



sassa
SOUTH AFRICAN SOCIAL SECURITY AGENCY

NOTIFICATION OF TENDER ADVERT

Bid Number:SASSA:103-23-ICT-HO

Bid Description:The South African Social Security Agency hereby invites proposals from potential service provider for the provision for Acquisition of document Scanners for SASSA local Offices.

Name of Institution:South African Social Security Agency

Place where goods, works or services are required:

SASSA Head Office, 501 Prodinsa Building, Cnr Steve Biko (Beatrix) and Pretorius streets, Arcadia, Pretoria

Date Published: 24 November 2023

Closing Date / Time: 14th December 2023 @11:00am

Enquiries:

Contact Person:Ms Mogafe Mphahlele

Email: MogafeM@sassa.gov.za

Telephone number: 012 400 2412

FAX Number:

Where bid documents can be obtained:

Website:<https://etenders.treasury.gov.za/>

<https://sassa.gov.za>

Physical Address:Where bids should be delivered:

Physical Address:SASSA Head Office, 501 Prodinsa Building, Cnr Steve Biko (Beatrix) and Pretorius streets, Arcadia, Pretoria

Briefing Session

Compulsory briefing session will be held on:

Date:30th November 2023

Time:10:00 am

Venue: SASSA Head Office, 501 Prodinsa Building, Cnr Steve Biko (Beatrix) and Pretorius streets, Arcadia, Pretoria

South African Social Security Agency
Head Office

SASSA House • 18 Ferreira Street
Nelspruit • Private Bag X55662 • Nelspruit, 1200
Tel: +27 12 754 9346 • Fax: 086 656 4166
www.sassa.gov.za



[*paying the right social grant, to the right person,
at the right time and place. NJALO!*]

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)				
BID NUMBER:	SASSA: 103-23-ICT-HO	CLOSING DATE	14-12-2023	CLOSING TIME
DESCRIPTION	The South African Social Security Agency hereby invites proposals from potential service provider for the provision for Acquisition of document Image Scanners for SASSA Local Offices.			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)				
SASSA Head Office, 501 Prodinsa Building, Cnr Steve Biko (Beatrix) and Pretorius streets, Arcadia, Pretoria				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO Oscar Levendal <OscarL@sassa.gov.za> OR:		
CONTACT PERSON	Mogafe Mphahlele		CONTACT PERSON	Kamenthren Govender
TELEPHONE NUMBER	(012)400 2412		TELEPHONE NUMBER	12 400 2476
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	MogafeM@sassa.gov.za		E-MAIL ADDRESS	KamoG@sassa.gov.za
SUPPLIER INFORMATION				
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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSURE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS				
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.				

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO 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 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:

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

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

Name of bidder.....	Bid number SASSA:103-23-ICT-HO
Closing Time 11:00 am	Closing date :14 December 2023

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- *Delivery: Firm/not firm
- Delivery basis

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

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

*Delete if not applicable

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 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.

1.2 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 interest¹ 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.

¹ 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.

STANDARD BIDDING DOCUMENT (SBD) 4

STANDARD BIDDING DOCUMENT (SBD) 4

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

2.2.1 If so, furnish particulars:

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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:

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.....

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;

STANDARD BIDDING DOCUMENT (SBD) 4

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 consortium² 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.

3.5 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.

3.6 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.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for

² 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.

STANDARD BIDDING DOCUMENT (SBD) 4

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

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 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.

1.2 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 interest¹ 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.

¹ 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.

STANDARD BIDDING DOCUMENT (SBD) 4

STANDARD BIDDING DOCUMENT (SBD) 4

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

2.2.1 If so, furnish particulars:

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.....

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;

STANDARD BIDDING DOCUMENT (SBD) 4

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 consortium² 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.

3.5 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.

3.6 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.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for

² 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.



STANDARD BIDDING DOCUMENT (SBD) 4

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.

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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

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

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

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

1. GENERAL CONDITIONS

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

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 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:

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = 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	$90/10$
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$ or		$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

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)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	10	20		
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	9	18		
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	8	16		
B-BBEE Status Level 1 - 2 contributor	7	14		
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	5	12		
B-BBEE Status Level 3 - 4 contributor	4	8		
B-BBEE Status Level 5 - 8 contributor	2	4		
Others (Non-Compliant)	0	0		
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.				

