

## INVITATION TO BID

BID DESCRIPTION		
<b>APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) MANAGED SERVICES (HELPDESK, DESKTOP SUPPORT, SERVER ADMINISTRATION, NETWORK MANAGEMENT AND SECURITY MANAGEMENT) AND PROVISION OF ICT HARDWARE AND SOFTWARE FOR THE ATLANTIS SPECIAL ECONOMIC ZONE COMPANY (ASEZCO) FOR A PERIOD OF THREE (3) YEARS.</b>		
<b>Bidder Name:</b>		
<b>Number:</b>	ASEZ 004/2022 CS	
<b>Closing Date:</b>	7 November 2022	
<b>Closing Time:</b>	11:00	
<b>Briefing Session:</b>	N/A	
<b>Date:</b>		
<b>Venue:</b>		
<b>Address:</b>		
<b>Contact Person:</b>		
<b>Bid Box Address</b>	Bid Box at the South African Reserve Bank, 60 St Georges Mall, Cape Town Weekdays 08:00 – 16:00	
<b>Envelope Addressing</b>	On the face of each envelope, the Bid Number and Bidder's Name, Postal Address, Contact Name, Telephone Number and email address	
<b>Enquiries are directed in writing to:</b>		
<b>Section:</b>	Supply Chain Management	Technical Section
<b>Contact person:</b>	Rayyan Arnold	Rayyan Arnold
<b>Email address:</b>	<a href="mailto:rayyan@atlantiszez.co.za">rayyan@atlantiszez.co.za</a>	<a href="mailto:rayyan@atlantiszez.co.za">rayyan@atlantiszez.co.za</a>

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## INVITATION TO BID (SBD 1)

<b>Bid number</b>	ASEZ 004/2022 CS
<b>Closing date and time</b>	7 November 2022 at 11:00
The ASEZCo recognises the date and time as recorded on its systems for closure purposes.	
<b>CONTRACT ORGANISATION</b>	
The Atlantis Special Economic Zone SOC LTD (ASEZCo), established in terms of the Special Economic Zone Act 14 of 2014 as the juristic legal entity that will contract with the awarded bidder. Please visit the ASEZCo website ( <a href="https://www.atlantiszez.com">https://www.atlantiszez.com</a> ) for more information.	
<b>SUMMARY OF BID REQUIREMENTS</b>	
<p>ASEZCo invites service providers experienced in providing ICT support services through the application of Information Technology Infrastructure Library (ITIL) service management practices. The service provider needs to provide services which are aligned to the ASEZCo ICT strategy. The service standard and quality of the Service Provider needs to support the ASEZCo culture is to ensure that services offered are of a high standard and comply with all the IT standards, i.e Information Technology Infrastructure Library (ITIL), International Organization for Standardization (ISO), Government Wide legislation on ICT and State Information Technology Agency (SITA) guidelines as well as other best practices to support ASEZCO to provide customer centric services to its stakeholders both internal and external.</p> <p>The successful bidder will be required to provide ASEZCo with the following services:</p> <ol style="list-style-type: none"> <li>1.1. Helpdesk Management Services.</li> <li>1.2. Desktop Management Services.</li> <li>1.3. Network Management Services.</li> <li>1.4. Server Management Services.</li> <li>1.5. Security Management Services.</li> </ol> <p>A competent, professional ICT Service Provider is required to provide customer focussed ICT technical support services ranging from helpdesk, desktop support (bodyshop), server support, network, security management, backup maintenance and wireless support maintenance including software and hardware procurement to the ASEZCo Cape Town office and Atlantis Offices.</p> <p>An estimated number of 35 employees and technological investment needs to be supported. This number could increase with an estimated growth of 10-15% based on the entity's future growth in</p>	

the contract period. The service provider needs to have capacity to support diverse technologies and ensure they have capacitated employees supporting the ASEZCo.

**Number of original bid documents for contract signing**

1

**Electronic evaluation copy**

1 electronic document (1 x secured pdf for technical review) supplied on a memory stick

Note: "Secured Pdf" reflects the word "secured" in the title and cannot be amended by anyone other than the originating bidder including conversion to Word document format. Legislation requires all SBDs to be hand-written/ hand completed with no changes to the forms. Mode of sending is physical delivered package to the tender box.

Any bid received not meeting these requirements cannot be accepted during the lockdown as they are equivalent to bids submitted in pencil as against unchangeable ink.

**Two envelope system**

No

**Price validity period from date of closure**

One hundred and twenty (120) days

SUPPLIER INFORMATION					
<b>Name Of Bidder</b>					
<b>Postal Address</b>					
<b>Street Address</b>					
<b>Telephone Number</b>					
Code		Number			
<b>Cell Phone Number</b>					
Code		Number			
<b>Facsimile Number</b>					
Code		Number			
<b>E-Mail Address</b>					
<b>VAT Registration Number</b>					
<b>Tax Compliance Status</b>	Tax Compliance System PIN			Central Supplier Database No.	MAAA
<b>B-BBEE Status Level Verification Certificate</b>		Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>B-BBEE Status Level Sworn Affidavit</b>	
		Tick Applicable Box. <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>[A B-BBEE status level verification certificate/sworn affidavit (for EMEs &amp; QSEs) must be submitted in order to qualify for preference points for B-BBEE – also refer to the SBD 6.1]</b>					
<b>Are you the accredited representative in South Africa for the goods/services/works offered?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes enclose proof]		<b>Are you a foreign-based supplier for the goods/services/works offered?</b>	
				<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, answer the questionnaire below]	

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).

## BID SUBMISSION

### Instructions to Bidders

1.	Bids must be delivered by the stipulated time to the correct address. Late bid will not be accepted for consideration.
2.	All bids must be submitted on the officially provided forms provided – (not to be re-typed) or in the manner prescribed in the bid document.
3.	This bid is subject to the specifications and special conditions of contract pertaining to this bid, the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC), and any other legislative requirements if applicable to this bid. These are included in this document thereby forming the contract between the ASEZCo and the panel member.
4.	The successful bidder will be required to fill in and sign the contract signature form (SBD7) or service level agreement for this contract.
5.	Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regards to claims arising from the fact that pages are missing or duplicated.
6.	If any of the conditions on the BID forms are in conflict with any special conditions, stipulations or provisions incorporated in the bid invitation, such special conditions, stipulations or provisions shall apply

## TAX COMPLIANCE REQUIREMENTS

1.	Bidder must ensure compliance with their tax obligations.
2.	Where the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided
3.	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. Application for tax compliance status (TCS) pin is made via e-filing through the SARS website <a href="http://www.sars.gov.za">www.sars.gov.za</a> .
4.	Bidders may also submit a printed TCS certificate together with the bid, available via e-filing through the SARS website <a href="http://www.sars.gov.za">www.sars.gov.za</a> .
5.	In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a

	separate TCS certificate/PIN/CSD number.
6.	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.

