the employees or yourself, and give no reasons to believe they are dangerous.



**13. RECORD KEEPING:**

Visitors Register TO BE COMPLETED for every visitor to the Institution by the security officer. The register format must require full particulars of the visitor, visitor's registration and address.

**14. PERMIT ISSUING:**

To check if the person entering premises has authority to be in the premises and issue the correct permit.

**15. ESCORTING:**

The escort is the accompanying of the visitor by security officers to ensure the employees safety or to take a visitor to relevant destination. This is done by remaining in the immediate vicinity of the visitor, walking along side him/her until he/she reaches the destination and where and when necessary until he/she leaves the premises.

**16. PATROLS:**

Patrols must be conducted within the building and inner parameter. Patrols will be complimented by security systems installed on the premises, and will serve the combined function of safeguarding life and property on the premises.

**17. UNIFORMS, EQUIPMENT AND STATIONERY REQUIREMENTS ARE AS FOLLOWS:**

- ❖ Uniform and identification to be compliant with the TOR specifications.
- ❖ Security patrol system for security guards
- ❖ Press-to-Talk or base radios tested and are in good working order.
- ❖ Two-way radios and cellular phone
- ❖ Security patrol system for security guards
- ❖ Records on Security personnel
- ❖ Hand held metal detectors
- ❖ Hand Held Radio
- ❖ Baton
- ❖ Maglite torch three (03) cells
- ❖ Hand cuffs
- ❖ Occurrence Register
- ❖ Pocket Book
- ❖ Shift Rosters –
- ❖ Duty sheet –
- ❖ Access control register
- ❖ Asset register
- ❖ Visitors Receipt Book
- ❖ Vehicle & Visitors Register
- ❖ Laptop Register
- ❖ Marked/branded vehicles.



## 18. THE SCOPE OF WORK- GEOGRAPHICALLY

The sites to be safeguarded under this contract shall generally be the following, but not necessarily be limited to (in a maximal or minimal sense) those listed below. The Department reserves the right to increase or decrease the number of guards per post as well as the number of posts, as and when required.

### C. GANYESA-SUB DISTRICT OFFICES

C01: Ganyesa Sub-District Office	(Three grade C day shift and Three grade C night shift)
C02: Ganyesa Workshop	(Two grade C day shift and Two grade C night shift)
C03: Ganyesa Road Camp	(Two grade C day shift and Two grade C night shift)
C04: Morokweng Road Camp and Brick Making Plant (Three grade C day shift and Three grade C night shift)	
C05: Louwna Road Camp	(Two grade C day shift and Two grade C night shift)
C06: Loretlweng Primary School	(Two grade C day shift and Two grade C night shift)
C07: Tlotlang Thuto Primary School	(Two grade C day shift and Two grade C night shift)

**Security Officers are to be visited at least twice per shift by the contractor's supervisory personnel to ensure that proper security is maintained. Such Visits are appropriate remarks that must be noted in the occurrence Book.**

## 19. SITE INSTRUCTION MANUAL

After the award of a tender for a specific site(s) the employer's representative of the successful tender will compile a Site Instruction Manual in which the manner of operation of security personnel will be set out in details.

## 20. SCOPE OF WORK – GENERAL REQUIREMENTS

The provision of security services at the various sites will generally entail the following:

- (a) Access control to the site(s)
- (b) Protection of all state property
- (c) Random checks on outgoing vehicles
- (d) Checking of trip authorizations of state owned vehicles



- (e) Patrol work – inspection rounds and patrols
- (f) Recording of occurrences daily
- (g) Supervision of all the above activities
- (h) National flag must be hoisted and lowered every day
- (i) Removable of movable assets

## 21. REQUIREMENTS FOR PARTICIPATION IN THE CONTRACT

- a. The contractor must be registered with PSIRA and registration certificate for both company and Directors must be provided.
- b. All security officers must be registered with PSIRA (currently) and trained to the required grade by a PSIRA accredited training institution. Proof of documentation must be available on request.
- c. The bid will be subjected to additional objective criteria e.g abnormally low tender will be allowed an opportunity to justify it's tender.
- d. Salaries are to be paid in accordance with National Bargaining Council, Private Security Salary Guideline (South African Government Gazette no.43036 regulation as amended). Proof must be made available on request.
- e. All Security Officers are to be uniformed and appropriately attired while performing their duties as per PSIRA regulations (5,1b) X.

## 22. CONDITION OF TENDER

- a. The company and owners must be registered in terms of the Private Security Industry Regulatory Act (Act 56 of 2001).
- b. All Security officers employed by the service provider to render service must be registered as Security Officers in terms of The Private Security Industry Regulatory Act (Act 56 of 2001)
- c. Supplier is registered on the National Treasury Central Suppliers Database (CSD) on or before the bid closing date
- d. Supplier must be tax compliant on or before the bid closing date.
- e. Company must have minimum of three vehicles registered in the name of the company, as proof attach the roadworthy certificate and registration papers.
- f. Company must have liability Insurance ten million (R10 000 000) cover.
- g. Company must subcontract at least 30% of the total contract value of the project to the designated groups in the North West and in that specific area.
- h. Sub-Contracting is a condition of the contract.