Returnable document to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration number	

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 proprietor
- 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:

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)...**SOUTH AFRICAN SOCIAL SECURITY AGENCY**.... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number... **SASSA: 103-23-ICT-HO**..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, *viz*
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES	
1
2
DATE:	

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

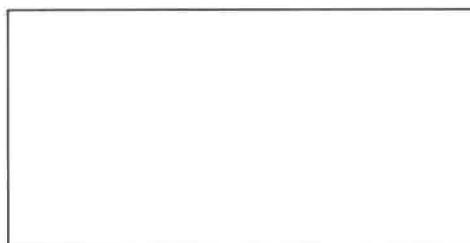
4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP



WITNESSES	
1
2
DATE:	

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

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

General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

2. Application

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

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

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

3. General

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

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

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security	<p>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> (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 <p>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.</p>
8. Inspections, tests and analyses	<p>8.1 All pre-bidding testing will be for the account of the bidder.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>8.7 Any contract supplies may on or after delivery be inspected, tested or</p>

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

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

16. Payment

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

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

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

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

- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

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

23. Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
 - (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

	may be due to him
25. Force Majeure	<p>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.</p> <p>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.</p>
26. Termination for insolvency	<p>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.</p>
27. Settlement of Disputes	<p>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.</p> <p>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.</p> <p>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.</p> <p>27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.</p> <p>27.5 Notwithstanding any reference to mediation and/or court proceedings herein,</p> <ul style="list-style-type: none"> (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	<p>28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;</p> <ul style="list-style-type: none"> (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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

Js General Conditions of Contract (revised July 2010)



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

Request for Proposal

TERMS OF REFERENCE:

Acquisition of Document Image Scanners for

SASSA Local Offices

TERMS OF REFERENCE: Acquisition of Document Image Scanners for SASSA local offices

Contents

1. BUSINESS OVERVIEW	3
2. OVERVIEW OF THE BID	4
3. OBJECTIVES OF THE BID	5
4. PREPARATION AND SUBMISSION OF THE RESPONSES	5
5. BID SPECIFICATIONS	6
6. DELIVERY AND DISTRIBUTION REQUIREMENTS	10
7. REQUIREMENTS FOR THE MAINTENANCE OF SCANNERS	11
8. BIDDER REQUIREMENTS	11
9. CONTRACTUAL OBLIGATIONS	12
10. PRICING REQUIREMENTS	13
11. BID EVALUATION PROCESS	13
12. STAGE 1A: SPECIAL CONDITIONS OF THE BID	13
13. STAGE 1B: ADMINISTRATIVE COMPLIANCE	14
14. STAGE 1C: FUNCTIONALITY	14
15. STAGE 2: PRICE AND SPECIFIC GOALS	14
16. BID CONTRACTUAL CONDITIONS	16
17. BID RESPONSE TEMPLATES	16
17.1. ANNEXURE A: COMPANY PROFILE	17
17.2. ANNEXURE B: COMPLIANCE TO SCANNER SPECIFICATIONS	18
18. ANNEXURE C: PRICING SCHEDULE	21

