



## GAUTENG PROVINCE

HUMAN SETTLEMENTS  
REPUBLIC OF SOUTH AFRICA

<b>DEPARTMENT</b>	DEPARTMENT OF HUMAN SETTLEMENTS
<b>TENDER DESCRIPTION</b>	<b>THE ESTABLISHMENT OF A PRE-APPROVED LIST OF SERVICE PROVIDERS TO PROVIDE INTEGRATED COMMUNICATION SERVICES: MARKETING, EVENTS MANAGEMENT, PUBLIC RELATIONS, ADVERTISING AND BULK MEDIA BUYING SERVICES FOR THE DEPARTMENT OF HUMAN SETTLEMENTS OVER A PERIOD OF 36 MONTHS</b>
<b>TENDER NUMBER</b>	HLA 4/2/4 - 2025/01

<b>BRIEFING SESSION</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	SESSION COMPULSORY	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>BRIEFING</b>	VENUE	MICROSOFT TEAMS	TIME	11H00	
	DATE	16 MAY 2025			

<b>CLOSING DATE</b>	30 MAY 2025
<b>CLOSING TIME</b>	11H00
<b>VALIDITY PERIOD</b>	120 DAYS

### Notes:

- All bids / tenders must be deposited in the Tender Box at the advertised address:
- Bids / tenders must be deposited in the Tender Box on or before the closing date and time.
- Bids / tenders submitted by fax will not be accepted.
- This bid is subject to the preferential procurement policy framework act and the preferential procurement regulations 2022, the General Conditions of Contract (GCC) 2010 and, if applicable, any other special conditions of contract.
- The Gauteng Department of Human Settlements values the protection of personal information act (POPI act) and expects all tenderers to comply with the act.
- **ALL REQUIRED INFORMATION MUST BE COMPLETED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**



## GAUTENG PROVINCE

HUMAN SETTLEMENTS  
REPUBLIC OF SOUTH AFRICA

Tender Number	Description	Briefing Session	Closing Date
<b>HLA 4/2/4 - 2025/01</b>	Re-Advert - The establishment of a pre-approved list of service providers to provide integrated communications services: Marketing, Events Management, Public Relations, Advertising and Bulk Media Buying Services for the Department of Human Settlements over a period of 36 months.	<p>There will be a Non-Compulsory Briefing Session on Microsoft Teams on the <b>16 May 2025 @ 11h00</b>. Attendance is highly recommended.</p> <p>Bidders who are interested in applying for this tender must send in an application to the following email address <a href="mailto:infogdhus.tenders@gauteng.gov.za">infogdhus.tenders@gauteng.gov.za</a> and copy <a href="mailto:Cyril.chauke@gauteng.gov.za">Cyril.chauke@gauteng.gov.za</a> and <a href="mailto:Nkele.Maleka@gauteng.gov.za">Nkele.Maleka@gauteng.gov.za</a> for Microsoft teams invite for application for the briefing session <b>or click on the link below to join.</b></p> <p><a href="#">Join the meeting now</a></p>	<p><b>Date: 30 May 2025</b>  <b>Venue:</b> Department of Human Settlements Nevada Building, Ground Floor Reception          68 Voortrekker Street, Alberton,</p>

Documents can only be downloaded from Treasury website from: Website <http://e-tenders.gauteng.gov.za/Pages/Home.aspx> 2. E-mail [tender.admin@gauteng.gov.za](mailto:tender.admin@gauteng.gov.za) from the **02 May 2025**. Completed tender documents clearly marked with the relevant reference number and placed in a sealed envelope must be deposited in the tender box on the **Ground Floor Reception Department of Human Settlements , Nevada Building, 68 Voortrekker Street, Alberton,** 1449 no later than 11:00 on or before the relevant stipulated date above.

All enquiries related to the content of the Terms of Reference may be directed in writing for attention to [infogdhus.tenders@gauteng.gov.za](mailto:infogdhus.tenders@gauteng.gov.za) and copy [Morongwe.Mashoko@Gauteng.gov.za](mailto:Morongwe.Mashoko@Gauteng.gov.za) Any other enquiry related to bid process may be directed in writing for attention to Ms. Nkele Maleka at [Nkele.Maleka@Gauteng.gov.za](mailto:Nkele.Maleka@Gauteng.gov.za) and Mr Cyril Chauke at [Cyril.Chauke@gauteng.gov.za](mailto:Cyril.Chauke@gauteng.gov.za) and copy [infogdhus.tenders@gauteng.gov.za](mailto:infogdhus.tenders@gauteng.gov.za). The bid number should be mentioned in all correspondences. Telephonic requests for clarification will not be accepted.

**All the bids advertised will remain valid for 120 days from the official bid closing date. Only companies who have submitted all the information required will be considered for the evaluation process. Please note that should you be not contacted 120 days after the closing date, consider your bid unsuccessful. All shortlisted bidders may be subjected to undergo a security screening in terms of Section 2 (1)(b) of the National Security Intelligence Act 7 of 2002 as amended.**



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HUMAN SETTLEMENTS  
REPUBLIC OF SOUTH AFRICA

### **IT IS A CONDITION OF BIDDING THAT –**

- 1.1 The taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with the South African Revenue Service to meet his / her tax obligations.
- 1.2 The South African Revenue Service (SARS) from the 18 April 2016 has introduced an enhanced Tax Compliance Status System, whereby taxpayers will obtain their Tax Compliance Status (TCS) PIN instead of original Tax Clearance Certificate hard copies.
- 1.3 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.
- 1.4 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](http://www.sars.gov.za).
- 1.5 In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Compliance Status (TCS) / PIN / CSD Number.
- 1.6 Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD Number must be provided.



## GAUTENG PROVINCE

HUMAN SETTLEMENTS  
REPUBLIC OF SOUTH AFRICA

### REQUIREMENTS FOR REGISTERED BIDDERS ON CENTRAL SUPPLIER DATABASE **PLEASE NOTE:**

**SUPPLIERS ARE REQUIRED TO PROVIDE THEIR REGISTERED CENTRAL SUPPLIER DATABASE (CSD) NUMBER \_\_\_\_\_**

**Registered Suppliers to ensure that all details completed below are CURRENT.**

MANDATORY SUPPLIER DETAILS	
CSD Supplier number	
Company name (Legal & Trade as)	
Company registration No	
Tax Number	
VAT number (If applicable)	
Street Address	Postal Address
CONTACT DETAILS	
Contact Person	
e-mail address	
Telephone Number	
Cell Number	

*NB: Bidders are requested to include their CSD reports in their submission of the tender documents.*

**I HEREBY CERTIFY THAT THIS INFORMATION IS CORRECT**

Name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

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



### **Submission of Financial Statements**

Where applicable the latest financial statements for the last two years are required (except if it is a new or a dormant entity)

- a) Financial statements must be signed by the an accountant (in the case of companies) or the accounting officer (in the case of close corporations) the owner (in case of sole proprietors). Signatures must be on the accounting officer's / auditors report on the auditor's /accounting officer's letterhead.
- b) Financial statements must be signed by the member/s (in the case of close corporations) or by the director/s (in the case of companies.)
- c) In bids where consortia/joint ventures/sub-contractors and partnerships are involved, all bidders must submit their financial statements.
- d) If it is a new or dormant entity an opening set of financial statements must be submitted with the tender document. A letter from an accountant (in the case of companies) or the accounting officer (in the case of close corporations) stating that the entity has not yet traded must be attached.
- e) In cases where an entity has operated for a period less than a year the Management Accounts Report for the period in operation must be submitted signed accordingly as stated in paragraph (a) and (b) of this document.
- f) In cases where the entity has operated for a period more than a year but less than three years, then the financial statement for the two years of operation signed accordingly as per paragraph (a) and (b) of this document must be submitted.