## INTRODUCTION TO ATLANTIS SPECIAL ECONOMIC ZONE (ASEZCO)

Atlantis lies about 40km north of Cape Town. Travelling north along the West Coast Road (R27), the Atlantis Industrial area is 43km from the Port of Cape Town and 18km from Melkbosstrand. It lies south of Dassenberg, and 108km south of the Port of Saldanha.



Source: GreenCape (2017)

Special Economic Zones (SEZ's) are key tools used by the South African government for driving industrial and economic development. Within SEZ's, cluster industries from a particular sector locate in geographically designated areas to get the benefits of scale and co-location. SEZs are governed by the SEZ Act (No.16 of 2014) and are supported by a range of incentives aimed at attracting foreign and local investment.

The City of Cape Town established a greentech manufacturing hub in Atlantis in 2011, in response to the Department of Energy's Renewable Energy Independent Power Producer Programme (REIPPP).

The hub has already attracted six greentech investors that are operational and another who will be operational by March 2024. The six investments were made on 25 hectares of privately owned land which forms part of the designated Atlantis SEZ, whilst the seven is on ASEZCo owned land in Zone 1 of the ASEZ.

In 2015, the Western Cape Provincial Government applied for the designation of the Atlantis Special Economic Zone (ASEZCo) for green technologies. After thorough engagement and assessment, the South African Cabinet in June 2018 approved the decision by Minister Rob Davies to designate the Atlantis SEZ

as South Africa's greentech SEZ.

Situated on the West Coast of South Africa, 40 km from Cape Town, the ASEZCo capitalises on the province's already booming renewable energy and green technology sector.

Greentech refers to green technologies that reduce or reverse the impact of people on the planet. These include renewable energy technologies. Wind turbines, solar panels, insulation, biofuels, electric vehicles, materials recycling and green building materials are all examples of green technology.

The following elements make the Atlantis SEZ a competitive investment destination:

1. A strong and growing South African and African market for greentech manufacturing. Independent market research shows strong demand for renewable energy and green technologies from South Africa and the African continent.
2. Well-located & development-ready area. Large tracts of industrially zoned land with appropriate bulk infrastructure in place (green and brown fields).
3. Provision of green star rated industrial facilities and infrastructure, contributing to the sustainability of the industrial activity located in the ASEZ.
4. New public transport links and fibre connectivity. The site is well located and in close proximity to Saldanha port (105 km), airports, and Cape Town (40kms). The SEZ offers good access to major national road network (N1, N2 and N7 routes).
5. Proximity to key renewable energy markets. There is a strong support base and existing relationships for investors to tap into; including partnerships and relationships that will help facilitate investment and doing business are already in place with business, government and labour.
6. Incentives for investors and tenants. The ASEZCo (through the National Government) and the City of Cape Town (CoCT) offer a range of attractive incentives for investors and tenants.
7. An attractive, wide-ranging skills base that can be recruited from the City of Cape Town and the Western Cape Province. The Cape Town and Western Cape area offer a large range of unskilled, semiskilled, technical and professional candidates. A skills development drive is underway in Atlantis through partnerships with youth organizations, local colleges and high schools.

## THE BID PREPARATION NOTES

### Clarification

If the bidder wishes to clarify aspects of this request, they can contact the officials listed under the enquiries section above.

### Response preparation costs

The ASEZCo is not liable for any costs incurred by a bidder in the process of responding to this invitation, including on-site presentations.

### Counter proposals

No counter proposals are accepted.

### Single envelope system

All responses must be submitted in one sealed envelope/box; which will have the technical, compliance, pricing information and BBBEE response.

### Collusion, fraud and corruption

Any effort by the bidder to influence evaluation, comparisons, or award decisions in any manner will result in the rejection and disqualification of the bidder concerned.

### Fronting



The ASEZCo supports the Government's broad based black economic empowerment initiatives recognising that real empowerment is through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background, the ASEZCo condemns any form of fronting. Its evaluation committees will conduct or initiate enquiries to determine the accuracy of bidders' representations. Bidders must thus ensure that fronting does not exist. Should the ASEZCo suspect any form of fronting, the bidder is given 7 days from date of notification to provide evidence that such fronting does not exist. The ASEZCo, upon confirmation of fronting, will invalidate the bid or any contracts entered into with the bidder, apply for the bidder to be restricted from conducting business with the public sector for a period not exceeding 10 years, and exercise any other remedies The ASEZCo may have against such a bidder.

#### Disclaimers

This document is prepared in good faith. The ASEZCo, its agents, and its employees and associates do not warrant its accuracy or completeness; make no representation, warranty, assurance, guarantee or endorsements to any third parties concerning the document. The ASEZCo will have no liability towards the bidders in connection therewith.

#### General definitions

"B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

"B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

"Bid" means a written offer in a prescribed or stipulated form in response to an invitation by the ASEZCo for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

"Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

"Contract" means the entire bid document inclusive of scope of work, specification, price conditions, price quote table, service delivery conditions, performance conditions with their key performance indicators, and general conditions when attached to the Standard Bidding Document 7 (SBD 7) which has been signed by the awarded bidder and the ASEZCo;

"EME" means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

"Functionality" means the ability of a bidder to provide goods and/or services in accordance with specifications as set out in these bid documents;

"Proof of B-BBEE status level of contributor" means:

B-BBEE Status level certificate issued by an authorized body or person;

A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

Any other requirement prescribed in terms of the B-BBEE Act.

"QSE" means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act.

"Equipment" means the operational unit including spares, replacement components, consumables, sub-

systems, firmware and software that delivers the specified output.

## THE BIDDER PROCUREMENT SELECTION PROCEDURE

**Stage 1 – Verification of the ability and capacity of a bidder to provide the services in accordance with contract as set out in the bid documents.**

Responsive to submission requirements

Bid that meets all the submission requirements in the bid document is a responsive bid that proceeds to the next stage. The ASEZCo's evaluation committee will disqualify non-responsive submissions.

Meeting technical specifications

The evaluation committee will disqualify responsive submissions that do not meet the minimum technical specifications and thresholds set out in this document.

**Stage 2 – Pricing Evaluation**

The evaluation committee will compare each bidder's pricing quote on a fair comparison basis considering all aspects of the bid's pricing requirements. The evaluation committee will rank qualifying bids on points scored relative to both Price and B-BBEE rating in accordance with the PPPFA and as indicated on SBD 6.1.

**Stage 3 – Award and Contract Signing**

The bid contract will be awarded (post approval by the ASEZCo's Delegated Authority) to the bidder with the highest combined score for Price and BBBEE rating unless there are other objective criteria, specified upfront in the bid documents that need to be considered in addition to the combined score. The award is subject to the final verification of the bidder's tax status as set out in the SBD 1 through the CSD.

**Cancellation of the bid prior to award**

The ASEZCo reserves the right to cancel this bid invitation prior to making an award where :

- a) Due to changed circumstances there is no longer a need for this procurement, or
- b) No bids meet the required specifications, or a material irregularity occurred in the bid process, or
- c) Where the price is too low/high in comparison to the market price range determined by the ASEZCO or the budget allocated by the ASEZCo to this procurement.