1. BUSINESS OVERVIEW

- 1.1. South African Social Security Agency (SASSA) (also referred here-in as the 'Agency') was established in terms of the South African Social Security Agency Act, 2004 (Act No. 9 of 2004) to administer social assistance in terms of Chapter 3 of the Social Assistance Act, 2004 (Act No. 13 of 2004). SASSA is mandated to ensure effective and efficient delivery of service of high quality with regard to the management and administration of social grants such that the entire payment process and system from application to receipt of social grants by a beneficiary, is done in a manner that is sensitive, caring and restores the dignity of the beneficiaries as well the integrity of the whole system.
- 1.2. The Agency has National presence and is currently structured as follows:
 - 1.2.1. Head Office (Pretoria);
 - 1.2.2. Regional Offices (in each Province);
 - 1.2.3. District Offices (in each Region);
 - 1.2.4. Local Offices (Under all District Offices);
 - 1.2.5. Service Points (Under all Local Offices); and
 - 1.2.6. Records Management Centres (RMC)
- 1.3. At a provincial level the Regional Offices are situated as follows:
 - 1.3.1. Gauteng -Johannesburg, Marshalltown
 - 1.3.2. Western Cape - Cape Town
 - 1.3.3. KwaZulu Natal - Pietermaritzburg (RMC – Pinetown)
 - 1.3.4. Eastern Cape - East London
 - 1.3.5. Free State - Bloemfontein
 - 1.3.6. North West - Mafikeng
 - 1.3.7. Mpumalanga - Nelspruit
 - 1.3.8. Limpopo - Polokwane
 - 1.3.9. Northern Cape - Kimberly
- 1.4. Each region has one Records Management Centre where all the Beneficiary Files are kept and maintained. The Records Management Centres are in the same city as the Regional Offices except in KZN where the RMC is based in Pinetown.

- 1.5. Each Region has a number of District Offices. A District Office, from an Agency perspective, will manage and administer the operations of the Local Offices within its jurisdiction. District jurisdictions are demarcated the same as with municipal district demarcations. District Offices will mainly be in the main city of that particular district. For an example, Chris Hani District Office in the Eastern Cape will be in Queenstown as Queenstown is the main city within the Chris Hani District.
- 1.6. Each District has Local Offices and Service Points. A Local Office is the core of the Agency's business. This is where the clients receive grants related services, and where applications are received, screened, verified, captured and approved. The jurisdiction of Local Offices is normally as per the municipal demarcations.
- 1.7. SASSA has been using the Content Lifecycle Management (CLM/ Livelink) application since 2009 for the management of its critical records and documents. The solution is used in SASSA's local offices, district offices and records Management centres.
- 1.8. SASSA has recently deployed a beneficiary records management system that interfaces with CLM/ Livelink that makes use of a low to medium volume image scanner.
- 1.9. The scanning process is fully functional in all the records management centres and the local offices.

2. OVERVIEW OF THE BID

- 2.1. SASSA as part of its digitisation strategy, has implemented a KOFAX scanning solution at its RMCs and at Local Offices.
- 2.2. SASSA has established a scanning bureau in each of its Records Management Centres (RMCs) that focus on the Back Scanning of beneficiary files. SASSA has initiated a file Audit and Scanning Project at that will ensure that files of ALL 11,3 million beneficiaries that are receiving a grant (active grant recipients) are audited for compliance and thereafter is scanned.
- 2.3. In addition to the above, SASSA has implemented a back office function at Local Offices that supports the process of ongoing scanning where files that are generated are scanned prior to it been sent to the RMCs.
- 2.4. To ensure that local offices meet their scanning targets of beneficiary files, SASSA has decided to resource local offices with dedicated document image scanners.

3. OBJECTIVES OF THE BID

- 3.1. The objective of this Bid is to facilitate the acquisitioning of 350 document image scanners to be configured and used at the SASSA local offices nationally.
- 3.2. To provide on-site support for and maintenance (Break-fix) for a period of 3 years, including consumables, from a designated central location.
 - 3.2.1. On SITE 48 hours (2 day) turnaround for break-fix repair once a call is logged.
 - 3.2.2. Provide a loan scanner if the scanner cannot be repaired on SITE within 2 days.
- 3.3. To provide training to SASSA staff on:
 - 3.3.1. the general maintenance of the scanners; and
 - 3.3.2. the packaging of the scanners to enable safe transporting to the designated central location.

4. PREPARATION AND SUBMISSION OF THE RESPONSES

- 4.1. Bidder must respond to all elements of the bid with diligence as the Agency intends to appoint a successful bidder to provide the required product and services.
- 4.2. The bidder is required to provide a proposal as per the provided Annexures (A, B, C).
- 4.3. Bidders responses must be prepared using the prescribed annexures attached to the terms of reference.
- 4.4. A hardcopy of the proposal is to be hand delivered and placed in the tender box before the closing date.
- 4.5. The delivery address and closing date is contained in the bid advertisement.