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GAUTENG DEPARTMENT OF HUMAN SETTLEMENTS</b>					
BID NUMBER:	HLA 4/2/4 - 2025/01	CLOSING DATE:	30 May 2025	CLOSING TIME:	11h00
DESCRIPTION	RE-ADVERT - THE ESTABLISHMENT OF A PRE-APPROVED LIST OF SERVICE PROVIDERS TO PROVIDE INTEGRATED COMMUNICATION SERVICES: MARKETING, EVENTS MANAGEMENT, PUBLIC RELATIONS, ADVERTISING AND BULK MEDIA BUYING SERVICES FOR THE DEPARTMENT OF HUMAN SETTLEMENTS OVER A PERIOD OF 36 MONTHS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Nevada Building, Ground Floor Reception					
68 Voortrekker Street					
Alberton					
1449					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Nkele Maleka		CONTACT PERSON	Morongwe Mashoko	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:Nkele.Maleka@gauteng.gov.za">Nkele.Maleka@gauteng.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:Morongwe.Mashoko@gauteng.gov.za">Morongwe.Mashoko@gauteng.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

## PART B TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER.....

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

DATE.....

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

**YES/NO**

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

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

**YES/NO**

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<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.



2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

### **3 DECLARATION**

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

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

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<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.

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

## 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**

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#### 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) The either 80/20 or 90/10 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	80/90
SPECIFIC GOALS	20/10
<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:

<b>80/20</b>	<b>or</b>	<b>90/10</b>	
$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$	

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:

**80/20**

**or**

**90/10**

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

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 in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Specific Goals and / or RDP Goals	To be determined during the implementation stage	To be determined during the implementation stage	To be determined during the implementation stage	To be determined during the implementation stage

#### **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:** .....

.....

.....

.....



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## TERMS OF REFERENCE

### **THE ESTABLISHMENT OF A PRE-APPROVED LIST OF SERVICE PROVIDERS TO PROVIDE INTEGRATED COMMUNICATIONS SERVICES: MARKETING, EVENTS MANAGEMENT, PUBLIC RELATIONS, ADVERTISING AND BULK MEDIA BUYING SERVICES FOR THE DEPARTMENT OF HUMAN SETTLEMENTS OVER A PERIOD OF 36 MONTHS**

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#### **1. PURPOSE**

The Department of Human Settlements seeks to establish a pre-approved list of service providers to provide marketing, events management, public relations, advertising and communication services that will be used on a rotational basis. These companies will collaborate with the department to develop, implement, and monitor innovative marketing strategies and creative concepts, ensuring effective execution and the successful marketing and profiling of the department's programmes and elevated priorities over a period of thirty-six (36) months.

#### **2. BACKGROUND**

The Gauteng Department of Human Settlements is responsible for building integrated, sustainable human settlements by facilitating housing development, upgrading informal settlements, and transforming hostels into safe, habitable family units. Additionally, the Department is committed to accelerating the processing and handover of title deeds to deserving beneficiaries and promoting holistic, integrated planning to ensure cohesive and thriving communities.

Key initiatives include the Breaking New Ground (BNG) strategy and the ambitious Mega Projects Human Settlements Strategy, which is aimed at promoting integrated and sustainable human settlements across Gauteng. The department also introduced the First Home Finance program, addressing the housing needs of the 'gap market' by making homeownership more accessible. Over the past 30 years, the department has provided over 1.3 million housing opportunities, improving the lives of more than 5.2 million people and contributing to greater equity and upliftment in underprivileged communities.





### 3. VISION STATEMENT

Integrated sustainable Human Settlements within a Smart Gauteng City Region

### 4. MISSION

To lead and direct the delivery of Human Settlements across Gauteng, and the restoration of human dignity through:

- Functional and integrated management and governance of the Department.
- The development and implementation of responsive research-based policies, legislation and strategic frameworks that enable the speedy, effective and efficient delivery of human settlements.
- Facilitating the development of spatially just, efficient, equitable, sustainable and transformed human settlements.
- Implementing an efficient and effective Beneficiary Administration and Title Deeds
- Programme that provides social justice through security of tenure and asset value for homeowners; and
- Effective, efficient and compliant management of the Department's housing stock/property assets.

### 5. COMMUNICATION CAMPAIGN

The Communications Services is responsible for developing a communication strategy aimed at profiling and marketing the work of the department. The goal is to create awareness and showcase the achievements made by the department in delivering sustainable, integrated human settlements, as well as to communicate the key elevated priorities of the 7th Administration.

This campaign will serve as a platform to highlight the various products offered by the department and how the communities can access them. As well as positioning the Department as an organ of state that provides diverse housing typologies for different target markets, contributing to the creation of sustainable, integrated human settlements with access to social and economic opportunities. Additionally, the campaign will address and manage the perception that the department only provides RDP/low-cost houses.



Furthermore, the department aims to raise awareness about various subjects, including title deeds, the rental tribunal, and civic education on property and housing-related matters, among others. It also seeks to communicate the challenges it faces in implementing some of its priority plans, such as resolving issues related to incomplete and abandoned houses. Another critical

concern is the fraudulent sale of houses and land, with scams increasingly targeting vulnerable communities and defrauding them of their hard-earned money.

This initiative will also support the department in managing public perceptions and safeguarding its reputation through transparency, proactive issue management, and fostering strong relationships with all stakeholders, potential beneficiaries, and the community at large.

## **6. TARGET AUDIENCE**

- Gauteng Residents
- Beneficiaries (Customers)
- Potential Beneficiaries on the waiting list
- Prospective First Home Finance (formerly known as FLISP) housing subsidy beneficiaries.
- Media (Community, mainstream and social)
- All spheres of government
- Government agencies
- Private Sector
- Employees
- Financial institutions
- Housing institutions

## **7. SCOPE OF WORK**

The Gauteng Department of Human Settlements (GDHS) hereby invites experienced and reputable bidders to submit proposals for pre-approved list of service providers to provide marketing, events management, public relations, advertising and communication services for the departmental key priority programmes and campaigns. The service providers in consultation with the Department's Communication Unit will be responsible for the following services:



## **7.1. CATEGORY A: PROVISION OF CAMPAIGN STRATEGY AND CREATIVE DEVELOPMENT-**

- a) Develop targeted communication strategies and campaign concepts.
- b) The plan / concept document should propose and develop visual concepts to be applied on all communication platforms (print, radio, billboards, online, above the line advertising service, campaign activation concepts)
- c) Produce and manage content for the campaigns.
- d) Conceptualise creative concepts, messages and themes for departmental marketing communication and education and awareness campaigns about elevated departmental priorities, housing delivery programme etc.
- e) Produce above-the-line, below-the-line and through-the-line creative material for department's campaigns.
- f) Develop targeted social media campaigns for department that not only push the campaigns, but that will also create meaningful conversations and encourage participation of stakeholders on the departmental key priorities, housing delivery programmes while at the same time increasing followers and interactions on departmental social media platforms: Facebook, X, Instagram TikTok, YouTube and create the LinkedIn Account, etc.
- g) Provide social media live streaming services when required.