## PROPOSAL GENERAL REQUIREMENTS

### **Executive Summary**

The summary shall include a statement of the work to be accomplished, how the Respondent proposes to accomplish and perform each specific service and any unique problems perceived by the Respondent and proposed solutions.

### **Project Team & Experience**

Indicate how the respondent will ensure their services can assist ICT in achieving its mandate for each of the services (Helpdesk, Desktop, Server, Network and Security Management). The proposal shall clearly identify the proposed team members that will perform the work and indicate the level of involvement of each team member in the proposed work. This section should address the team structure and organization and demonstrate how the team members identified have the requisite expertise to perform the work. Resumes of all team members should be included in an Appendix to the proposal.

### **Proponent Experience**

Describe what the respondent would need from the client in terms of resources and support in order to undertake the scope of the work in this RFP.

Describe the approach to establishing and managing client relationships. Provide a sample of a standard monthly report to provide to existing clients.

### **Emergency service**

Indicate how after hours and weekend call incidents will be dealt with.

### **Service Delivery and Management Phase**

Provide the manner in which the management of day-to-day operation and delivery of the Managed Service once the transition phase is complete.

Service Providers should indicate the level of staffing they expect to have and indicate what proportion of the staff would be on premise and off-site.

### **Service Performance, Measurement, and Monitoring**

Provide details on how performance will be measured in terms of the managed service and what monitoring mechanisms will be in place to ensure that this is done.

The service provider should provide details on how SLA and Performance Targets are managed in existing managed service engagements and how they will adapt to the expectations of the DPSA.

### **Escalation process**

Provide details of the escalation processes that will be followed to deal with:

- Operational aspects of the services provided under this contract;
- Strategic and tactical aspects that will need to be addressed by Senior Management on both sides.
- Describe client satisfaction measurement process. Include information on how your organization uses this information to address and resolve problems

## SPECIFICATION OF BIDDER COMPETENCIES FOR EVALUATION

DETAILED SPECIFICATION
<p><b>1. SCOPE OF ICT MANAGED SERVICE</b></p> <p>The successful bidder should have capacity to deploy ICT staff to assist with the support of the ASEZCo environment. The support must include full-time resources for on-site support, offsite helpdesk support team, Office 365 as well as ad hoc support, as and when required.</p> <p><b>1.1. Helpdesk Management Services</b></p> <p>The Service Provider shall provide Helpdesk services for eight (8) hours per day (08:00 -16:00) from Monday - Friday. This component will cover:</p> <ul style="list-style-type: none"> <li>1.1.1. Single point of contact and intelligent management reports.</li> <li>1.1.2. The End User's ability to report an issue via telephone or email to an agent.</li> <li>1.1.3. Respond to a phone call within 30 minutes from the helpdesk.</li> <li>1.1.4. Ticketing - each issue logged with a unique sequential ID for quick retrieval and reporting.</li> <li>1.1.5. Ability for agent to open, cancel and close tickets.</li> </ul> <p><b>1.2. Desktop Management Services</b></p> <p>This component will cover:</p> <ul style="list-style-type: none"> <li>1.2.1. Day-to-day technical support.</li> <li>1.2.2. Management of standard configurations for desktop support including all office software, anti-virus and printers.</li> <li>1.2.3. Distribution of updates, patches and new releases.</li> <li>1.2.4. Component replacement on failure.</li> <li>1.2.5. Mobile devices (smart phones, tablets) and VIP services.</li> </ul> <p><b>1.3. Network Management Services</b></p> <p>This component will cover:</p> <ul style="list-style-type: none"> <li>1.3.1. Network hardware and software support and maintenance.</li> <li>1.3.2. Network security management.</li> <li>1.3.3. LAN Administration (except end user identity management).</li> <li>1.3.4. Network installations, de-installations and upgrades, etc.</li> <li>1.3.5. Network technologies will include LAN, Wireless/WiFi, Switches unless already managed by another service provider.</li> </ul>

#### **1.4. Server Management Services**

This component will cover:

- 1.4.1. Provision of support and administration services for all server hardware.
- 1.4.2. Operating systems and other software products related to all servers in the ASEZCo scope.
- 1.4.3. Includes the server room hardware and software support and maintenance (Atlantis and Cape Town Office).
- 1.4.4. Systems monitoring and housekeeping. Storage management.
- 1.4.5. Backup and recovery.
- 1.4.6. Server document management and security management.

#### **1.5. Security Management Services**

This component will cover:

- 1.5.1. Applying monthly security patches.
- 1.5.2. Advise and support the IT Security Officer with defining specific information security controls and policies.
- 1.5.3. Monitor security on all platforms - Software / Routers / Switches and update when necessary.
- 1.5.4. Prepare reports on security incidents.
- 1.5.5. Identifies and addresses computer vulnerabilities in internal servers and applications.
- 1.5.6. Provide updates of security incidents to the SCM manager.
- 1.5.7. Scans and patches applications when vulnerabilities may be present or released.
- 1.5.8. Research security enhancements and make recommendations to management.
- 1.5.9. Develops and maintain provisioning scripts to add the latest security updates, software versions, hotfixes, and patches to new system builds.
- 1.5.10. Develops and maintains software packages for the enterprise software catalogue.

## **2. TECHNICAL CAPABILITY REQUIREMENT - SKILLS INVENTORY**

#### **2.1. Helpdesk Tracking System**

- 2.1.1. Demonstration (screen shots) of the Helpdesk management and tracking system to ASEZCo.
- 2.1.2. Ability to measure customer satisfaction: (satisfied or dissatisfied).
- 2.1.3. Ability to add any additional feedback on how we can provide better IT support.
- 2.1.4. Ability to reopen a closed or resolved incident request.

#### **2.2. Desktop Management Services**

- 2.2.1. Experience in (min 2 year) installing, configuring Windows 10 & 11.
- 2.2.2. Experience in (min 2 year) installing, configuring transversal systems (Basic Accounting Systems,

SAGE, HR Focus but not limited to.

2.2.3. Good understanding of MS Office suite of applications.

2.2.4. Good understanding of Android and Apple OS.

2.2.5. Experience with anti-virus software and virus definition updates.

### 2.3. **Server Management Services**

2.3.1. Experience (min 5 years) Microsoft Windows Server operating systems.

2.3.2. Experience (min 5 years) Domain Controller (Active Directory), Ms Exchange.

2.3.3. Proven experience of working VMWARE, AZURE, Ms SharePoint but not limited to.

2.3.4. Experience in installing, configuring transversal systems (Basic Accounting Systems, SAGE, ACCPAC, HR Focus.

2.3.5. Experience with Sophos Backup.

### 2.4. **Network Management Services**

2.4.1. Experience (min 5 years) in management, design, and development of networking (LAN and WAN TCP/IP).

2.4.2. Experience in all aspects of network and ICT infrastructure security.

2.4.3. Management and configuration of Cisco and Huawei Enterprise Switching.

2.4.4. Ruckus and Huawei Wifi Management including controller management.

### 2.5. **Security Management Services**

2.5.1. Experience (min 5 years) in information technology security.

2.5.2. SSCP or CSSLP, Security or any certificated offered by International Information Systems Security Certification Consortium or ISACA.