5. BID SPECIFICATIONS

5.1. REQUIREMENTS OVERVIEW

- 5.1.1. The scanner needs to be robust, ideally with an unlimited daily duty cycle to support the scanning of beneficiary files with an average page count of 20. A minimum of 4 000 files need to be scanned daily.
- 5.1.2. The frequency of the general / routine maintenance of the scanners should exceed 1 month.
- 5.1.3. Should there be an operational failure of the scanning device, a 48 hour (two day) turnaround time for resolution of break-fix incidents or a loan unit be provided to ensure continuous business operations.
- 5.1.4. Supply of an additional consumable kits to be distributed per scanner.
- 5.1.5. Provide Technical support as and when required to ensure the scanning device is optimally configured, to be used with the KOFAX scanning solution.

5.2. SCANNING VOLUMES

- 5.2.1. Expected scanning volume per scanner is between 3000 and 8000 pages per day (300 files).
- 5.2.2. The volumes to be scanned at the RMC's are 80 000 pages per day (4000 files).

5.3. SUPPORT AND MAINTENANCE

- 5.3.1. The supplied device must come with an all-inclusive warranty for a period of 3 years.
- 5.3.2. Should there be an operational failure of the scanning device, a 48 hour (two day) turnaround time for resolution of the break-fix incident to ensure continuous business operations. The repairs need to be effected at the designated central location in each region.
- 5.3.3. Supply of a loan unit, should the device not be repaired within 48 hours.

5.4. TRAINING OF SASSA OFFICIALS

- 5.4.1. The bidder will be required to provide training to SASSA staff on:
 - 5.4.1.1. the general maintenance of the scanners; and
 - 5.4.1.2. the packaging of the scanners to enable safe transporting to the designated central location.
- 5.4.2. Provide Technical support as and when required, to advise on the configuration of the scanning devices and supplied software to ensure that the scanning device is optimally configured and can be used with the KOFAX scanning solution.

5.5. IMAGING SCANNER DEVICE SPECIFICATION

Scanner Details	
OEM:	
Make of Scanner	
Scanner Model	

	Requirement	Specification	Compulsory component / feature	Compliant Y/N
1.	Light Source	LED		
2.	Document feeding mode (ADF)	Min 150 page feed	Compulsory	
3.	Sheet size	Minimum 50 x 65 mm (Single-pages) 50 x 85 mm (Multi-pages) Maximum 308 x 432 mm (A3) (12.15 x 17 in)	Compulsory	
4.	Paper Weight /Thickness (Minimum)	Straight Path: 27 ~413 g/m, U-Turn Path: 27 ~105 g/m ²		
5.	ID Card Scan	Scan an ID card		
6.	Optical Resolution (dpi)	600	Compulsory	
7.	Output Resolution (dpi)	1200		
8.	File Format	BMP, PNG, GIF, JPEG, Single-Page PDF, MultiPage PDF, MultiTIFF, TIFF, RTF, TXT, OCR(Compulsory	
		for iScan only), XPS, DOC, XLS, PPT, DOCS, XLSX, PPTX, HTML		
9.	Halftone Patterns	Dither and Error Diffusion		

10.	Grayscale mode	16-bit input 8-bit output		
11.	Colour mode	48-bit input 24-bit output		
12.	Memory Size	1GB	Compulsory	
13.	(Maximum) Dimensions (WxDxH); must fit on a desk next to a workstation	700mmx500mmx350mm	Compulsory	
14.	Weight Must be able to be supported on a standard desk next to a workstation and ease of carrying for maintenance	Maximum 40 kg	Compulsory	
15.	Interface	USB3.2 Gen1x1/ USB 3.1 Certified		.
16.	Network connection	RJ-45 Ethernet 10/100/1000 Mb		
17.	Minimum Daily Volume	8 000 pages	Compulsory	
18.	OS Support	WIN XP, Vista, Win 7, Win 8, Win 10, Win 8.1;Win 11		
19.	Bundled Software	TWAIN Driver, ISIS Driver, Device specific software (Provide bundled software description)	Compulsory	
20.	Scanning Speed (minimum)	B/W @ 200dpi, A4 Simplex: 90 ppm Duplex: 180 ipm (Portrait) B/W @ 300dpi, A4 Simplex: 90 ppm Duplex: 180 ipm (Landscape)	Compulsory	