## **7.2. CATEGORY B: PROVIDE GRAPHIC DESIGN OR CREATIVE SERVICES**

### **DEVELOPMENT OF ABOVE-THE-LINE CREATIVE MATERIAL**

Design, produce and print various creative materials and advertisements that can be flighted on multiple communication platforms, such as:

- a) Community and commercial electronic media (radio and television)
- b) Community and commercial print media (newspapers and sector magazines)
- c) Various outdoor media
- d) Various broadcast, digital and online channels

### **DEVELOPMENT OF BELOW-THE-LINE MATERIAL**

- a) Design, layout, produce and print various below-the-line creative material and advertisements, not limited to:
- b) Various types of branding material including different banners.
- c) Certificates, business cards, signage, lanyards, plastic pouches for nametags, pledge boards, canvas frames, etc.

- d) – (Moved to the exhibition section)
- e) – (Moved to the videography section)

### **7.3. CATEGORY C: MEDIA BULK BUYING**

#### **a) Media Bulk Buying**

- Digital Billboards: Securing and managing placements on high-traffic digital billboards.
- Static Billboards: Negotiating and purchasing space on traditional billboards for long-term campaigns.

#### **b) Other Bulk Media Purchases**

- Acquiring bulk advertising space across various media channels such as print media, electronic media and digital media.

### **7.4. CATEGORY D: EVENTS MANAGEMENT**

The service providers will be required to organise events such as handover of houses and title deeds events, media site tours, awards ceremonies, expos, stakeholder roundtable sessions, etc.

The following services will be required:

- a) Assist with event conceptualisation (event planning and management) and ensure that events comply with safety and security JOC requirements.
- b) Obtain Joint Operation Committee (JOC) approvals.
- c) Hire venue and set-up (universal access, stage management, lighting and security)
- d) Source marque package.
- e) Deco and furniture hire (*when required*)
- f) Audio visual equipment hire and set-up.
- g) Source Catering and entertainment, (*as and when needed*)
- h) Event branding and signage
- i) Event promotion through various digital and communication platforms
- j) Organise social media live streaming, content creation and real time live posting (*When required*)
- k) Sourcing of corporate gifts (*when required or arrange sponsorship through partnerships*)
- l) Registration and accreditation services (*When required*)
- m) Management of invitations and RSVP's (*When required*)



- 
- n) Source guest speakers and Master of Ceremonies (*When required*)
  - o) Provide sign language interpretation services (when required)
  - p) Source exhibition stands (When required)
  - q) Produce information packs.
  - r) Produce post-event reports.
  - s) Arrange transport (when required)

## **7.5. CATEGORY E: PRINTING SERVICES**

Department is required to produce and print a number of publications. The panel scope will include printing of publications such as:

- a) Production of strategic documents such as Strategic Plans, Annual Performance Plans (APP), and Annual Reports
- b) Production and printing of brochures, pamphlets, leaflets and newsletters
- c) Provide translation services in African languages.
- d) Provide editing, proofreading, layout, design, and printing services for information products such as brochures, service delivery booklets, leaflets, corporate publications, etc. This list is not exhaustive.
- e) Provide Braille printing services (when required)

## **7.6. CATEGORY F: SUPPLY AND PRODUCTION OF PROMOTIONAL MATERIAL, BRANDING MATERIAL, AND SIGNAGE**

### **BRANDED CLOTHING AND APPAREL**

Design and print various types of branded clothing and apparel, such as:

- a) T-shirts
- b) Caps,
- c) Beanies
- d) Jackets
- e) Sun hats,
- f) Hard hats
- g) Work suits.
- h) Boots etc.



## **BRANDING MATERIAL**

- a) Design and print branding material such as:
- b) Pop Up banners (2mx1m banners, double sided, full colour with bags)
- c) Cluster flags (5.8 m High, 3mx1m, with stand and bag)
- d) A-frame banners, double sided, full colour with bags (2mx1m A frame)
- e) Pull Up Banners (900mx660m, full colour) and (1200mx800m, full colour)
- f) Telescopic Banners (600mx600m)
- g) Teardrops Banners (600mx600m)
- h) Wall Banners (3mx3m)
- i) Gazebos
- j) Branded Tablecloths (1.2mx2m)

## **7.7. CATEGORY G: SOURCING OF EXHIBITION STANDS AND SIGNAGES**

Source custom-built exhibition stands exhibition, and display stands for effective brand engagement.

- a) **Size Options:** Completely customisable to meet specific needs.
- b) **Structure:** Made from combination of materials for bespoke designs.
- c) **Graphics:** Custom graphics, 3D logos, and branded elements.
- d) **Features:** Incorporate meeting areas, reception counters, product displays, and interactive zones.
- e) **Technology Integration:** AV equipment, video walls, interactive screens, and Wi-Fi connectivity.
- f) **Lighting:** Custom lighting solutions, including LED spotlights, coloured lighting effects, and illuminated logos.
- g) **Signage:** Design, layout and print various office signages and signage for various regional offices.

## **7.8. CATEGORY H: AUDIO-VISUAL COMMUNICATION AND PRODUCTS (PHOTOGRAPHY AND VIDEOGRAPHY)**

Commission a professional photographer, videographer including editing services (*when required*) to attend key departmental events and activations to produce still pictures, videos and drone footage to be utilised for all the collaterals and advertisements including for the departmental annual report.



- a) Produce Corporate videos and campaign vignettes.
- b) Produce animated content and motion graphics.
- c) Produce video production for the Awards Ceremonies
- d) Video Script Writing (when required)
- e) Onsite editing and sharing of photos and videos.

## 8. EVALUATION METHODOLOGY

The evaluation of bids will be done in terms of the Public Finance Management Act (PFMA), the GDHS Supply Chain Policy (SCM Policy for Infrastructure Procurement and Delivery Management) and the Preferential Procurement Policy Framework Act 5 of 2000, read with the Preferential Procurement Regulations, 2022.

The evaluation of bids will be done in three stages as follows: **Administrative Compliance, Mandatory Compliance, and Functionality Evaluation**. During these stages, bids that do not meet the Mandatory Compliance requirements will be disqualified and will not be considered for further evaluation on Functionality. Bids that do not meet the minimum threshold during the Functionality Evaluation will be disqualified and will not be considered to form part of the panel.

Stage 1A: Administrative Compliance

Stage 1B: Mandatory Compliance

Stage 2: Functionality Evaluation

### 8.1. Stage 1A: Administrative Compliance

Administrative compliance comprises of checking if bidders have complied with the requirements as listed below: **Non-compliance will not result in the bidder being disqualified.**

- Duly Complete, sign and submit all (Standard Bidding Documents) SBD documents:
  - SBD 1 – Invitation to bid.
  - SBD 6.1 – Preference Points Claim Form.
- Valid SARS Tax compliance status TCS pin
- Proof of registration with Central Supplier Database
- Company CIPC registration documents
- Company profile
- Certified copies of IDs for Member/Directors
- Valid B-BBEE Certificate or valid Sworn Affidavit.