2.5.3. CompTIA+ Security, Comptia S+ or equivalent certificate. (Optional)

2.5.4. Endpoint management solutions.

2.5.5. Virus protection & other prevention solutions.

2.5.6. Mobile Device Management.

2.5.7. Patch Management.

2.5.8. Vulnerability Management.

## 3. Minimum and Optimum Operating Hours

The minimum and optimum operating hours for desktop support are the same as those for server administrator (i.e. on-site for 8 hours per day from 08:00 to 16:00 Monday to Friday).

### 3.1. After hours and Weekend Service

The service provider might be required to work after hours or during the weekend i.e emergency

unplanned downtime, Business Continuity (BC) and Disaster Recovery (DR), patch management and change management. The service provider must quote 350 hours of after hours and weekend service for the duration of the contract period.

The hours worked may vary by category of personnel, such as the Desktop Support (150 Hours) and Server Administrator Personnel (200 Hours). The personnel categories used in the labour cost calculations must be defined.

#### 4. The current environment

The below table sets out the devices, hardware, infrastructure, and applications that are included in the tender scope. The ASEZCo purchases more network equipment as required so the amount of equipment and infrastructure in scope may increase, the service provider will be informed of additional items.

##### 4.1. Equipment, Applications, Infrastructure and Helpdesk in Scope

Server operating systems by type	Quantity	Comments
Windows Server 2016	2	
Windows Server 2016 Active directory	4	Primary and Secondary DNS server
Sharepoint 2019		
MySQL database & SQL	2	
SAS (Software and services for Analytics)		
Comodo	1	
Azzure AD Sync	1	
IQUAL	1	
<b>Total no of servers</b>	3	
<b>Network Infrastructure</b>		
Switches	3	2 x Cisco, 1 x Huawei
Wireless Controller	1	Ruckus
AP	3	Ruckus
Router	1	Mikrotik – managed by Vanilla
<b>Other equipment included</b>		
Network printers	4	Konica

##### 4.2. Desktop Support

ITEM	COMMENT
<b>HARDWARE</b>	
All desktop Computers	Hardware and all software installed in PCs
Laptops	Hardware and all software installed in PCs
Desktop & Network Printer	

Data projectors, Smart boards & Video conferencing	
Mobile device support	
Telephone support	Vox contract
<b>SOFTWARE</b>	
Microsoft Office 365	
Windows 10 & 11	
Adobe	
Arc GIS	
Antivirus (Comodo)	
Any other line of business system	
SAGE ACCPAC	
SAGE e-Workflow (BPM)	
HR Focus	

#### 5. **Out of scope infrastructure services**

Not all aspects of ASEZCo's ICT Infrastructure are within the scope of this Request for Proposal. The following are considered out of scope:

- 5.1. Management of Multifunction Printers.
- 5.2. Internet Connectivity Services.
- 5.3. WAN Connectivity.
- 5.4. VoIP PBX Solution.
- 5.5. Installation or moving a network point.
- 5.6. Hardware maintenance.
- 5.7. SIP trunking.
- 5.8. Software Licencing.
- 5.9. ad hoc support / advise, i.e tenants ,potential billing system, dashboards etc. not for them to do it but to advise us

#### 6. **Reporting**

The Service Provider shall designate an Account/Project Manager to manage the contract delivery of the Managed Service to ASEZCo to ensure, to the greatest degree possible, that the agreed upon levels of service are met. The Account/Project Manager shall be the primary point of contact between the Service Provider and the ASEZCo.



#### **6.1. Monthly Reporting**

The Service Provider shall cooperate with ASEZCo to produce a monthly service report to be available no later than 5 working days after the first working day of the month.

The monthly report shall be concise and in readable electronic format. The details of the monthly service management report would include:

- 6.1.1. Summary of the months Helpdesk support call logs that include the response time, resolutions and timeframes (i.e. reporting against the agreed Service Level Agreement).
- 6.1.2. System changes (updated system change documentation), if appropriate.
- 6.1.3. Server logs and fault reports, with resolutions or suggested fixes.
- 6.1.4. Server availability or downtimes report.
- 6.1.5. Backup reports.
- 6.1.6. Network availability.
- 6.1.7. Security issues report.

#### **6.2. Monthly Review Meeting**

The Service Provider will be responsible for taking minutes for monthly Service Level Agreement (SLA) meetings. The minutes must be submitted to ASEZCO five (5) days before the next meeting.

Metrics will be tracked by the service provider, summarized in a dashboard format, and discussed in the monthly meetings. This meeting includes the following:

- 6.2.1. Tracking unresolved issues from maintenance projects which impact the SLA,
- 6.2.2. Updating maintenance project progress and resolving critical issues,
- 6.2.3. Capturing agreements and disagreements and items needing escalation.

#### **6.3. Ad-hoc Reports**

On request by the ASEZCo, the Service Provider shall produce ad-hoc service report within two days from request, for any of the contracted Services.

#### **6.4. Satisfaction Survey**

The Service Provider shall cooperate with ASEZCo to conduct Satisfaction Surveys twice a year, to measure User satisfaction with the support and delivery of the services at all levels of the organization.

#### **7. Code of Conduct**

Signature of and adherence to the Code of Conduct for Public Servants is an obligation of all ASEZCo employees and contractors. This same obligation will be required of the employees of the Service Provider.

#### **8. POPI Act Compliance**

Ensure compliance with the POPI Act and ensure ASEZCo personal information is protected from theft, unauthorised access, interference, modification, destruction and disclosure to third parties.

#### 9. **Security Screening**

The ASEZCo reserve the right to conduct security screening checks of the company's technician/s deployed to work on the project, i.e. Citizenship, criminal records, etc.

All employees who will be working at ASEZCo of the Service Provider are required to pass (positive result) of the security screening checks before they resume work at ASEZCo. Both ASEZCo's offices are based at high security sites which requires additional screening and approvals for entrance to the sites. The Cape Town Office is based in the SA Reserve Bank which is a National Keypoint and is subject to NKP security protocols which is out of the ASEZCo's control.

#### 10. **Non-Disclosure Agreements**

By the nature of the work expected under this Managed Service Contract, the service provider's staff are likely, as part of their normal day-to-day work, to be exposed to sensitive data. All contracted staff working on this contract (whether on-site or off site) will be expected to sign a non-disclosure agreement for data protection purposes.

#### 11. **Training and Development**

The Service Provider is responsible for the training and development of all contracted staff working on this contract to replenish their knowledge and acquire new skills to enhance jobs better.

#### 12. **Priority Levels and Target times**

This section outlines the ASEZCo's expectations for Service Level Agreements and Performance Targets. In responding to this Request For Proposal, the service provider should provide details on how SLAs and Performance Targets are managed in existing managed service engagements and how the Service Provider would adapt to the expectations of the ASEZCO.