		Colour @ 200dpi, A4 Simplex: 90 ppm Duplex: 180 ipm (Portrait) Colour @ 300dpi, A4 Simplex: 90 ppm Duplex: 180 ipm (Landscape)		
21.	Ultrasonic paper jam detection	Yes	Compulsory	
22.	Long paper mode	Up to 200 dpi Color Duplex 236 in. (6000 mm) Up to 300 dpi Color Duplex 218 in. (5540 mm) Up to 600 dpi Color Duplex 59 in. (1500 mm)		
23.	Acoustical Noise.	Acoustical Noise. Operation < 63 dB ; Standby < 40 dB.		
24.	Consumables Replacement / Average Life Span of Pick Rollers Replacement / Average Life Span of brake rollers	Minimum 200 000 sheets or 6 months	Compulsory	

6. DELIVERY AND DISTRIBUTION REQUIREMENTS

- 6.1. The delivery of **ALL** of the required scanners **MUST** be fulfilled by the 15 March 2024.
- 6.2. The bidders must be able to deliver the scanner devices as per the table below.
- 6.3. The quantities per region will be provided on issue of the order.

Region	Address
Gauteng	Regional Office 222 Smith Street Braamfontein Johannesburg; 2000
Western Cape	Regional Office Golden Acre Adderley Street Cape Town; 8000
KwaZulu-Natal	Regional Office 1 Bank Street Pietermaritzburg; 3201
Eastern Cape	Regional Office Old BKB Building, Merino Street, Arcadia, East London, 5201
Free State	Regional Office Iustitia Building Cnr St. Andrew Street & Aliwal Street Bloemfontein; 9301
North West	Regional Office Cnr Sekame and Dr James Moroka Road, Mega City Shopping Centre, Mmabatho, 2735
Mpumalanga	Regional Office 18 Ferreira St, Mbombela; 1201
Limpopo	Regional Office 43 Landros Mare Street Polokwane; 0699
Northern Cape	Regional Office 33 Du Toitspan Road Kimberley; 8301
SASSA Head Office	SASSA Head Office 501 Pretorius St, Arcadia, Pretoria, 0007

7. REQUIREMENTS FOR THE MAINTENANCE OF SCANNERS

- 7.1. The scanner device must come with a 3-year warranty.
- 7.2. The bidder further is required to provide on-site support and maintenance at the designated central location.
- 7.3. Should there be an operational failure of the scanning device, a 48 hour (two day) turnaround time for resolution of the break-fix incident to ensure continuous business operations. The repairs need to be effected at the designated central location in each region.
- 7.4. It is expected that the bidder must have a National Footprint, that is, it must have branches or partnerships to enable the provisioning of the 3-year on-site support and maintenance for scanners that require repair at the designated central location in each region. The bidder must provide evidence of the National Footprint, that is, a list the branches or partners in each region that will render the required maintenance service.
- 7.5. The bidder must confirm that they have the capability / help desk in place to accept calls that are logged. These calls will be logged from the SASSA service desk and will follow the incident management process.
- 7.6. These calls will be tracked to ensure the devices are serviced and repaired within the stipulated and agreed timeframes.
- 7.7. A monthly report on break-fix repairs as per the device warranty specifications needs to be provided to SASSA for the duration of the contract.
- 7.8. Supply of a loan unit should the device not be repaired and operational within the stipulated and agreed timeframes.

8. BIDDER REQUIREMENTS

- 8.1. The Bidder **MUST** be an authorized supplier / reseller of the document image scanner with the OEM.
- 8.2. The bidder to submit the accreditation certificate from the OEM; or
- 8.3. A letter from the OEM confirming the accreditation status and validity.
- 8.4. SASSA will validate the accreditation with the respective OEM.