- i. Sub-Contracting will be finalised after the award of the contract, bidders must indicate the areas where they will sub-contract.
- j. As a proof, attach a municipality rate invoice in the company name issued within the last three months, or
- k. A letter if the occupancy from the Tribal Authority on the letter head stamped.

**Non-compliance to the compulsory pre-qualification criteria will lead to disqualification and the bidder will not be further considered**

## **23 PRE-QUALIFICATION CRITERIA**

Tenders will be assessed based on the pre-qualification criteria as set out in the table

below Documents to be attached to Tender Document

- Company Registration Certificate (CK2)
- Certified ID copy of the owner/ director of the company not older than 6 months.
- Valid PSIRA certificates for the owner of the company and for the company.
- Valid PSIRA good standing certificate not older than one month.
- COIDA Letter of good standing within validity period/tender.
- Company Profile
- Valid SARS certificate or TCS Pin
- Supplier is Tax Compliant (as indicated on CSD) or verified through SARS.
- National Treasury Central Suppliers Database (CSD) report, not older than 30 days
- Regulation 8 PSIRA certificate (company owner/ Directors) (Grade A or B PSIRA grading)
- Proof of company's physical address/ lease agreement or title deeds or letter of Occupancy from the Tribal Authority.
- A fully completed, initialled and signed tender document.
- SBD3.3 completed and signed (firm prices)
- Joint Venture agreement if applicable



24. An effective communication network must be established between security officers on site and their control room.
25. "as per PSIRA Regulation 5(1)(b)IV" an established control room should be available within RSM District, 21 days after appointment/award.
26. Security officers must be visited twice per shift by the contractor's supervisory personnel to ensure that proper security is maintained. Such visits and appropriate remarks must be noted in the occurrence book.
27. The contractor must provide a 24 hours' service including weekends and public holidays. Tendered rates per month per security officer shall make allowance for overtime, double time, time and a half and time and a third whichever is applicable
28. Each Security Officer must be issued with a detailed site specification, in accordance with the Site Instruction Manual, indicating his exact duties which must include the following:
- a) To secure the entire site against theft and vandalism. This includes vehicles and equipment within the site perimeter.
  - b) To implement an effective access control system for both the tenants and visitors entering and leaving the premises.
  - c) To do routine patrols.
  - d) To establish good conduct and cordial relationship with visitors, members of the public, law abiding citizens, government officials and members of Law Enforcement Agencies (SAPS, CORRECTIONAL SERVICES, SANDF, TRAFFIC POLICE).

**NB. The department will hold the security company responsible (within reasonable parameters of accountability) for any loss or damage to property on the site due to theft or vandalism. Such losses or damages shall be recovered by the Department from the Security Company.**

#### **29. Termination of service**

- NB. The department reserves the right to terminate the services of the contractor on the basis of one month's written notice. The contract is valid for a period of 36 months, and be terminated should security services no longer be required at a certain site, in case where the service provider has violated tender condition or did not adhere to tender specification the service will be terminated with immediate effect.

**The department reserves the right to increase or decrease number of guards/ sites should need arises (on special requirement to deploy security at short notice/ or on emergency situations as the need arise)**



**30. Operational hours**

For the purpose of this contract, day shift and night shift are defined as follows:

Day shift : 06:00 to 18:00 (12 hours)  
Night shift : 18:00 to 06:00 (12 hours)

Transitions between shifts should be effected smoothly without any loss of continuity.

Alternatively, if so agreed between the employer and the contractor, day shift and night shift can be adjusted to other acceptable 12 hour shifts.

- 31 Supervision: Visits to site to be done in terms of clause 5.8 of this specification shall be done by a security officer grade B PSIRA registered.**



**ANNEXURE A: CERTIFICATE OF AUTHORITY FOR SIGNATORY**

**Notes to tenderer:**

1. The signatory for the tenderer shall confirm his/her authority thereto by attaching on the tendering company's letterhead a duly signed and dated copy of the relevant resolution of the board of directors/partners.
  
2. In the event that the tenderer is a joint venture, a certificate is required from each member of the joint venture clearly setting out:
  - authority for signatory,
  - undertaking to formally enter into a joint venture contract should an award be made to the joint venture,
  - name of designated lead member of the intended joint venture, as required by tender condition 4.13.2
  
3. The resolution below is given as an example of an acceptable format for authorisation, but submission of this page with the example completed shall not be accepted as authorisation of the tenderer's signatory.

By resolution of the board of directors passed at a meeting held on .....

Mr/Ms .....,

whose signature appears below, has been duly authorised to sign all documents in connection with the tender for

TENDER PWR:115/24 NORTH WEST DEPARTMENT OF PUBLIC WORKS AND ROADS :  
PROVISION OF PHYSICAL SECURITY SERVICES AT GANYESA SITES FOR A PERIOD OF  
THIRTY SIX (36) MONTHS.

he

and any contract which may arise therefrom on behalf of (*enter name of tenderer in block capitals*)

.....