The following table describes the priority levels assigned to requests for hardware/software problem resolution with associated response and completion time commitments:

Priority	Description	Response Time
Critical / Urgent	A problem affects the entire company	Within 2 hours (24/7)
High	A problem that affects an entire site (Cape Town or Atlantis)	Within 4 hours (24/7)
Medium	A problem that affects an entire department / unit	Within 4 hours
Low	A problem that affects a single user	Within 6 hours

### 12.1 Target Time (Respond and Resolve (time to resolve incidents))

Severity codes are used in order to determine appropriate response and resolution times. Response and resolution times are measured from when the incident is opened by the help desk.

- Initial Response is when a ticket is opened and acknowledged by help desk staff.
- Estimation Response is when the user that logged the ticket is informed of an estimated resolution time.
- Resolution is the point at which the problem is resolved, and the application function is returned to a usable and available state.

Managed Service	Initial Response (Helpdesk)	Estimation Response	Resolution	SLA Target
Technical Support	15 min	2 hours	8 working hours	95%
Computer Setup	15 min	2 hours	14 working hours	95%
Server Support	15 min	1 hours	4 hours	95%
Network Management	15 min	1 hours	4 hours	95%
Security Management	15 min	1 hours	4 hours	95%

### 13. Penalties

The ASEZCo reserves the right to claim penalties and remedies in the event of non-performance/ delays and missed deadlines. The compensation amount shall be calculated at 2.5% of the monthly cost of the affected service.

## EVALUATION CRITERIA

### Functionality

A bidder that scores less than 75 points out of 100 as per categories in respect of functionality will be regarded as submitting a non-responsive proposal and will be disqualified.

Functionality evaluation will be based on the following criteria:

### EVALUATION CRITERIA

#### BIDDERS MUST MEET MINIMUM THRESHOLD IN ORDER TO QUALIFY THE FUNCTIONALITY

	FUNCTIONALITY & CAPABILITIES	Score	Total Score
	<b>NB:</b> The bidder should achieve a minimum score of 75 points under functionality to be able to be evaluated further on pricing & BBBEE as per preferential system.	<b>100</b>	
<b>1.</b>	<b>COMPANY PROFILE</b>		<b>10</b>
	6 and more years providing service as required by this RFP.	5	
	4-5 years providing services as required by this RFP.	4	
	3-4 years providing services as required by this RFP.	3	
	2-3 years providing services as required by this RFP.	2	
	1-2 years providing services as required by this RFP.	1	
<b>2.</b>	<b>EVIDENCE OF TRACK RECORD FOR PROVISION OF SIMILAR SERVICES</b>		<b>10</b>
	Bidders are required to provide at least 3 sites with contactable references as well as written testimonials where a similar project was undertaken in the recent past:	5	
		4	
	5 or more signed testimonials	3	
	4 x signed testimonials	2	
	3 x signed testimonials	1	
	2 x signed testimonials		
	1 x signed testimonial		
<b>3.</b>	<b>HELPDESK MANAGEMENT AND TRACKING SYSTEM</b>		<b>10</b>
	The helpdesk tracking system has the following features:		
	User Details, SLA status, Ticket categorization, status options, Ability to measure customer satisfaction: (satisfied or dissatisfied)	5	
	User Details, SLA status, Ticket categorization, status options	4	
	User Details, SLA status, Ticket categorization	3	
	User Details and SLA status	2	
	The helpdesk tracking system is not clear	1	

The service provider must prove that it has the experience, expertise, qualifications required/expected to ensure proper/quality execution of the assignment. <i>The CVs of the employees to be deployed for the project will be used for Evaluation.</i>			
4.	<b>KEY EXPERTISE REQUIRED (DESKTOP SUPPORT PERSONNEL)</b>		10
	<p>The service provider must have Desktop Support personnel/ personnel's with the following experience:</p> <ul style="list-style-type: none"> <li>• 5 years experience in installing, configuring transversal systems</li> <li>• 4 years experience in installing, configuring transversal systems</li> <li>• 3 years experience in installing, configuring transversal systems</li> <li>• 2 years experience in installing, configuring transversal systems</li> <li>• 1 year experience in installing, configuring transversal systems</li> </ul>	5 4 3 2 1	
5.	<b>KEY EXPERTISE REQUIRED (SERVER ADMINISTRATOR PERSONNEL)</b>		10
	<p>The service provider must have Server Administrator personnel/ personnel's with the following experience:</p> <ul style="list-style-type: none"> <li>• 9 years experience of Microsoft Windows Server, Domain controller (Active Directory), Domain DNS Records Microsoft Exchange Server, storage, backups, security and monitoring technologies.</li> <li>• 8 years experience of Microsoft Windows Server, Domain controller (Active Directory), Domain DNS Records Microsoft Exchange Server, storage, backups, security and monitoring technologies.</li> <li>• 7 years experience of Microsoft Windows Server, Domain controller (Active Directory), Domain DNS Records Microsoft Exchange Server, storage, backups, security and monitoring technologies.</li> <li>• 6 years experience of Microsoft Windows Server, Domain controller (Active Directory), Domain DNS Records Microsoft Exchange Server, storage, backups, security and monitoring technologies.</li> <li>• 5 years experience of Microsoft Windows Server, Domain controller (Active Directory), Domain DNS Records Microsoft Exchange Server, storage, backups, security and monitoring technologies.</li> </ul>	5 4 3 2 1	
6.	<b>KEY EXPERTISE REQUIRED (NETWORK SUPPORT PERSONNEL)</b>		10
	<p>The service provider has Network Engineer personnel with the following qualifications.</p> <ul style="list-style-type: none"> <li>• 9 year's experience in management, design, and development of networking (LAN and WAN TCP/IP). With Cisco or Network Management certifications</li> <li>• 8 year's experience in management, design, and development of networking (LAN and WAN TCP/IP). With Cisco or Network Management certifications</li> </ul>	5 4	