9. CONTRACTUAL OBLIGATIONS

9.1. The bidder is to note the contractual obligations, but not limited to the list below:

CONTRACTUAL ELEMENTS
1. The scanner device must come with a 3-year warranty.
2. The bidder is required to provide 3-year on-site support and maintenance for scanners that require repair at the designated central location in each region.
3. The bidder confirms that the 48 Hours (2 day) turnaround time for break-fix incidents will be met.
4. The bidder MUST ensure that the bidders National Footprint is able to meet the service levels as defined in the contractual element 2 and 3 and further defined in paragraph 7.
5. The bidder must confirm that they have the capability / help desk in place to accept calls that are logged. These calls will be logged from the SASSA service desk and will follow the incident management process
6. These calls will be tracked to ensure the devices are serviced and repaired within the stipulated timeframes.
7. A monthly report on break-fix repairs as per the device warranty specifications needs to be provided to SASSA for the duration of the contract.
8. Supply of a loan unit should the device not be repaired and is operational with the stipulated timeframe
9. All supplied software that are shipped with the devices, must be licensed in the name of the Agency.
10. The delivery of ALL of the required scanners MUST be fulfilled by the 15 March 2024.

10. PRICING REQUIREMENTS

10.1. Pricing Schedule

Cost Element / Description	Quantity	Unit Cost	Total Cost
Document Image Scanners	350		
Additional consumable kits (1 per unit)	350		
3 year Warrantee and Break-Fix maintenance of the Scanners	350		
Total Cost			
Vat			
Total Cost incl. Vat			

10.2. All prices must be in South African Rands.

11. BID EVALUATION PROCESS

- 11.1. The bid proposals shall be evaluated in accordance with the 80/20 principle. The evaluation shall be conducted as follows:
- 11.2. The bid proposal will be checked against the special conditions (Stage 1A) and administrative compliance requirements (Stage 1B);
- 11.3. Thereafter the bid will be evaluated for:
 - 11.3.1. Stage 1C: Functionality.
 - 11.3.2. Stage 2: Price and Specific goals

12. STAGE 1A: SPECIAL CONDITIONS OF THE BID

- 12.1. The Bidder **MUST** be an authorized supplier / reseller of the document image scanner with the OEM.
- 12.2. The bidder to submit the accreditation certificate from the OEM; or
- 12.3. A letter from the OEM confirming the accreditation status and validity. The letter must be signed by the OEM representative, have the bidders name and confirmation of accreditation status and accreditation reference number.
- 12.4. The bidder is to provide a confirmation letter that the delivery of **ALL** the required scanners **MUST** be fulfilled by the 15 March 2024.

NB: SASSA WILL PERFORM DUE DILIGENCE AND FAILURE TO COMPLY WITH THE REQUIRED SPECIAL CONDITIONS WILL INVALIDATE YOUR BID.

13. STAGE 1B: ADMINISTRATIVE COMPLIANCE

- 13.1. Submission of Signed Standard Bidding documents
- 13.2. Proof of registration with Central Supplier Database / CSD MAAA Number
- 13.3. Tax Status Verification Pin

FAILURE TO COMPLY WITH THE ABOVE ADMINISTRATIVE REQUIREMENTS MAY INVALIDATE YOUR BID.

14. STAGE 1C: FUNCTIONALITY

- 14.1. Bids must be submitted in line with the provided attached response annexures (Annexures A, B).
- 14.2. The following values below will be used to evaluate the provided annexures A to B of the bid proposal:
1=Poor 2=Average 3=Good 4=Very Good 5=Excellent
- 14.3. Bidders who score less than 70 out of 100 points under the Functional Evaluation will be disqualified and will not be considered further.
- 14.4. The table below contains details of the evaluation criterion and the weights of each Functional Requirements component.
- 14.5. The response annexures have the details criteria / requirements against which the bidder will be evaluated.