SIGNED ON BEHALF OF THE COMPANY: .....

IN HIS/HER CAPACITY AS: .....

DATE: .....

SIGNATURE OF SIGNATORY: .....

WITNESS: .....

**SIGNATURE**

**SIGNATURE**

.....

.....

NAME (PRINT)

NAME (PRINT)



**ANNEXURE B: SCHEDULE/RECORD OF ADDENDA TO TENDER DOCUMENTS**

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	<b>Date</b>	<b>Title or Details</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		

SIGNED ON BEHALF OF THE TENDERER: .....



It is a condition of the tender that the taxes of the successful tenderer must be in order and therefore, the following information are required.

1. Full updated CSD report must be attached
2. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate CSD report.
3. The tenderer can also supply the Employer with his unique security personal identification number (PIN) in order for the Employer to verify his tax compliance

SIGNED ON BEHALF OF THE TENDERER: .....



**ANNEXURE D: CERTIFICATE OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY ACT, 1993**

**Note to tenderer:**

**Discovery that the tenderer has failed to make proper disclosure may result in the Employer terminating a contract that flows from this tender on the ground that it has been rendered invalid by the tenderer's misrepresentation.**

The tenderer shall attach to this Form evidence that he is registered and in good standing with a compensation insurer who is approved by Department of Labour in terms of section 80 of the Compensation for Injury and Disease Act (COIDAA / COIDA Act (Act 130 of 1993).

The tenderer is required to disclose, by also attaching documentary evidence to this form, all inspections, investigations and their outcomes conducted by the Department of Labour into the conduct of the tenderer at any time during the 36 months preceding the date of this tender.

SIGNED ON BEHALF OF THE TENDERER.....



## ANNEXURE E

### SBD 6.1

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

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

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

#### 1. GENERAL CONDITIONS

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

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

#### 1.2 TO BE COMPLETED by the organ of state

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

#### 1.4 TO BE COMPLETED by the organ of state:

The maximum points for this tender are allocated as follows:

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



- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

$P_t$  = Price of tender under consideration

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

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10}
 \end{array}$$



$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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



The Specific goals allocated points terms of the tender	Specific Goals- Ownership and location	Number of points allocated (80/20 system) TO BE COMPLETED by the DPWR)	Number of Claimed( 80/20 System)(TO BE COMPLETED by the tender)
Ownership.	Enterprises owned by the black people- (minimum ownership 51%)	5	
	Enterprises owned by Woman minimum ownership 51%)	5	
	Enterprises owned by Youth minimum ownership 51%)	5	
Location	Located within the NW Province	3	
	Located within the RSM District	2	
	Other Provinces	0	
	<b>Max Points</b>	20	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

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



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

.....

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

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

**DATE:** .....

**ADDRESS:** .....

.....

.....

SIGNED ON BEHALF OF THE TENDERER: .....



**ANNEXURE F**

**ORIGINAL CERTIFIED COPIES OF DIRECTORS / MEMBERS / TRUSTEES IDENTITY DOCUMENTS**

The tenderer shall attach to this page **original certified** copies of the director's / members trustee's identity documents of the tendering entity.

In the case of joint ventures, the required documents shall be submitted for each member of the joint venture.

Failure to submit the required documentation in the prescribed format will render the tenderer's offer non-responsive in terms of tender.

SIGNED ON BEHALF OF THE TENDERER: .....



## ANNEXURE G

### COPIES OF COMPANY REGISTRATION DOCUMENTS

The tenderer shall attach to this page copies of the registration documents of the tendering entity.

Any of the following documents for the tendering entity is sufficient:

CK1: Founding Statement for a Close Corporation.

CK2: Amended founding statement for a Close Corporation.

CM1: Certificate of Incorporation for a company.

CM2: Memorandum of Association for a company.

CM9: Certificate of Change of name for a company.

Trust Deed and Letter of Authority to Act as Trustees certified by the High Court.

In the case of joint ventures, the required documents shall be submitted for each member of the joint venture.

Note:

The tenderer is to ensure that the documentation submitted meets the following criteria:

- The name of the active directors/members appears on the documents.
- The ID documents correspond with the names of active directors/members.

If the above criteria are not met the tenderers offer will be rendered non-responsive in terms of tender.

SIGNED ON BEHALF OF THE TENDERER: .....



**ANNEXURE H**

**REGISTRATION ON NATIONAL TREASURY CENTRAL SUPPLIERS DATABASE.**

The tenderer shall provide a printed copy of the Active Supplier Listing on the National Treasury Central Supplier Database. ([www.treasury.gov.za](http://www.treasury.gov.za)). In the case of a joint venture (JV), the tenderer shall provide printed copies of the Active Supplier Listing on the National Treasury Central Supplier Database for each member of the JV. In the case of a Joint Venture, a printed copy of the Active Supplier Listing must be provided for each member of the Joint Venture.

**Name of Contractor:**

**Central Supplier Database Supplier Number:**

**Supplier Commodity:**

**Delivery Location:**

SIGNED ON BEHALF OF THE TENDERER: .....