	<ul style="list-style-type: none"> <li>7 year's experience in management, design, and development of networking (LAN and WAN TCP/IP). With Cisco or Network Management certifications</li> <li>6 year's experience in management, design, and development of networking (LAN and WAN TCP/IP). With Cisco or Network Management certifications</li> <li>5 year's experience in management, design, and development of networking (LAN and WAN TCP/IP) and no Cisco/ Network Management certification.</li> </ul>	3  2  1	
<b>7.</b>	<b>KEY EXPERTISE REQUIRED (SECURITY SUPPORT PERSONNEL)</b>		<b>10</b>
	<p>The service provider has Security Engineer personnel with the following qualifications</p> <ul style="list-style-type: none"> <li>2 years' experience in Securing IT Infrastructure, Endpoint Management Solutions, Virus protection and other prevention solutions, Patch Management and Vulnerability Management. With Security+ Certification or equivalent IT Security Management Certification.</li> <li>1 year experience in Securing IT Infrastructure, Endpoint Management Solutions, Virus protection and other prevention solutions, Patch Management and Vulnerability Management. With Security+ Certification or equivalent IT Security Management Certification.</li> <li>1 year experience in Securing IT Infrastructure, Endpoint Management Solutions, Virus protection and other prevention solutions and Patch Management.</li> <li>With Security+ Certification or equivalent IT Security Management Certification.</li> <li>1 year experience in Securing IT Infrastructure, Endpoint Management Solutions, Virus protection and other prevention solutions.</li> <li>With Security+ Certification or equivalent IT Security Management Certification.</li> <li>1 year experience in Securing IT Infrastructure, Endpoint Management Solutions, Virus protection and other prevention solutions.</li> <li>No Security+ Certification or equivalent IT Security Management Certification.</li> </ul>	5  4  3  2  1	
Methodology and Project plan: How the service provider proposes to approach the specified assignment, and also demonstrate their capacity to deliver			
<b>8.</b>	<b>PROPOSAL</b>		<b>15</b>
	<ul style="list-style-type: none"> <li>The draft proposal includes statement of the work, proposed team members, Emergency service, Service Delivery and Management Phase and Escalation process.</li> <li>The draft proposal includes proposed team members, Emergency service, Service Delivery and Management Phase and Escalation process.</li> <li>The draft proposal includes a statement of the work, Service Delivery and Management Phase, Escalation process.</li> </ul>	5  4  3	

	<ul style="list-style-type: none"> <li>The draft proposal includes Service Delivery and Management Phase, Escalation process.</li> <li>The draft proposal statement of the work.</li> </ul>	2 1	
<b>9.</b>	<b>SERVICE PERFORMANCE, MEASUREMENT AND MONITORING</b>		<b>15</b>
	<p>The draft proposal which clearly indicates all the service elements and their performance targets/service level including the penalties in case of default per service element.</p> <ul style="list-style-type: none"> <li>Clearly drafted SLAs /Performance Targets for helpdesk, desktop support, server administration, network management and security management which meets requirements and indicate penalties.</li> <li>Fairly drafted SLAs /Performance Targets for helpdesk, desktop support, server administration, network management and security management which meets requirements and indicate penalties.</li> <li>3. Poor drafted SLAs /Performance Targets for helpdesk, desktop support, server administration, network management and security management which meets requirements.</li> </ul>	5 4 3	
Total functionality score			100
Minimum threshold for function			75
<b>APPROACH AND METHODOLOGY</b>			
The summary shall include a statement of the work to be accomplished, how the Respondent proposes to accomplish and perform each specific service and any unique problems perceived by the Respondent and proposed solutions.			
<b>QUALIFICATIONS AND EXPERIENCE</b>			
Refer to the evaluation criteria above per category for the required qualification requirements and relevant experience criteria.			

## RETURNABLE DOCUMENTS

A paper-based administrative evaluation will be carried out on all the bids received and if the under mentioned documentation is not signed or attached such a bid will be eliminated from any further evaluation.

Document description	Returnable document (Mandatory / optional)	Criteria (All criteria are weighted equally to each other)
Central Supplier Database (CSD)	Mandatory	<p>Proof of registration on the Central Supplier Database (CSD) with National Treasury</p> <p><i>Note: Prospective bidders responding to this bid/RFQ must be registered as a service provider on the Central Supplier Database (CSD). If your company is not registered on the CSD, proceed to complete the registration of your company prior to submitting your proposal. Refer to <a href="https://secure.csd.aov.za/">https://secure.csd.aov.za/</a> to register your company. Ensure that all documentation on the database is updated and valid.</i></p> <p>No Bid will be awarded to a Supplier/Service Provider who has not registered on the CSD.</p>
Certified B-BBEE certificate	Optional	Has the bidder met the pre-qualifications?
Signed SBD 6	Mandatory	Has the bidder claimed preference points?
Signed SBD 4	Mandatory	Has the bidder declared all interests including in any organ of state?
Signed SBD 8	Mandatory	Has the bidder conducted an ethical procurement?
Signed SBD 9	Mandatory	Is there evidence of price collusion performed by the bidder?
Signed SBD 3	Mandatory	Has a separate envelope been provided with the price schedule inside?
Signed SBD 1	Mandatory	Has the bid document been signed on the last page as evidence the bidder has read and agreed to the conditions?
Joint Venture/Consortium Agreement	Mandatory	Bidders are mandated to form a JV/ Consortium with a SMME.



Company/Entity Profile	Mandatory	Profile of the company outlining the company's background, its history, areas of business, etc. Identify existing client base including the number of clients you provide/d the services being proposed here. Please do not repeat information that has been requested elsewhere.
Project Experience/Reference	Mandatory	Failure to submit relevant documentation will result in disqualification
Personnel / CV Template	Mandatory	Proposals submitted in response to this RFP and the abridged CV's of the employees to be deployed for the project.
Qualifications	Mandatory	All qualifications pertaining to personnel CV's must be submitted
Appointment letters and letters of reference	Mandatory	Provide reference sites that ASEZCO can contact to assist in the evaluation of performance under 2 under Detailed Functionality Criteria. ASEZCo reserves the right to contact these references directly and without prior consultation with the respondent.
Detailed Price Breakdown	Mandatory	Detailed Price Breakdown

# CONTRACT WORK AND CONDITIONS

UNIT MANAGING THIS BID
The ASEZCo's Corporate Services Department manages this contract.
CONTRACTED WORK
Upon award of this tender, successful bidders will be notified electronically via email that they have been successful.
CONTRACT PERIOD
The contract period for this bid is three (3) years.
SPECIAL CONTRACT CONDITIONS
<p><b><u>Performance verification</u></b></p> <p>The ASEZCo's Company Secretary shall ensure that the performance of this contract in terms of services, delivery service, labour and any other element specified in this contract is at the contracted performance level with the represented bidder. Both parties shall verify this through signing the verification documentation.</p>
<p><b><u>Termination of contract due to non-performance</u></b></p> <p>In the event of the non-performance as per the agreed contract, the ASEZCo will appoint an alternative at the cost of the appointed third party. The defaulting third party shall be obliged to settle the damages/additional costs that the ASEZCo may have incurred as result of the non-performance of the appointed bidder.</p>
<p><b><u>Occupational Health and Safety when working on the ASEZCo's sites:</u></b></p> <p>In the event where the bidder may be required to work on the ASEZCo site, all its personnel performing work on the site/s as part of this contract will be responsible to obtain safety induction.</p> <p>Over and above the obligations provided by the Act, the contracted party shall meet with all the relevant health and safety instructions as given to them by site safety personnel, where relevant. Personal protection equipment including hand sanitising stations, temperature monitoring, face masks as per Department of Health's specification, closed safety shoes, hard hats, height safety equipment, and high visibility vests shall be worn at all times while on the work site. All personnel are to obey the relevant instructions, including signage, related to restricted access and speed limits on all sites.</p> <p>The contracted party shall be responsible for itself, its employees, and those people affected by its operations in terms of the Occupational Health and Safety Act the regulations promulgated in terms thereof (OHS Act No 85 of 1993 and its Regulations, known as 'The Act'). The contracted party shall perform all work complying with the provisions of the Occupational Health and Safety Act.</p> <p>To this end, the contracted party shall make available to the ASEZCO the valid Letter of Good Standing in</p>

terms of the COID Act and shall ensure that its validity does not expire while executing this bid, where applicable. The contracted party furnishes its registration number with the office of the Compensation Commissioner. The contracted party enters into a Section 37.2 agreement in terms of Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations) that the ASEZCo drafts.