## NOTES:

- Bidders qualifying as Exempted Micro Enterprise (EME) or Qualifying Small Enterprises (QSE) can submit a valid Sworn Affidavit (DTIC) or B-BBEE Certificate issued by the Companies & Intellectual Property Commission (CIPC) on behalf of the DTIC, which serves as an Affidavit
  - *Sworn Affidavits must be signed and dated by the Deponent and attested to by a Commissioner of Oaths, in line with the Justices of the Peace and Commissioners of Oaths Act of 1963 and prescribed by the B-BBEE Codes of Good Practice*
  - *Sworn Affidavit must be signed by a Commissioner of Oath on the same date as the Deponent.*
- Only valid B-BBEE Status Level Verification Certificates, issued by agencies accredited by SANAS will be accepted.
- In case of a Consortium/ Joint Venture (JV), all bidders must submit a valid consolidated B-BBEE Status Level Verification Certificate, issued by an agency accredited by SANAS will be accepted. Sworn Affidavit for a Consortium/JV will NOT be accepted.
- All Consortium/JV proposals must include the individual companies / parties information for the above documents (where applicable).
- The Department will not accept any **copy of a certified copy**, all certified copies should have the original stamp of certification and the date must not be older than six months from the closing date of the tender.
- All certificates and/or sworn affidavits, certified as a "**true copy of the original**", must comply with the requirements outlined in the Justices of the Peace and Commissioners of Oaths Act of 1963 and its Regulations (as promulgated in Government Notice GNR 1258 of 21 July 1972)

## 8.2. Stage 1B: Mandatory Compliance

Bidders must submit the following valid mandatory documents and **failure to comply with these requirements will result in disqualification from further evaluation.**

- Fully completed and signed SBD 4 (Bidder's Disclosure form)
- In a case where bids are submitted as a Joint Venture, a joint venture/consortium agreement signed by all parties to the agreement (where bidders submit proposals as such). Lead partner to be clearly indicated as well as the proposed revenue split.





- The Bidder must have the below listed key resources within their teams. In this regard, the bidders are urged to comply with the following: (Qualifications, and CVs of All Key Resources as per table 1 below)
  - i. Bidder should note the minimum qualifications and experience necessary for consideration.
  - ii. The Bidder should also provide the stated Portfolio of Evidence (POE) and Means of Verification (MOV) as proof that their key resources are fully qualified, experience and recognised.
  - iii. In cases where bidders are bidding for more than one category, Bidders are not allowed to have one Key Resource involved in more than one area of expertise.

**Table: 1 (Key Resources Requirements)**

CATEGORIES	KEY RESOURCE	MINIMUM QUALIFICATION	MINIMUM EXPERIENCE	POE/MOV
<b>Category A</b>	Communications / Public Relations / Marketing Strategist	NQF level 6 or higher in Marketing / Communication / Public Relations or Advertising)	5 years post qualification	<ul style="list-style-type: none"> <li>Curriculum Vitae indicating 5 years of experience as a Communication / Public Relations / Marketing Strategist</li> <li>Original certified copies of qualifications</li> </ul> <p><b>NB: Foreign Qualifications to be accompanied by SAQA verification Certificate.</b></p>
<b>Category B</b>	Graphic Designer / Creative Director	NQF level 5 or higher in Graphic Design	5 years post qualification	<ul style="list-style-type: none"> <li>Curriculum Vitae indicating 5 years of experience as a Graphic Designer / Creative Director.</li> <li>Original certified copies of qualifications.</li> </ul> <p><b>NB: Foreign Qualifications to be accompanied by SAQA verification Certificate</b></p>
<b>Category C</b>	Media Buyer/Media Relations Strategist	NQF level 6 or higher in Media Studies or Journalism or Marketing or Public Relations or Communications or Advertising	5 years post qualification	<ul style="list-style-type: none"> <li>Curriculum Vitae indicating 5 years of experience as a Media Buyer/Media Relations</li> <li>Original certified copies of qualifications</li> </ul> <p><b>NB: Foreign Qualifications to be accompanied by SAQA verification Certificate</b></p>
<b>Category D</b>	Events Manager	NQF Level 5 in Events Management or NQF level 6 or higher in	5 years post qualification	<ul style="list-style-type: none"> <li>Curriculum Vitae indicating 5 years of experience in Events Management / Specialist in Events Management.</li> </ul>



# GAUTENG PROVINCE

HUMAN SETTLEMENTS  
REPUBLIC OF SOUTH AFRICA

		Marketing / Communication / Public Relations or Advertising)		<ul style="list-style-type: none"> <li>Original certified copies of qualifications</li> </ul> <p><b>NB: Foreign Qualifications to be accompanied by SAQA verification Certificate</b></p>
<b>Category E</b>	Printing Co-ordinator / Manager	NQF Level 4 / 5 or higher in Printing Management or related qualifications	5 years post qualification or 10 years' experience without NQF Level 5, but with NQF Level 4	<ul style="list-style-type: none"> <li>Curriculum Vitae indicating 5 years of experience as a Printing Manager /Coordinator</li> <li>Original certified copies of qualifications</li> <li>In the absence of the necessary qualifications, submit a signed reference letter indicating 10 or more years of experience in the field.</li> </ul> <p><b>NB: Foreign Qualifications to be accompanied by SAQA verification Certificate</b></p>
<b>Category F</b>	Branding Material and Marketing Collateral Buyer	NQF Level 5 or higher in Supply Chain Management or Sales or related qualifications	5 years post qualification or 10 years' experience without NQF Level 5, but with NQF Level 4	<ul style="list-style-type: none"> <li>Curriculum Vitae indicating 5 years of experience as a Buyer in the Marketing and Communication Fields</li> <li>Original certified copies of qualifications</li> <li>In the absence of the necessary qualifications, submit a signed reference letter indicating 10 or more years of experience in the field.</li> </ul> <p><b>NB: Foreign Qualifications to be accompanied by SAQA verification Certificate</b></p>
<b>Category G</b>	Exhibitions Specialist or Exhibition Marketing Specialist or Exhibition Manager/Coordinator or Event/Exhibition Planner	NQF Level 4 / 5 or higher in Marketing / Communication / Public Relations Advertising / Interior Designing / Exhibition Design / Fine Arts	5 years post qualification or 10 years' experience without NQF Level 5, but with NQF Level 4	<ul style="list-style-type: none"> <li>Curriculum Vitae indicating 5 years of experience as an Exhibitions Specialist or Exhibition Marketing Specialist or Exhibition Manager/Coordinator or Event/Exhibition Planner</li> <li>Original certified copies of qualifications</li> <li>In the absence of the necessary qualifications, submit a signed reference letter indicating 10 or more years of experience in the field.</li> </ul>