**ANNEXURE I**

**BIDDER'S DISCLOSURE**

**SBD 4**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise,

employed by the state?

**YES/NO**

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

Full Name	Identity Number	Name of State institution

---

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



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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

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

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

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



- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
  
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
 Signature Date

.....  
 Position Name of bidder

SIGNED ON BEHALF OF THE TENDERER: .....



**ANNEXURE J**

**SCHEDULE OF WORK EXPERIENCE**

Note to tenderer:

The tenderer shall enter in the spaces provided below a complete list of the last five security contracts awarded to him/her in the past five years. The tenderer shall attach to this form, reference letters from clients that they have successfully provided in the last five years.

<b>EMPLOYER (NAME, TEL NO &amp; FAX NO)</b>	<b>TYPE OF SERVICE PROVIDED</b>	<b>CONTRACT VALUE</b>	<b>DURATION</b>	<b>YEAR COMPLETED</b>

SIGNED ON BEHALF OF THE TENDERER: .....



**ANNEXURE K**

**JOINT VENTURE COMMITMENT**

**Tenderers who are Joint Ventures shall complete this form.**

The commitment and type of work to be performed by the joint venture partner(s) shall be entered into the chart below:

<b>JOINT VENTURE COMPANY NAME(S) (NAME, TEL NO &amp; FAX NO)</b>	<b>TYPE OF SERVICE PROVIDED</b>	<b>CONTRACT VALUE</b>	<b>DURATION</b>	<b>YEAR COMPLETED</b>

**JOINT VENTURES SHALL ATTACH THEIR JOINT VENTURE AGREEMENT AND A LEASE AGREEMENT WITH PROPERTY OWNER LOCATED WITHIN MUNICIPALITY/TOWNSHIP OR A MUNICIPAL RATES INVOICE IN THE NAME OF THE COMPANY ISSUED WITHIN THE LAST THREE (3) MONTHS OR AN AFFIDAVIT OR EQUIVALENT FROM AN AUTHORISED TRADITIONAL LEADER OR LOCAL COUNCILLOR IN REGIONS WHERE MUNICIPALITY RATES INVOICE IS NOT AVAILABLE SHOWING THE TOWNSHIP NAME AND ERF NUMBER OR PHYSICAL ADDRESS TO THIS PAGE**

SIGNED ON BEHALF OF THE TENDERER: .....



**ANNEXURE L**

**SWORN AFFIDAVIT**

The tenderer shall attach to this Form a sworn affidavit by the Commissioner of Oath in which the tenderer declares that the information provided in this tender is true and correct in all respect.

SIGNED ON BEHALF OF THE TENDERER: .....



**ANNEXURE M**

**Sub-contracting activities (Minimum 30%)**

In the table below, the Tenderer **MUST INDICATE** the site in the Pricing Schedule that he/she identifies for Sub-contracting in order to obtain the minimum specified subcontracting percentage of 30% as a condition of contract

SCHEDULE ITEM NO	SITE DESCRIPTION	AMOUNT

SIGNED ON BEHALF OF THE TENDERER: .....



**PRICE SCHEDULE  
(Professional Services)**

NAME OF BIDDER .....	BID NO : PWR 115/24
CLOSING TIME: 11:00	CLOSING DATE: 07 May 2025

**OFFER TO BE VALID 90 DAYS FROM THE CLOSING DATE OF BID**

ITEM NO:	DESCRIPTION	BID PRICE IN RSA CURRENCY (All applicable taxes included)
----------	-------------	--

**PROVIION OF PHYSICAL SECURITY SERVICES AT THE DEPARTMENT OF PUBLIC WORKS AND ROADS AT GANYESA SITES FOR A PERIOD OF THIRTY SIX (36) MONTHS.**

SERVICES MUT BE QUPTEd IN ACCORDANCE WITH THE ATTACHED TERMS OF REFERENCE IN THE TENDER DOCUMENT.

Total cost of the assignment (R inclusive VAT) R.....

**NB: Bidders are also advised to indicate a total cost breakdown for this tender.**

The financial proposal for this tender should cover for all assignment activities and outputs enumerated above.