Each member of the contracted party's team must submit a signed indemnity form prior to entering the work site and kept in the contracted party's health and safety file.

The contracted party will also be responsible for adhering to all Covid 19 regulations in the workplace or any ASEZCo site.

#### **Management of performance levels on individual projects**

**1 Upon appointment, both parties agree on the final set of performance levels for each deliverable service levels including measurable key performance indicators with minimum thresholds in writing appended to this contract document and that does not contradict this document when issued as part of the bidding procedure.**

1.1 Where both parties agree to variation of these, both parties sign the revision and appended it to this contract document.

1.2 The appointed third party and the ASEZCo's Company Secretary measure delivered performance against these performance levels.

1.3 Where ASEZCo has identified poor performance under this contract, both parties will meet and investigate the matter to determine the root cause, the correction plan, and the execution planning thereof.

1.4 Both parties will monitor the corrective actions.

1.5 Both parties will assess the applicability of penalties to the incurred poor performance and apply these.

#### **Contracted Party Due Diligence**

The ASEZCo has the right to conduct any required due diligence on the Internal Audit firm, including site visits at any time during the contract period.

#### **Communication:**

The contracted party shall communicate in writing through mail, delivery, or email. The contracted party shall state the contract number and purchase order number, if the latter is applicable, on communication documentation. The contracted party shall not act upon any communication without the contract number or must verify such communication with the ASEZCo's Company Secretary prior to acting upon it.

#### **Confidentiality**

The recipient of confidential information shall be careful and diligent as not to cause any unauthorised disclosure or use of the confidential information, in particular, during its involvement with the ASEZCo and after termination of its involvement, the recipient shall not:

- Disclose the confidential information, directly or indirectly, to any person or entity, without the ASEZCo's prior written consent.
- Use, exploit or in any other manner whatsoever apply the confidential information for any other purpose whatsoever, other than for the execution of the contract and the delivery of the

deliverables or

- Copy, reproduce, or otherwise publish confidentiality information except as strictly required for the execution of the contract.

The recipient shall ensure that any employees, agents, directors, contractors, service providers, and associates which may gain access to the confidential information are bound by agreement with the recipient both during the term of their associations with the recipient and after termination of their respective associations with the recipient, not to

- Disclose the confidential information to any third party, or
- Use the confidential information otherwise than as may be strictly necessary for the execution of the contract,
- The recipient shall take all such steps as may be reasonably necessary to prevent the confidential information from falling into the hands of any unauthorised third party.

The undertakings set out in this clause shall not apply to confidential information, which the recipient is able to prove:

- Was independently developed by the recipient prior to its involvement with the ASEZCo or in the possession of the recipient prior to its involvement with the ASEZCo;
- Is now or hereafter comes into the public domain other than by breach of this contract by the recipient;
- Was lawfully received by the recipient from a third party acting in good faith having a right of further disclosure and who do not derive the same directly or indirectly from the ASEZCo, or
- Required by law to be disclosed by the recipient, but only to the extent of such order and the recipient shall inform the ASEZCo of such requirement prior to any disclosure.

The recipient shall within one (1) month of receipt of a written request from the ASEZCo to do so, return all material embodiments, whether in documentary or electronic form, of the confidential information including but not limited to:

- All written disclosures received;
- All written transcripts of confidential information disclosed verbally; and
- All material embodiments of the contract intellectual property.

The recipient acknowledges that the confidential information made available solely for the execution of the contract and for no other purpose whatsoever and that the confidential information would not have been made available to the recipient, but for the obligations of confidentiality agreed to herein.

Except as expressly herein provided, this contract shall not be construed as granting or confirming, either expressly or impliedly any rights, licences or relationships by furnishing of confidential information by either party pursuant to this contract.

The recipient acknowledges that the unauthorised disclosure of confidential information may cause harm to the ASEZCo. The recipient agrees that, in the event of a breach or threatened breach of confidentiality, the ASEZCo is entitled to seek injunctive relief or specific performance, in order to obtain immediate remedies. Any such remedy shall be in addition to and not in lieu of any other remedies available at law, including monetary damages.

# RETURNS

## PRICING – SBD 3.1

### PRICING REQUIREMENTS FOR THIS BID

Actual Prices charged by the bidder for goods delivered and/or services performed for this bid shall not vary from the prices quoted by the bidder in the submitted bid with the exception of any price adjustments as outlined by the bidder in the response and such adjustments are in accordance with the rules stated below:

1.	<b>Applicability of quoted prices:</b> All quoted prices are applicable throughout the contract period unless price adjustments are specified.
2.	<b>Price Quotation Basis:</b> Unit prices are fully inclusive of all applicable taxes including VAT, less all unconditional discounts, and all costs to deliver the services and/or goods to the specified delivery point stated in South African Rand currency.
3.	<b>Value Added Tax:</b> Pricing adjusts for any variation in the Value Added Tax rate as gazetted.

### BID PRICE SCHEDULE (SBD 3.1)

NOTE: Completing the pricing schedule in the prescribed format is compulsory and must not be reproduced or retyped in any manner whatsoever

Service Component	Description	Monthly Cost incl. Vat	Total 36 Months incl. Vat
Helpdesk Management Services	A manned remote helpdesk with a dedicated helpdesk number and e-mail address		
Desktop Management Services	Body shop to support all ASEZCo infrastructure		
Server Management Services	Server support, back-up and Security		
Network Management Services	Network technologies will include LAN, Wireless/WiFi, Switches unless already managed by		

	another service provider.		
Security Management Services	Identify and protect all ASEZCo ICT assets.		
350 Hours for After hours and Weekends (Desktop and Server Management) for the duration of the contract.  150 hours - Desktop Management 200 hours - Server Management			
<b>TOTAL (VAT INCLUSIVE)</b>			

DESCRIPTION	PERCENTAGE MARK UP		
	R 0 – R50 000	R 50 001 – R500 000	R 500 001 +
HARDWARE			
SOFTWARE			

## SBD 4 - DECLARATION OF INTEREST WITH GOVERNMENT

Any legal person, including persons employed by the State (meaning any national or provincial department; national or provincial public entity; or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); any municipality or municipal entity; provincial legislature; national Assembly or the national Council of provinces; or Parliament), or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to Bid (includes an advertised competitive Bid, a limited Bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the Bidder or his/her authorised representative, declare his/her position in relation to the evaluating/adjudicating authority where:

The Bidder is employed by the State; and/or

The legal person on whose behalf the Bidding Document is signed, has a relationship with persons/s person who is/are involved in the evaluation and or adjudication of the Bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the Bid.