FUNCTIONAL ELEMENTS	WEIGHTING
Annexure A : Company Profile	30
Annexure B : Compliance to scanner specifications	70
Total	100

15. STAGE 2: PRICE AND SPECIFIC GOALS

- 15.1. The price evaluation of the bid will be based on the bidders pricing schedule and the total bid price as per the table below:

Cost Element / Description	Quantity	Unit Cost	Total Cost
Document Image Scanners	350		
Additional consumable kits (1 per unit)	350		
3 year Warrantee and Break-Fix maintenance of the Scanners	350		
Total Cost			
Vat			
Total bid price incl. Vat			

15.2. In terms of the SASSA policy approved on the 15 January 2023 informed by the Preferential Procurement Policy Framework Act 5 2000, points must be awarded to a bidder for attaining specific goals in accordance with the table below:

Specific Goals	Number of points (80/20 system)
1. B-BBEE Status Level 1-2 contributor with at least 51% black women ownership	20
2. B-BBEE Status Level 3-4 contributor with at least 51% women ownership	18
3. B-BBEE Status Level 1-2 contributor with at least 51% youth or disabled ownership	16
4. B-BBEE Status Level 1-2 contributor	14
5. B-BBEE Status Level 3-8 contributor with at least 51% youth or disabled ownership	12
6. B-BBEE Status Level 3-4 contributor	8
7. B-BBEE Status Level 5-8 contributor	4
Others	0

15.3. Bidders must submit a B-BBEE verification certificate from a verification agency accredited by the South African National Accreditation System (SANAS) or certified copies thereof and/or a CSD MAAA number and/or a sworn affidavit indicating the percentage of ownership of all shareholders and/or owners and signed by the commissioner of oaths. A sworn affidavit should be submitted over and above the B-

BBEE verification certificate or CSD MAAA number to claim for the below contributory level points:

- B-BBEE Status Level 3-4 contributor with at least 51% women ownership
- B-BBEE Status Level 3-8 contributor with at least 51% youth or disabled ownership
- Failure to submit the required documents shall be interpreted to mean that preference points for specific goals are not claimed.

15.4. Price and Specific goals

SECOND STAGE: Price and Specific Goals	Weights
Price	80
BBBEE Status Level of Contribution	20

16. BID CONTRACTUAL CONDITIONS

- 16.1. All direct and indirect costs, e.g. travelling etc., must be included the pricing elements.
- 16.2. SASSA will not entertain any additional costs outside the pricing schedule.
- 16.3. The Agency reserves the right to enter into price negotiation with the recommended bidder.
- 16.4. The Agency will contract and also conclude Service Level Agreement(s) with the successful bidder.
- 16.5. The General Conditions of Contract as stipulated by the National Treasury will be applicable.

17. BID RESPONSE TEMPLATES

- 17.1. The bidder is to respond using the following templates.

Annexure A : Company Profile
Annexure B : Compliance to scanner specifications
Annexure C : Pricing Schedule

18. ANNEXURE A: COMPANY PROFILE

- 18.1. It is expected that the bidder must have a National Footprint, that is, it must have branches or partnerships to enable the provisioning of the 3-year on-site support and maintenance for scanners that require repair at the designated central location in each region. The bidder must provide evidence of the National Footprint, that is, a list of the branches or partners in each region that will render the required maintenance service.
- 18.2. The bidder is to provide the location pin, address and contact details of the bidders branches or partners.
- 18.3. SASSA will perform Due Diligence thereof.
- 18.4. Failure to complete the table or SASSA is unable to verify the validity of the information, the bidder will receive a score of 1
- 18.5. The bidder MUST ensure that the bidders National Footprint is able to meet the service levels as defined in the contractual element 2 and 3 and as further defined in paragraph 7.

1. COMPANY'S NATIONAL FOOTPRINT

REGION	ADDRESS	LOCATION PIN	CONTACTABLE DETAILS (NAME; TEL/CELL; NUMBER/EMAIL)
1. Gauteng	- Johannesburg		
2. Western Cape	- Cape Town		
3. KwaZulu Natal - Pinetown	- Pietermaritzburg (RMC		
4. Eastern Cape	- East London		
5. Free State	- Bloemfontein		
6. North West	- Mafikeng		
7. Mpumalanga	- Nelspruit		
8. Limpopo	- Polokwane		
9. Northern Cape	- Kimberly		

NB: Example of Score calculation = (National Footprint/ 9) X 5 rounded to the nearest whole number

19. ANNEXURE B: COMPLIANCE TO SCANNER SPECIFICATIONS

- 19.1. The bidder will be evaluated on the following criteria
- 19.2. The bidder is required to attach the technical specification of the scanner to the annexure B.
- 19.3. Failure provide the technical specification; the bidder will receive a score of 1.
- 19.4. Failure to meet the compulsory component or feature, the bidder will receive a score of 1.