2. Period required for commencement with project after acceptance .....

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

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

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

Any enquiries regarding bidding procedures may be directed to the –

**Department of Public Works and Roads**

Mr. D. Mokutu

Tel: 018 388 4477

**Or for technical information –**

Mr. Mbutho Kaulela

Tel: 018 388 1186 /3047

**PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION**



## DOCUMENTS TO BE ATTACHED AND FORMS TO BE COMPLETED BY THE TENDERER

	PAGE
1. Annexure a: Certificate of authority for signatory	11
2. Annexure B: Schedule/record of addenda to tender documents	12
3. Annexure C Tax compliance SBD 2	13
4. Annexure D: Certificate of compliance with occupational health and safety act, 1993	14
5. Annexure E SBD 6.1: Preference points claim form in terms of the Preferential Procurement Regulations 2022. <b>(MUST BE COMPLETED)</b>	15
6. Annexure F: Original certified copies of directors / members / trustees identity documents. <b>(TO BE ATTACHED)</b>	20
7. Annexure G: Copies of company registration documents. <b>(TO BE ATTACHED)</b>	21
8. Annexure H: Registration on National Treasury Central Suppliers Database. <b>(TO BE ATTACHED)</b>	22
9. Annexure I : SBD 4 Bidder's Disclosure <b>(MUST BE COMPLETED)</b>	23
10. Annexure J : Schedule of work experience. <b>(MUST BE COMPLETED)</b>	26
11. Annexure K : Joint venture commitment. <b>(MUST BE COMPLETED)</b>	27
12. Annexure L: Sworn affidavit. <b>(MUST BE COMPLETED)</b> 28	
13. Annexure M : SBD 3.3 Price Schedule <b>(MUST BE COMPLETED)</b>	29



**PRICE SCHEDULE:**

**SCHEDULE C 01: The provision of continuous 24-hour security services at Ganyesa Sub - District Office**

SITE	DEPT	GRADE C		REMARKS	TOTAL
		D	N		
Ganyesa Sub District		3	3		06
<b>TOTAL</b>		<b>3</b>	<b>3</b>		<b>06</b>

**TOTAL TENDER AMOUNT PER MONTH IN WORDS (Including all overheads, supervision and VAT) per guard per, fire arm.re radio**

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**TOTAL TENDER AMOUNT FOR 36 MONTHS IN WORDS (Including all overheads, supervision and VAT)**

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**i. PRICE STRUCTURE**

**NB: THIS QUESTIONNAIRE MUST BE COMPLETED BY ALL TENDERERS, FAILURE TO COMPLY MAY INVALIDATE THE TENDER**

1. WAGES (per month)		GRADE C SECURITY GUARD (PER GUARD)
1.1	Hourly rate per officer	R _____
1.2	Ordinary time; (1) primary sec officer (11) Relief sec officer	R _____
1.3	Sunday pay premium	R _____
	Public holiday premium	R _____
1.4	Leave provision	R _____
	Sick pay	R _____
	Study leave	R _____
	Family responsibility	R _____
	Night shift allowance	R _____
	Cleaning Allowance	R _____
	Provident Fund	R _____
	Health Insurance	R _____
	Statutory Annual Bonus	R _____
1.5	<b>SUB TOTAL: EMPLOYEE BENEFITS</b>	R _____
	<b>STATUTORY FEES:</b>	



	UIF COIDA/WCA Training (Skills Development Levy)	R _____ R _____ R _____
	<b>SUB TOTAL: STATUTORY BENEFITS</b>	R _____
	<b>ADDITIONAL COSTS</b>	
	Set of Uniform(Statutory requirements)	R _____
	Share of overheads	R _____
	<b>SUB TOTAL: POSSIBLE EXTRA COST</b>	R _____
	TOTAL TENDER AMOUNT PER MONTH IN WORDS (INCLUDING ALL OVERHEADS)	R _____



**SCHEDULE C 02: The provision of continuous 24-hour security services at Ganyesa Workshop**

SITE	DEPT	GRADE C		REMARKS	TOTAL
		D	N		
Ganyesa Workshop	DPWRT	2	2		04
<b>TOTAL</b>		2	2		04

TOTAL TENDER AMOUNT PER MONTH IN WORDS (Including all overheads, supervision and VAT)

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TOTAL TENDER AMOUNT FOR 36 MONTHS IN WORDS (Including all overheads, supervision and VAT)

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**ii. PRICE STRUCTURE**

**NB: THIS QUESTIONNAIRE MUST BE COMPLETED BY ALL TENDERERS, FAILURE TO COMPLY MAY INVALIDATE THE TENDER**

1. WAGES (per month)		GRADE C SECURITY GUARD (PER GUARD)
1.1	Hourly rate per officer	R _____
1.2	Ordinary time; (1) primary sec officer (11) Relief sec officer	R _____
1.3	Sunday pay premium	R _____
	Public holiday premium	R _____
1.4	Leave provision	R _____
	Sick pay	R _____
	Study leave	R _____
	Family responsibility	R _____
	Night shift allowance	R _____
	Cleaning Allowance	R _____
	Provident Fund	R _____
	Health Insurance	R _____
	Statutory Annual Bonus	R _____
1.5	<b>SUB TOTAL: EMPLOYEE BENEFITS</b>	R _____
	<b>STATUTORY FEES:</b>	
	UIF	R _____
	COIDA/WCA	R _____
	Training (Skills Development Levy)	R _____



	<p><b>SUB TOTAL: STATUTORY BENEFITS</b></p> <hr/> <p><b>ADDITIONAL COSTS</b>  Set of Uniform(Statutory requirements)  Share of overheads</p> <hr/> <p><b>SUB TOTAL: POSSIBLE EXTRA COST</b></p> <hr/>	R _____  R _____ R _____  R _____
	<p>TOTAL TENDER AMOUNT PER MONTH IN WORDS  (INCLUDING ALL OVERHEADS)</p>	R _____  