# GAUTENG PROVINCE

HUMAN SETTLEMENTS  
REPUBLIC OF SOUTH AFRICA

				<b>NB: Foreign Qualifications to be accompanied by SAQA verification Certificate</b>
<b>Category H</b>	Photographer and Videographer (It can be two individuals indicating each specialising in one of the roles.	NQF Level 4 / 5 or higher in photography / videography related qualification/s	5 years post qualification or 10 years' experience without NQF Level 5, but with NQF Level 4	<ul style="list-style-type: none"> <li>Curriculum Vitae indicating 5 years of experience as a Photographer and Videographer</li> <li>Original certified copies of qualifications</li> <li>In the absence of the necessary qualifications, submit a signed reference letter indicating 10 or more years of experience in the field.</li> </ul> <p><b>NB: Foreign Qualifications to be accompanied by SAQA verification Certificate</b></p>

**NB: Bidders who do not comply with the mandatory requirements criteria will be disqualified from further evaluation.**

**NOTE: It is not compulsory to bid for all the categories. It is up to the bidder to decide on which categories to bid for. Complete the below table by ticking the applicable box and attach it to your submission to indicate which categories you will be bidding for.**

*Table: 2*

Category	Service Description	Bidding	Not bidding
<b>Category A:</b>	Provision of Campaign Strategy and Creative Development		
<b>Category B:</b>	Provide Graphic Design or Creative Services		
<b>Category C:</b>	Media Bulk Buying		
<b>Category D:</b>	Events Management		
<b>Category E:</b>	Printing Services		
<b>Category F:</b>	Supply And Production of Promotional – Branding Material and Signage		
<b>Category G:</b>	Sourcing Of Exhibition Stands		
<b>Category H:</b>	Videography And Photography		



### 8.3. Stage 2: Functionality Evaluation Criteria

Bidders should be aware of the minimum required threshold score for each category, only bidders that meet the minimum required threshold will be considered, and any bidder who fails to meet the minimum requirement will be disqualified and not be considered to form part of the panel.

The following criteria and the maximum weights of each criterion as indicated will be applicable:

#### **CATEGORY A: PROVISION OF CAMPAIGN STRATEGY AND CREATIVE DEVELOPMENT**

Category	Sub Criteria	Total Score
<b>Bidders' Relevant Experience</b>  The bidder must prove experience in providing Integrated Marketing Communication (IMC) campaigns. Experience should be demonstrated in the implementation of the IMCs done in the last five years. <ul style="list-style-type: none"> <li>a) The Appointment Letter/ Contract / Purchase Order must be accompanied by corresponding references (reference letters / recommendation letters) both the corresponding documents must be signed, dated and must be on the official letterhead of the company for which the work was done in category A, as stipulated in the scope of work. The corresponding documents read together must clearly specify the date and/or duration that the scope of work was conducted.</li> <li>- In cases where a project was undertaken under a subcontracting arrangement, an Appointment Letter of a subcontractor or contract or Purchase Order accompanied by a corresponding reference letter from the main contractor is to be attached and is compulsory; otherwise, such an appointment letter as a subcontractor will not be considered.</li> <li>b) Appointment and Completion Letters to have contactable references for verification purposes.</li> </ul> <p><b>Panel Appointment Letters will not be accepted without accompanied Task Orders/Similar.</b></p>	<ul style="list-style-type: none"> <li>• Five (5) projects = 60 points</li> <li>• Four (4) projects = 50 points</li> <li>• Three (3) projects = 40 points</li> <li>• Two (2) projects = 30 points</li> <li>• One (1) project = 20 points</li> <li>• No submission = 0 points</li> </ul>	<b>60</b>
<b>Methodology and approach:</b>  <b>The bidder must submit a proposal detailing how they would develop an Integrated Marketing Communication campaign indicating the following elements:</b> <ul style="list-style-type: none"> <li>a) Situational Analysis (PESTEL or SWOT)</li> <li>b) Objectives</li> <li>c) Target Audience Analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with all the eleven (11) elements = 40 points</li> <li>• Compliance with the ten (10) elements = 30 points</li> <li>• Compliance with the nine (09) elements = 20 points</li> </ul>	<b>40</b>



# GAUTENG PROVINCE

HUMAN SETTLEMENTS  
REPUBLIC OF SOUTH AFRICA

d) Communication Channels e) Content Strategy f) Stakeholder Engagement g) Media Relations h) Digital Communications i) Measurement and Evaluation j) Budget and Resources k) Implementation Plan	<ul style="list-style-type: none"> <li>Compliance with the eight (08) elements = 10 points</li> <li>Compliance with the seven (07) elements and below = 0 points</li> </ul> No submission of relevant required experience	
<b>MINIMUM THRESHOLD</b>		<b>80</b>
<b>TOTAL</b>		<b>100</b>

## CATEGORY B: PROVIDE GRAPHIC DESIGN OR CREATIVE SERVICES

Category	Sub Criteria	Total Score
<b>The bidder must provide the following documents:</b> <p>a) The Appointment Letter/ Contract / Purchase Order must be accompanied by corresponding references (reference letters / recommendation letters) both the corresponding documents must be signed, dated and must be on the official letterhead of the company for which the work was done. The corresponding documents read together must clearly specify the date and/or duration that the scope of work was conducted relevant to this category.</p> <p>- In cases where a project was undertaken under a subcontracting arrangement, an Appointment Letter of a subcontractor or contract or Purchase Order accompanied by a corresponding reference letter from the main contractor is to be attached and is compulsory; otherwise, such an appointment letter as a subcontractor will not be considered.</p> <p>b) Appointment and Completion Letters to have contactable references for verification purposes.</p> <p><b>Panel Appointment Letters will not be accepted without accompanied Task Orders/Similar.</b></p>	<p>It is mandatory for bidders to demonstrate experience in both print media and electronic media to be considered for allocation of points under this category.</p> <p><b>Print Media</b>            5 projects or more = 25 points            4 projects = 20 points            3 projects = 15 points            Less than 3 projects = 0 points</p> <p><b>Electronic Media</b>            5 projects or more = 25 points            4 projects = 20 points            3 projects = 15 points            Less than 3 projects = 0 points</p>	<b>50</b>



# GAUTENG PROVINCE

HUMAN SETTLEMENTS  
REPUBLIC OF SOUTH AFRICA

<p>The bidder must provide creative designs on the previous work done for a newspaper or magazine advert and minimum 15 second radio advert.</p> <p>For the bidder to be allocated points under this criterion they must provide portfolio of evidence aligned with the appointment letters provided in the criteria above.</p> <p>The bidder must provide samples of newspaper or magazine adverts (print media) and links for radio adverts (electronic media) as POE.</p>	<p><b>Print Media</b> 5 samples or more = 25 points 4 samples = 20 points 3 samples = 15 points Less than 3 samples = 0 points</p> <p><b>Electronic Media</b> 5 links or more = 25 points 4 links = 20 points 3 links = 15 points Less than 3 links = 0 points</p>	<b>50</b>
<b>MINIMUM THRESHOLD</b>		<b>60</b>
<b>TOTAL</b>		<b>100</b>