Scanner Details	
OEM:	
Make of Scanner	
Scanner Model	

	Requirement	Specification	Compulsory component / feature	Compliant Y/N
1.	Light Source	LED		
2.	Document feeding mode (ADF)	Min 150 page feed	Compulsory	
3.	Sheet size	Minimum 50 x 65 mm (Single-pages) 50 x 85 mm (Multi-pages) Maximum 308 x 432 mm (A3) (12.15 x 17 in)	Compulsory	
4.	Paper Weight /Thickness (Minimum)	Straight Path: 27 ~413 g/m, U-Turn Path: 27 ~105 g/m ²		
5.	ID Card Scan	Scan an ID card		
6.	Optical Resolution (dpi)	600	Compulsory	
7.	Output Resolution (dpi)	1200		
8.	File Format	BMP, PNG, GIF, JPEG, Single-Page PDF, MultiPage PDF, MultiTIFF, TIFF, RTF, TXT, OCR(Compulsory	

		for iScan only), XPS, DOC, XLS, PPT, DOCS, XLSX, PPTX, HTML		
9.	Halftone Patterns	Dither and Error Diffusion		
10.	Grayscale mode	16-bit input 8-bit output		
11.	Colour mode	48-bit input 24-bit output		
12.	Memory Size	1GB	Compulsory	
13.	(Maximum) Dimensions (WxDxH); must fit on a desk next to a workstation	700mmx500mmx350mm	Compulsory	
14.	Weight Must be able to be supported on a standard desk next to a workstation and ease of carrying for maintenance	Maximum 40 kg	Compulsory	
15.	Interface	USB3.2 Gen1x1/ USB 3.1 Certified		
16.	Network connection	RJ-45 Ethernet 10/100/1000 Mb		
17.	Minimum Daily Volume	8 000 pages	Compulsory	
18.	OS Support	WIN XP, Vista, Win 7, Win 8, Win 10, Win 8.1;Win 11		
19.	Bundled Software	TWAIN Driver, ISIS Driver, Device specific software (Provide bundled software description)	Compulsory	

TERMS OF REFERENCE: Acquisition of Document Image Scanners for SASSA local offices

20.	Scanning Speed (minimum)	B/W @ 200dpi, A4 Simplex: 90 ppm Duplex: 180 ipm (Portrait) B/W @ 300dpi, A4 Simplex: 90 ppm Duplex: 180 ipm (Landscape)	Compulsory	
		Colour @ 200dpi, A4 Simplex: 90 ppm Duplex: 180 ipm (Portrait) Colour @ 300dpi, A4 Simplex: 90 ppm Duplex: 180 ipm (Landscape)		
21.	Ultrasonic paper jam detection	Yes	Compulsory	
22.	Long paper mode	Up to 200 dpi Color Duplex 236 in. (6000 mm) Up to 300 dpi Color Duplex 218 in. (5540 mm) Up to 600 dpi Color Duplex 59 in. (1500 mm)		
23.	Acoustical Noise.	Acoustical Noise. Operation < 63 dB ; Standby < 40 dB.		
24.	Consumables Replacement / Average Life Span of Pick Rollers Replacement / Average Life Span of brake rollers	Minimum 200 000 sheets or 6 months	Compulsory	

NB: Example of Score Calculation Score = (Compliance Elements / 24) X 5 rounded to the nearest whole number

20. ANNEXURE C: PRICING SCHEDULE

Pricing Schedule

Cost Element / Description	Quantity	Unit Cost	Total Cost
Document Image Scanners	350		
Additional consumable kits (1 per unit)	350		
3 year Warrantee and Break-Fix maintenance of the Scanners	350		
Total Cost			
Vat			
Total Cost incl. Vat			

All prices must be in South African Rands.