**SCHEDULE C 03: The provision of continuous 24-hour security services at Ganyesa Road Camp**

SITE	DEPT	GRADE C		REMARKS	TOTAL
		D	N		
Ganyesa Road Camp	DPWRT	2	2		04
<b>TOTAL</b>		<b>2</b>	<b>2</b>		<b>04</b>

TOTAL TENDER AMOUNT PER MONTH IN WORDS (Including all overheads, supervision and VAT)

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TOTAL TENDER AMOUNT FOR 36 MONTHS IN WORDS (Including all overheads, supervision and VAT)

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**iii. PRICE STRUCTURE**

**NB: THIS QUESTIONNAIRE MUST BE COMPLETED BY ALL TENDERERS, FAILURE TO COMPLY MAY INVALIDATE THE TENDER**

1. WAGES (per month)		GRADE C SECURITY GUARD (PER GUARD)
1.1	Hourly rate per officer	R _____
1.2	Ordinary time; (1) primary sec officer (11) Relief sec officer	R _____
1.3	Sunday pay premium	R _____
	Public holiday premium	R _____
1.4	Leave provision	R _____
	Sick pay	R _____
	Study leave	R _____
	Family responsibility	R _____
	Night shift allowance	R _____
	Cleaning Allowance	R _____
	Provident Fund	R _____
	Health Insurance	R _____
	Statutory Annual Bonus	R _____
	<b>SUB TOTAL: EMPLOYEE BENEFITS</b>	R _____
1.5	<b>STATUTORY FEES:</b>	R _____
	UIF	R _____
	COIDAWCA	R _____
	Training (Skills Development Levy)	R _____



	<p><b>SUB TOTAL: STATUTORY BENEFITS</b></p> <hr/> <p><b>ADDITIONAL COSTS</b></p> <p>Set of Uniform(Statutory requirements)</p> <p>Share of overheads</p> <hr/> <p><b>SUB TOTAL: POSSIBLE EXTRA COST</b></p> <hr/>	<p>R _____</p> <p>R _____</p> <p>R _____</p>
	<p>TOTAL TENDER AMOUNT PER MONTH IN WORDS (INCLUDING ALL OVERHEADS)</p>	<p>R _____</p>



**SCHEDULE C 04: The provision of continuous 24-hour security services Morokweng Road Camp**

SITE	DEPT	GRADE C		REMARKS	TOTAL
		D	N		
Morokweng Road Camp		3	3		06
<b>TOTAL</b>		<b>3</b>	<b>3</b>		<b>06</b>

**TOTAL TENDER AMOUNT PER MONTH IN WORDS (Including all overheads, supervision and VAT)**

\_\_\_\_\_

**TOTAL TENDER AMOUNT FOR 36 MONTHS IN WORDS (Including all overheads, supervision and VAT)**

\_\_\_\_\_

**iv. PRICE STRUCTURE**

**NB: THIS QUESTIONNAIRE MUST BE COMPLETED BY ALL TENDERERS, FAILURE TO COMPLY MAY INVALIDATE THE TENDER**

1. WAGES (per month)		GRADE C SECURITY GUARD (PER GUARD)
1.1	Hourly rate per officer	R _____
1.2	Ordinary time; (1) primary sec officer (11) Relief sec officer	R _____
1.3	Sunday pay premium	R _____
	Public holiday premium	R _____
1.4	Leave provision	R _____
	Sick pay	R _____
	Study leave	R _____
	Family responsibility	R _____
	Night shift allowance	R _____
	Cleaning Allowance	R _____
	Provident Fund	R _____
	Health Insurance	R _____
	Statutory Annual Bonus	R _____
	<b>SUB TOTAL: EMPLOYEE BENEFITS</b>	R _____
1.5	<b>STATUTORY FEES:</b>	
	UIF	R _____
	COIDAWCA	R _____
	Training (Skills Development Levy)	R _____
	<b>SUB TOTAL: STATUTORY BENEFITS</b>	R _____
	<b>ADDITIONAL COSTS</b>	R _____



	Set of Uniform(Statutory requirements) Share of overheads <hr/> <b>SUB TOTAL: POSSIBLE EXTRA COST</b> <hr/>	R _____ R _____  R _____
	TOTAL TENDER AMOUNT PER MONTH IN WORDS (INCLUDING ALL OVERHEADS)	R _____



**SCHEDULE C 05: The provision of continuous 24-hour security services at Louwna Road Camp**

SITE	DEPT	GRADE C		REMARKS	TOTAL
Louwna Road Camp		2	2		04
<b>TOTAL</b>		<b>2</b>	<b>2</b>		<b>04</b>

TOTAL TENDER AMOUNT PER MONTH IN WORDS (Including all overheads, supervision and VAT)

\_\_\_\_\_

\_\_\_\_\_

TOTAL TENDER AMOUNT FOR 36 MONTHS IN WORDS (Including all overheads, supervision and VAT)