## CATEGORY C: MEDIA BULK BUYING

Category	Sub Criteria	Total Score
<p>The bidder must provide the following documents:</p> <ul style="list-style-type: none"> <li>a) The Appointment Letter/ Contract / Purchase Order must be accompanied by corresponding references (reference letters / recommendation letters) both the corresponding documents must be signed, dated and must be on the official letterhead of the company for which the work was done in category C, as stipulated in the scope of work. The corresponding documents read together must clearly specify the date and/or duration that the scope of work was conducted relevant to this category.</li> <li>- In cases where a project was undertaken under a subcontracting arrangement, an Appointment Letter of a subcontractor or contract or Purchase Order accompanied by a corresponding reference letter from the main contractor is to be attached and is compulsory; otherwise, such an appointment letter as a subcontractor will not be considered.</li> <li>b) Appointment and Completion Letters to have contactable references for verification purposes.</li> </ul> <p><b>Panel Appointment Letters will not be accepted without accompanied Task Orders/Similar.</b></p>	<p><b>Media Space Acquisition (Print Media)</b> 5 projects or more = 15 points 4 projects = 10 points 3 projects = 05 points Less than 3 projects = 0 points</p> <p><b>Media Space Acquisition (Electronic Media)</b> 5 projects or more = 15 points 4 projects = 10 points 3 projects = 05 points Less than 3 projects = 0 points</p> <p><b>The performance reports or Closeout report</b> 5 projects or more = 20 points 4 projects = 15 points 3 projects = 10 points Less than 3 projects = 0 points</p>	<b>50</b>





# GAUTENG PROVINCE

HUMAN SETTLEMENTS  
REPUBLIC OF SOUTH AFRICA

<p>The bidder must provide <b>Performance Reports</b> of previous work related to the following,</p> <p>a) <b>Media Space Acquisition:</b> Showcase past projects involving the acquisition of bulk advertising space across various media channels, such as <b>print media</b> (newspapers or magazines), <b>electronic media</b> (radio or TV), and digital media. Outline the value added (e.g., increased market penetration, cost savings).</p> <p>b) <b>The performance reports or closeout reports</b> must demonstrate the effectiveness of the media placements, including metrics such as <b>audience reach, impressions, engagement rates, cost savings, or market penetration achieved.</b></p> <p><i>NB: For the bidder to be allocated points under these criteria they must provide portfolio of evidence aligned with the appointment letters provided in the criteria above.</i></p>	<p><b>Media Space Acquisition (Print Media)</b> 5 reports or more = 15 points 4 reports = 10 points 3 reports = 05 points Less than 3 reports = 0 points</p> <p><b>Media Space Acquisition (Electronic Media)</b> 5 reports or more = 15 points 4 reports = 10 points 3 reports = 05 points Less than 3 reports = 0 points</p> <p><b>The performance reports or Closeout report</b> 5 reports or more = 20 points 4 reports = 15 points 3 reports = 10 points Less than 3 reports = 0 points</p>	<p><b>50</b></p>
<p><b>MINIMUM THRESHOLD</b></p>		<p><b>60</b></p>
<p><b>TOTAL</b></p>		<p><b>100</b></p>



## CATEGORY D: EVENTS MANAGEMENT

Category	Sub Criteria	Total Score
<p><b>Approach and Methodology</b></p> <p>Bidders must develop and submit event management concept for <b>Women in construction</b> targeting 300 guests, to be organized within 21 working days, along with a Gantt chart showing project timelines and activities as follows:</p> <ul style="list-style-type: none"> <li>i) Invitations and RSVP management</li> <li>ii) Logistics, e.g. hiring of venue, décor.</li> <li>iii) Audio visuals set- up (sound microphone and projectors).</li> <li>iv) Sourcing of guest speakers and master of ceremonies.</li> <li>v) Stage design and Branding</li> <li>vi) Registration and accreditation management.</li> <li>vii) Event promotion</li> <li>viii) Event Programme</li> <li>ix) On-site management (Ushers, security and logistics).</li> <li>x) Post event Close-out report.</li> </ul>	<p><b>The bidder must demonstrate experience in conceptualizing and managing events through a detailed implementation plan which responds to the following activities</b></p> <p><b>On a Gantt Chart:</b></p> <p><i>(i) a detailed programme implementation plan, including all activities, key personnel linked to the timeframes.</i></p> <p><i>(ii) time-bound and realistic milestones related to the forecasted project duration.</i></p> <ul style="list-style-type: none"> <li>• The Gantt chart that addresses all (2) categories <b>(20 points)</b></li> <li>• The Gantt chart that addresses only (1) category <b>(10 points)</b></li> </ul> <p><b>On the methodology:</b></p> <ul style="list-style-type: none"> <li>(i) Event Overview,</li> <li>(ii) Objectives,</li> <li>(iii) Target Audiences,</li> <li>(iv) Event Programme,</li> <li>(v) Marketing and Promotional Plan,</li> <li>(vi) Logistics,</li> <li>(vii) Budget and Resources,</li> <li>(viii) Post Event Evaluation.</li> </ul> <ul style="list-style-type: none"> <li>• The methodology that addresses all (8) categories <b>(30 points)</b></li> <li>• The methodology that addresses only (7) category <b>(25 points)</b></li> </ul>	<p><b>50</b></p>





## **GAUTENG PROVINCE**

HUMAN SETTLEMENTS  
REPUBLIC OF SOUTH AFRICA

- The methodology that addresses all (6) categories **(20 points)**
- The methodology that addresses all (5) categories **(15 points)**
- The methodology that addresses (4) categories and below **(0 points)**



## Track Record / Previous Experience

The bidder must provide the following documents:

- a) The Appointment Letter/ Contract / Purchase Order accompanied by a corresponding references (reference letter / recommendation letter) and a Portfolio of evidence in the form of pictorial profile to illustrate the event undertaken for verification purposes, all three corresponding documents must be signed, dated and must be on the official letterhead of the company for which the work was done. The corresponding documents read together must clearly specify the date and/or duration that the scope of work was conducted, and must be for a minimum of 200 guests

- In cases where a project was undertaken under a subcontracting arrangement, an Appointment Letter of a subcontractor or contract or Purchase Order accompanied by a corresponding reference / recommendation letter and a Portfolio of evidence in the form of pictorial profile to illustrate the event undertaken for verification purposes, from the main contractor is to be attached and is compulsory; otherwise, such an appointment letter as a subcontractor will not be considered.

- b) Appointment, reference / recommendation letters to have contactable references and a Portfolio of evidence in the form of pictorial profile to illustrate the event undertaken for verification purposes.

**Panel Appointment Letters will not be accepted without accompanied Task Orders/Similar.**

- **Five (05) and more projects = 50 points**
- **Four (04) projects = 40 points**
- **Three (03) projects = 30 points**
- **Two (02) projects = 20 points**
- **Less than two (02) projects = 0 points**