\_\_\_\_\_

\_\_\_\_\_

**v. PRICE STRUCTURE**

**NB: THIS QUESTIONNAIRE MUST BE COMPLETED BY ALL TENDERERS, FAILURE TO COMPLY MAY INVALIDATE THE TENDER**

1. WAGES (per month)		GRADE C SECURITY GUARD (PER GUARD)
1.1	Hourly rate per officer	R _____
1.2	Ordinary time; (1) primary sec officer (11) Relief sec officer	R _____
1.3	Sunday pay premium	R _____
	Public holiday premium	R _____
1.4	Leave provision	R _____
	Sick pay	R _____
	Study leave	R _____
	Family responsibility	R _____
	Night shift allowance	R _____
	Cleaning Allowance	R _____
	Provident Fund	R _____
	Health Insurance	R _____
	Statutory Annual Bonus	R _____
	<b>SUB TOTAL: EMPLOYEE BENEFITS</b>	R _____
1.5	<b>STATUTORY FEES:</b>	
	UIF	R _____
	COIDA/WCA	R _____
	Training (Skills Development Levy)	R _____
	<b>SUB TOTAL: STATUTORY BENEFITS</b>	R _____
	<b>ADDITIONAL COSTS</b>	
	Set of Uniform(Statutory requirements)	R _____



	Share of overheads <hr/> <b>SUB TOTAL: POSSIBLE EXTRA COST</b> <hr/>	R _____  R _____
	TOTAL TENDER AMOUNT PER MONTH IN WORDS (INCLUDING ALL OVERHEADS)	R _____



**SCHEDULE C 06: The provision of continuous 24-hour security services at Loretlweng Primary School**

SITE	DEPT	GRADE C		REMARKS	TOTAL
		D	N		
Loretlweng Primary School	Public Works	2	2		4
<b>TOTAL</b>		<b>2</b>	<b>2</b>		<b>4</b>

TOTAL TENDER AMOUNT PER MONTH IN WORDS (Including all overheads, supervision and VAT)

\_\_\_\_\_

\_\_\_\_\_

TOTAL TENDER AMOUNT FOR 36 MONTHS IN WORDS (Including all overheads, supervision and VAT)

\_\_\_\_\_

\_\_\_\_\_

**vi. PRICE STRUCTURE**

NB: THIS QUESTIONNAIRE MUST BE COMPLETED BY ALL TENDERERS, FAILURE TO COMPLY MAY INVALIDATE THE TENDER

1. WAGES (per month)		GRADE C SECURITY GUARD (PER GUARD)
1.1	Hourly rate per officer	R _____
1.2	Ordinary time; (1) primary sec officer (11) Relief sec officer	R _____
1.3	Sunday pay premium	R _____
	Public holiday premium	R _____
1.4	Leave provision	R _____
	Sick pay	R _____
	Study leave	R _____
	Family responsibility	R _____
	Night shift allowance	R _____
	Cleaning Allowance	R _____
	Provident Fund	R _____
	Health Insurance	R _____
	Statutory Annual Bonus	R _____
<b>SUB TOTAL: EMPLOYEE BENEFITS</b>		R _____
1.5	<b>STATUTORY FEES:</b>	
	UIF	R _____
	COIDA/WCA	R _____
	Training (Skills Development Levy)	R _____
<b>SUB TOTAL: STATUTORY BENEFITS</b>		R _____



	<p><b>ADDITIONAL COSTS</b>  Set of Uniform(Statutory requirements)  Share of overheads</p> <hr/> <p><b>SUB TOTAL: POSSIBLE EXTRA COST</b></p> <hr/>	R _____ R _____ R _____
	<p>TOTAL TENDER AMOUNT PER MONTH IN WORDS  (INCLUDING ALL OVERHEADS)</p>	R _____



**SCHEDULE C 07: The provision of continuous 24-hour security services at Tlotlang Thuto Primary School**

SITE	DEPT	GRADE C		REMARKS	TOTAL
		D	N		
Tlotlang Thuto Primary School		2	2		04
<b>TOTAL</b>		<b>2</b>	<b>2</b>		<b>04</b>

TOTAL TENDER AMOUNT PER MONTH IN WORDS (Including all overheads, supervision and VAT)

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TOTAL TENDER AMOUNT FOR 36 MONTHS IN WORDS (Including all overheads, supervision and VAT)

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**vii. PRICE STRUCTURE**

**NB: THIS QUESTIONNAIRE MUST BE COMPLETED BY ALL TENDERERS, FAILURE TO COMPLY MAY INVALIDATE THE TENDER**

1. WAGES (per month)		GRADE C SECURITY GUARD (PER GUARD)
1.1	Hourly rate per officer	R _____
1.2	Ordinary time; (1) primary sec officer (11) Relief sec officer	R _____
1.3	Sunday pay premium	R _____
	Public holiday premium	R _____
1.4	Leave provision	R _____
	Sick pay	R _____
	Study leave	R _____
	Family responsibility	R _____
	Night shift allowance	R _____
	Cleaning Allowance	R _____
	Provident Fund	R _____
	Health Insurance	R _____
	Statutory Annual Bonus	R _____
	<b>SUB TOTAL: EMPLOYEE BENEFITS</b>	R _____
1.5	<b>STATUTORY FEES:</b>	
	UIF	R _____
	COIDA/WCA	R _____
	Training (Skills Development Levy)	R _____



	<u>SUB TOTAL: STATUTORY BENEFITS</u>  <u>ADDITIONAL COSTS</u> Set of Uniform(Statutory requirements) Share of overheads  <u>SUB TOTAL: POSSIBLE EXTRA COST</u>	R _____  R _____ R _____  R _____
	TOTAL TENDER AMOUNT PER MONTH IN WORDS (INCLUDING ALL OVERHEADS)	R _____

**CALCULATION OF WAGE (PRICE) STRUCTURE**

**NB Calculations to be done as per National Bargaining Council illustrative contract pricing structure**



**NORTH WEST PROVINCE**

**DEPARTMENT OF PUBLIC WORKS AND ROADS**

**CONTRACT NO: PWR 115/24**

**NORTH WEST DEPARTMENT OF PUBLIC WORKS AND ROADS: PROVISION OF PHYSICAL SECURITY SERVICES AT GANYESA SUB DISTRICT SITES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.**

**E: DECLARATION OF GOOD STANDING REGARDING TAX**

Are you registered in terms of Clauses 23 (1) or 23 (3) of the Value Added Tax Act, 1991 (Act No389 of 1991) (Delete which is not applicable)	YES	NO
---	-----	----

If yes, state your VAT registration number	
--	--

NB: Rates and prices excluding value added tax are required. If you are not registered in terms of the Act, the tax component included in each tendered price shall be indicated separately. In that case proof to substantiate the tax component must be furnished with your tender to the satisfaction of the State Tender board.

Should you fail to comply with this requirement your tendered prices, i.e. the prices including the tax component, will be used to your disadvantage when evaluated against other tender prices which may probably be without the tax component.

**SIGNED ON BEHALF OF THE TENDERER:**

---

**NORTH WEST PROVINCE**



DEPARTMENT OF PUBLIC WORKS AND ROADS  
 CONTRACT NO: PWR 115/24

NORTH WEST DEPARTMENT OF PUBLIC WORKS AND ROADS: PROVISION OF PHYSICAL SECURITY SERVICES AT GANYESA SUB DISTRICT SITES FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

**F: AMENDMENTS OR QUALIFICATIONS BY THE TENDERER**

PAGES	DESCRIPTION

SIGNED ON BEHALF OF THE TENDERER :

\_\_\_\_\_

NORTH WEST PROVINCE

DEPARTMENT OF PUBLIC WORKS AND ROADS

G: DECLARATION: CATEGORY OF COMPANY 4.8

**G. DECLARATION OF CATEGORY OF COMPANY**

\_\_\_\_\_

\_\_\_\_\_

**IN WHAT CATEGORY DOES YOUR COMPANY FALL?**  
 (Mark with an X where applicable)

	<b>LARGE</b>	<b>MEDIUM</b>	<b>SMALL</b>	<b>MICRO</b>
Annual Turnover	More than R25 million	Between R 25 million and R5 million	Between R5 million and R1,25 million	Less than R1,25 million
Number of Employees	More than 150 employees	Between 150 And 76	Between 76 and 9	Between 8 and 1
Assets of the Company	More than R5 million	Between R5 million And R1 million	Between R1 million And R0,25 million	Less than R2,25 million

SIGNED ON BEHALF OF THE TENDERER :

\_\_\_\_\_



**THE NATIONAL TREASURY**

**Republic of South Africa**



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**GOVERNMENT PROCUREMENT:  
GENERAL CONDITIONS OF CONTRACT**

**July 2010**

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

**NOTES**

The purpose of this document is to:

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

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

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

## TABLE OF CLAUSES

1.	Definitions
2.	Application
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6.	Patent rights
7.	Performance security
8.	Inspections, tests and analysis
9.	Packing
10.	Delivery and documents
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17.	Prices
18.	Contract amendments
19.	Assignment
20.	Subcontracts
21.	Delays in the supplier's performance
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23.	Termination for default
24.	Dumping and countervailing duties
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27.	Settlement of disputes
28.	Limitation of liability
29.	Governing language
30.	Applicable law
31.	Notices
32.	Taxes and duties
33.	National Industrial Participation Programme (NIPP)
34.	Prohibition of restrictive practices

## General Conditions of Contract

### 1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract,

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

**7. Performance security**

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

**8. Inspections, tests and analyses**

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

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

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
- 9. Packing**
- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.
- 10. Delivery and documents**
- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.
- 11. Insurance**
- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
- 12. Transportation**
- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
- 13. Incidental services**
- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
14. Spare parts
- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) In the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
15. Warranty
- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

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

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

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

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

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

**22. Penalties**

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

**23. Termination for default**

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

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

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

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

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

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

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

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

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

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

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

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

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

may be due to him

**25. Force  
Majeure**

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

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

**26. Termination  
for Insolvency**

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

**27. Settlement of  
Disputes**

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

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

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

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

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

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

**28. Limitation of  
liability**

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

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

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

JA General Conditions of Contract (revised July 2010)