**50**

**MINIMUM THRESHOLD**

**70**

**TOTAL**

**100**



## CATEGORY E: PRINTING SERVICES

Category	Sub Criteria	Total Score
<b>Bidders' Relevant Experience</b>		
The bidder must provide samples of the following printed material: A4 Z-folded brochure or A5 leaflet and A4 hard copy of Annual Report <i>(to clearly provide specifications)</i>	<ul style="list-style-type: none"> <li>Two (2) samples (1 sample A4 annual report and 1 sample A4 Z folded brochure or A5 leaflet) = 40 points</li> <li>One (1) sample (A4 annual report) = 30 points</li> <li>One (1) sample (A4 Z folded brochure or A5 leaflet) = 20 points</li> <li>No submission of relevant required marketing collateral = 0 point</li> </ul>	<b>40</b>
<p>The bidder must provide the following documents:</p> <p>a) The Appointment Letter/ Contract / Purchase Order must be accompanied by corresponding references (reference letters / recommendation letters) both the corresponding documents must be signed, dated and must be on the official letterhead of the company for which the work was done in this category. The corresponding documents read together must clearly specify the date and/or duration that the scope of work was conducted.</p> <p>- In cases where a project was undertaken under a subcontracting arrangement, an Appointment Letter of a subcontractor or contract or Purchase Order accompanied by a corresponding reference letter from the main contractor is to be attached and is compulsory; otherwise, such an appointment letter as a subcontractor will not be considered.</p> <p>b) Appointment and Completion Letters to have contactable references for verification purposes.</p> <p><b>Panel Appointment Letters will not be accepted without accompanied Task Orders/Similar.</b></p>	<p><b>Annual Report</b></p> <p>5 projects or more = 30 points</p> <p>4 projects = 25 points</p> <p>3 projects = 15 points</p> <p>Less than 3 projects = 0 points</p> <p><b>A4 Z folded brochure or A5 leaflet</b></p> <p>5 projects or more = 30 points</p> <p>4 projects = 25 points</p> <p>3 projects = 15 points</p> <p>Less than 3 projects = 0 points</p>	<b>60</b>
<b>MINIMUM THRESHOLD</b>		<b>70</b>
<b>TOTAL</b>		<b>100</b>



**CATEGORY F: SUPPLY AND PRODUCTION OF PROMOTIONAL AND BRANDING MATERIAL**

Category	Sub Criteria	Total Score
<b>Track Record / previous experience of the bidder.</b>  The bidder must provide the following documents: <ul style="list-style-type: none"> <li>a) The Appointment Letter/ Contract / Purchase Order must be accompanied by corresponding references (reference letters / recommendation letters) both the corresponding documents must be signed, dated and must be on the official letterhead of the company for which the work was done this category, i.e.: Production of banners but not limited to: pull up banners/ wall banners/ telescopic banners/ tear drop/ gazebo, etc.</li> <li>b) The corresponding documents read together must clearly specify the date and/or duration that the scope of work was conducted. <ul style="list-style-type: none"> <li>- In cases where a project was undertaken under a subcontracting arrangement, an Appointment Letter of a subcontractor or contract or Purchase Order accompanied by a corresponding reference letter from the main contractor is to be attached and is compulsory; otherwise, such an appointment letter as a subcontractor will not be considered.</li> </ul> </li> <li>c) Appointment and Completion Letters to have contactable references for verification purposes.</li> </ul> <b>Panel Appointment Letters will not be accepted without accompanied Task Orders/Similar.</b>	<ul style="list-style-type: none"> <li>• <b>8 projects or more = 60 points</b></li> <li>• <b>7 projects = 55 points</b></li> <li>• <b>6 projects = 50 points</b></li> <li>• <b>5 projects = 45 points</b></li> <li>• <b>4 projects = 40 points</b></li> <li>• <b>Less than 4 projects = 0 points</b></li> </ul>	<b>60</b>
<b>MINIMUM THRESHOLD</b>		<b>40</b>
<b>TOTAL</b>		<b>60</b>



## CATEGORY G: SOURCING EXHIBITION STANDS AND SIGNAGE

Category	Sub Criteria	Total Score
<p>Track Record / Previous Experience of the Bidder</p> <p>The bidder must provide the following documents:</p> <p>a) The Appointment Letter/ Contract / Purchase Order must be accompanied by corresponding references (reference letters / recommendation letters) both the corresponding documents must be signed, dated and must be on the official letterhead of the company for which the work was done in this category. The corresponding documents read together must clearly specify the date and/or duration that the scope of work was conducted.</p> <p>- In cases where a project was undertaken under a subcontracting arrangement, an Appointment Letter of a subcontractor or contract or Purchase Order accompanied by a corresponding reference letter from the main contractor is to be attached and is compulsory; otherwise, such an appointment letter as a subcontractor will not be considered.</p> <p>b) Appointment and Completion Letters to have contactable references for verification purposes.</p> <p><b>Panel Appointment Letters will not be accepted without accompanied Task Orders/Similar.</b></p>	<ul style="list-style-type: none"> <li>• <b>5 projects or more = 60 points</b></li> <li>• <b>4 projects = 55 points</b></li> <li>• <b>3 projects = 50 points</b></li> <li>• <b>2 projects = 45 points</b></li> <li>• <b>Less than 2 projects = 0 points</b></li> </ul>	<b>60</b>
<b>MINIMUM THRESHOLD</b>		<b>40</b>
<b>TOTAL</b>		<b>60</b>



**CATEGORY H: PHOTOGRAPHY AND VIDEOGRAPHY**

Category	Sub Criteria	Total Score
<b>Track Record / Previous Experience of the Bidder.</b>  The bidder must provide the following documents:  a) The Appointment Letter/ Contract / Purchase Order must be accompanied by corresponding references (reference letters / recommendation letters) both the corresponding documents must be signed, dated and must be on the official letterhead of the company for which the work was done this category. The corresponding documents read together must clearly specify the date and/or duration that the scope of work was conducted.  - In cases where a project was undertaken under a subcontracting arrangement, an Appointment Letter of a subcontractor or contract or Purchase Order accompanied by a corresponding reference letter from the main contractor is to be attached and is compulsory; otherwise, such an appointment letter as a subcontractor will not be considered.  b) Appointment and Completion Letters to have contactable references for verification purposes.	<b>Videography work</b> <ul style="list-style-type: none"> <li>• 5 projects or more = 50 points</li> <li>• 4 projects = 45 points</li> <li>• 3 projects = 40 points</li> <li>• 2 projects = 35 points</li> <li>• Less than 2 projects = 0 points</li> </ul> <b>Photography work</b> <ul style="list-style-type: none"> <li>• 5 projects or more = 50 points</li> <li>• 4 projects = 45 points</li> <li>• 3 projects = 40 points</li> <li>• 2 projects = 35 points</li> <li>• Less than 2 projects = 0 points</li> </ul> <b>NB: Panel Appointment Letters will not be accepted without accompanied Task Orders/Similar.</b>	<b>100</b>
<b>MINIMUM THRESHOLD</b>		<b>70</b>
<b>TOTAL</b>		<b>100</b>

**NB: The department would not accept any copy of a certified copy; all certified copies should have the original stamp of certification, and the date must not be older than six months from the closing date of a tender.**



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## 9. SECURITY SCREENING

The Department may conduct security screening during the duration of the contract, and therefore the service provider may be requested to provide Identity Documents and Curriculum Vitae (CVs) and any other requirement for key members on the team, to the Department's Security Risk Management for security vetting.

## 10. PROJECT DURATION

The project duration will be for a period of 36 months.

## 11. PAYMENT CONDITIONS

Service providers will be paid within thirty (30) days after receipt of invoices. Payments will be processed per deliverable accomplished to the satisfaction of the Head of Department.

On delivery and installation of each phase an invoice can be submitted for work completed, goods installed and configured.

Payment to suppliers within 30 days of invoice receipt is a national priority. In support of this and towards compliance to section 38 (1) (f) of the PFMA and Treasury Regulation 8.2.3 an executive decision was taken to make Electronic Invoice Submission (EIS) registration compulsory for all GPG suppliers whose tenders are successful.

Assistance will be provided to the successful supplier(s) in this regard once the tender adjudication and warning processes have been concluded and a supplier or supplier(s) appointed.

**NB: COMPANY MUST BE REGISTERED ON CENTRAL SUPPLIER DATABASE (CSD)**

## 12. FORMAT AND SUBMISSION OF BID

All submissions must be on Hard copy. The proposals must be submitted in 1 sealed envelope which will contain the (1) proposal (technical response). The submissions must be clearly marked with the description and the RFP number and submitted at **The Department of Human Settlements, Nevada Building, Ground Floor Reception, 68 Voortrekker Street, Alberton, 1449**



## 13. ENQUIRIES

- All enquiries related to the content of the Terms of Reference may be directed in writing for attention to Ms Morongwe Mashoko at [infogdhus.tenders@gauteng.gov.za](mailto:infogdhus.tenders@gauteng.gov.za) . The bid number should be mentioned in all correspondences.
- Any other enquiry related to bid process may be directed in writing for attention to Mr Cyril Chauke and Ms Nkele Maleka at [infogdhus.tenders@gauteng.gov.za](mailto:infogdhus.tenders@gauteng.gov.za) . The bid number should be mentioned in all correspondences.
- **Telephonic requests for clarification will not be accepted.**

Each Request for Proposal (RFP) shall comprise of clearly indexed and bound returnable documents as follows:

1	Standard Bid documents (SBD 1, 4, and 6.1)
2	Copy of Companies and Intellectual Property Commission (CIPC) registration previously known as CK
3	Valid Tax SARS Issued Pin Code (Which will be verified)
4	Original/Certified valid B-BBEE certificate/ Sworn Affidavit in case of qualifying EME's and QSE's
5	Proof of company registration on Central Supplier Database (CSD)
6	Company Profile
7	JV/Consortium Agreement (If applicable)
8	Mandatory compliance supporting documents
9	Functionality supporting documents
10	Other documents



**SPECIAL CONDITIONS OF THE CONTRACT**

<b>BID NUMBER</b>	<b>HLA 4/2/4 - 2025/01</b>
<b>DESCRIPTION</b>	<b>RE- ADVERT - THE ESTABLISHMENT OF A PRE-APPROVED LIST OF SERVICE PROVIDERS TO PROVIDE INTEGRATED COMMUNICATION SERVICES: MARKETING, EVENTS MANAGEMENT, PUBLIC RELATIONS, ADVERTISING AND BULK MEDIA BUYING SERVICES FOR THE DEPARTMENT OF HUMAN SETTLEMENTS OVER A PERIOD OF 36 MONTHS.</b>
<b>CLOSING DATE</b>	<b>30 MAY 2025</b>
<b>CLOSING TIME</b>	<b>11H00</b>
<b>VALIDITY PERIOD</b>	<b>120 DAYS</b>

**1. EVALUATION**

Bids will be evaluated on functionality and in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulation.

**1.1 Functionality**

The functionality contained in the Terms of References applies.

**1.2 Cost of tendering**

Accept that, unless otherwise stated in the tender data, the department will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer comply with requirements.

**2. REQUEST FOR CLARIFICATIONS**

Request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data. **There will be a non-compulsory briefing session for this tender. Attendance is highly recommended.**



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### **3. NON - COMMITMENT**

- 3.1 The department is not bound to accept any of the bids submitted.
- 3.2 The department reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference prior to the closing date.
- 3.3 The cost of preparing bids will not be reimbursed.

### **4. REVIEW PROCESS**

- 4.1 Documents submitted on time by bidders shall not be returned and shall remain the property of the department.
- 4.2 All bids duly lodged will be evaluated in accordance with the evaluation criteria.

### **5. LATE BIDS**

Bids received late shall not be considered and may be returned to the bidder if possible. A bid will be considered late if it is received one second after closing time or any time thereafter. The bid closing time is 11:00 am.

### **6. GENERAL**

- 6.1 Bidders must provide all the information requested in the Terms of Reference and as specified further in the Special Conditions.
- 6.2 The department reserves the right not to appoint.
- 6.3 After the establishment of the pre-approved list and during the implementation of this contract both price and Specific Goals will be considered for the appointment of service providers into various projects. Depending on the value of the project, either 80/20- or 90/10-point system would apply.
- 6.4 The appointments may be awarded to a tenderer that did not score the highest points in accordance with section 2(1)(f) of the PPPFA Act 5 of 2000.
- 6.5 The duration of the contract is for a period of 36 months from the date of appointment.
- 6.6 The relevant stipulations of the Public Finance Management Act 1 of 1999 ("the PFMA") i.e., Sections 38(1) (f) and 76(4) (b), read with Treasury Regulation 8.2, apply for payments after the rendering of monthly services.

**NOTE:** No deviation from, or breach or failure to follow any of the conditions, shall be considered to be a condonation, waiving or ratification of such deviation, breach or failure to



comply, unless such condonation, waiving or non-fulfilment has been agreed upon in writing, through the GDHS.

- 6.7 The stipulations of Treasury General Conditions of Contract Practice Note: SCM 1 of 2003 apply to cases of any breach of the conditions of contract, or where an unsatisfactory service is rendered.
- 6.8 Notwithstanding anything to the contrary, or any other periods of time or terms that may be contained in this contract, it is a specific condition hereof that the GDHS shall have the right to terminate the contract with one month's written notice should the need for the service no longer exist and the service no longer be required.
- 6.9 After the establishment of a panel, bidders may be required to provide proof of the following documents prior to the appointment to any project, but not limited to the following:
- Certificate of acceptability
  - Structural engineering certificate
  - Electrical compliance certificate

## **7. REASONS FOR REJECTION**

- 7.1 The department reserves the right to return late bids as mentioned in section 5 above.
- 7.2 The department reserves the right to determine and reject bids that are not in accordance to specification/Terms of Reference.
- 7.3 Bidders shall not contact the department on any matter pertaining to their bids from the closing date to the time the bid has been adjudicated. Any effort by a bidder to influence the bid evaluation or adjudication may result in rejection of the bid concerned.
- 7.4 The department shall reject a submission if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.
- 7.5 The department may disregard any submission if that bidder, or any of its directors:
- (i) Have abused the Supply Chain Management (SCM) system of any Government Department;
  - (ii) Have committed proven fraud or any other improper conduct in relation to such system;
  - (iii) Have failed to perform on any previous contract and the proof thereof exists; and
  - (iv) Is restricted from doing business with the public sector or if such supplier failed to perform on a contract based on the specific goals.

End.

## **Annexure A**

### **GOVERNMENT PROCUREMENT**

#### **GENERAL CONDITIONS OF CONTRACT**

##### **NOTES**

The purpose of this document is to:

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

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

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

## TABLE OF CLAUSES

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

## **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 onsite, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

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

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

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

#### **15. Warranty**

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

#### **16. Payment**

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied

by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

**17. Prices**

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

**18. Contract amendments**

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

**19. Assignment**

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

**20. Subcontracts**

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

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

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

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

## **23. Termination for default**

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

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

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

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

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

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

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

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

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



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

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

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

**25. Force  
Majeure**

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

- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency**
- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of Disputes**
- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.
- 28. Limitation of liability**
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

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