In order to give effect to the above, the following questionnaire must be completed and submitted with this Bid:

Full Name of Bidder or his/her representative:	
Identity Number:	
Position occupied in the Company (director, trustee, shareholder, member):	
Registration number of companies, enterprise, close corporation, partnership agreement:	
Tax Reference Number:	

VAT Registration Number:			
The names of all directors/trustees/shareholders/members, their individual identity numbers, tax reference numbers and, if applicable, employee/PERSAL numbers must be indicated in a separate schedule including the following questions:			
Schedule attached with the above details for all directors/members/shareholders			
Are you or any person connected with the Bidder presently employed by the State? If so, furnish the following particulars in an attached schedule			<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of person/ director/ trustee/ shareholder/member: Name of State institution at which you or the person connected to the Bidder is employed Position occupied in the State institution Any other particulars:			
If you are presently employed by the State, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, did you attach proof of such authority to the Bid document? If No, furnish reasons for non-submission of such proof as an attached schedule (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the Bid.)			
Did you or your spouse or any of the company's directors/ trustees /shareholders /members or their spouses conduct business with the State including any business units of the Atlantis Special Economic Zone in the previous twelve months?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, furnish particulars as an attached schedule			
Do you, or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by the State and who may be involved with the evaluation and or adjudication of this Bid?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, furnish particulars as an attached schedule.			
Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, furnish particulars as an attached schedule:			



## SBD 6.1 - PREFERENCE POINTS CLAIMED

**Preference points claim form for broad-based black economic empowerment (B-BBEE) status level of contribution in terms of the preferential procurement regulations 2017**

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS, AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to all bids:

1.1.1. the 80/20 system for requirements with a Rand value of up to R 50 000 000 (all applicable taxes included); and

1.1.2. The 90/10 system for requirements with a Rand value above R 50 000 000 (all applicable taxes included)

1.2. Points for this bid shall be awarded for:

1.2.1. Price; and

1.2.2. B-BBEE Status Level of Contributor

	<b>POINTS</b>
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	100

1.3. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.4. The purchaser reserves the right to require either of a bidder, before a bid is adjudicated or at any time subsequently, to substantiate any claim concerning preferences, in any manner required by the purchaser.

### 2. DEFINITIONS

“**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

“**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

“**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

“**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

“**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment

## SBD 6.1 - PREFERENCE POINTS CLAIMED

issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

**“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

**“prices”** includes all applicable taxes less all unconditional discounts;

**“proof of B-BBEE status level of contributor”** means:

1. B-BBEE Status level certificate issued by an authorized body or person;
2. A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
3. Any other requirement prescribed in terms of the B-BBEE Act;

**“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

**“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

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

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

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

Where

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

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

## SBD 6.1 - PREFERENCE POINTS CLAIMED

### 5. BID DECLARATION

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

#### **B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

B-BBEE Status Level of Contributor:= .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

### 6. SUB-CONTRACTING

Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

If yes, indicate:

1. What percentage of the contract will be subcontracted.....%
2. The name of the sub-contractor.....
3. The B-BBEE status level of the sub-contractor.....
4. Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
<b>Black people</b>		
<b>Black people who are youth</b>		
<b>Black people who are women</b>		
<b>Black people with disabilities</b>		
<b>Black people living in rural or underdeveloped areas or townships</b>		
<b>Cooperative owned by black people</b>		
<b>Black people who are military veterans</b>		
<b>OR</b>		
<b>Any EME</b>		
<b>Any QSE</b>		

### 7. DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm: .....

VAT registration number: .....

Company registration number:.....

TYPE OF COMPANY/ FIRM

## SBD 6.1 - PREFERENCE POINTS CLAIMED

☐ Partnership/Joint Venture / Consortium

☐ One person business/sole propriety

☐ Close corporation

☐ Company

☐ (Pty) Limited

[TICK APPLICABLE BOX]

### DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

### COMPANY CLASSIFICATION

☐ Manufacturer

☐ Supplier

☐ Professional service provider

☐ Other service providers, e.g., transporter, etc.

[TICK APPLICABLE BOX]

Total number of years the company/firm has been in business: .....

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificates, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

1. The information furnished is true and correct;
2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not

## SBD 6.1 - PREFERENCE POINTS CLAIMED

exceeding 10 years, after the Audi alteram partem (hear the other side) rule has been applied; and

(e) Forward the matter for criminal prosecution.

## SBD 8 - DECLARATION OF BIDDER'S PAST SCM PRACTICES

Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If yes, furnish particulars as an attached schedule:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? If yes, furnish particulars as an attached schedule:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was any contract between the Bidder and any ASEZCO terminated during the past five years because of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	

## SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the signatory to this document, in submitting this Bid in response to the invitation for the Bid made by the Atlantis Special Economic Zone, do hereby make the following statements that I certify to be true and complete in every respect:

I have read and I understand the contents of this Certificate;

I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;

I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;

Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;

For the purposes of this Certificate and the accompanying Bid, I understand that the word "competitor" shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:

1. Has been requested to submit a Bid in response to this Bid invitation;

## SBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

2. Could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
3. Provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder

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 (meaning an association of persons for combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of the bid) will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

1. Prices;
2. Geographical area where product or service will be rendered (market allocation);
3. Methods, factors or formulas used to calculate prices;
4. The intention or decision to submit or not to submit, a Bid;
5. The submission of a Bid which does not meet the specifications and conditions of the Bid; or
6. Bidding with the intention not to win the Bid.

In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this Bid invitation relates.

The terms of this 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 the bid or to the signing of the contract.

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Bids and contracts, Bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of Section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation

## GENERAL CONDITIONS OF CONTRACT

In this document words in the singular also mean in the plural and vice versa, words in the masculine mean in the feminine and neuter, words “department” means organs of state inclusive of public entities and vice versa, and the words “will/should” mean “must”.

**The Atlantis Special Economic Zone SOC Limited cannot amend the National Treasury’s General Conditions of Contract (GCC). The Atlantis Special Economic Zone therefore appends Special Conditions of Contract (SCC) providing specific information relevant to this bid to a GCC clause and Special Conditions specific to this bid contract not part of the General Conditions of Contract. Whenever there is an unintended conflict, the provisions of the Special Conditions of Contract shall prevail over the General Conditions of Contract.**

GCC1	<b>Definitions - The following terms shall be interpreted as indicated:</b>
1.1	<b>“Closing time”</b> means the date and hour specified in the bidding documents for the receipt of bids.
1.2	<b>“Contract”</b> 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	<b>“Contract price”</b> means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
1.4	<b>“Corrupt practice”</b> means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
1.5	<b>“Countervailing duties”</b> imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
1.6	<b>“Country of origin”</b> means the place where the goods were mined, grown, or produced, or from which the services are supplied. Goods 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	<b>“Day”</b> means calendar day.
1.8	<b>“Delivery”</b> means delivery in compliance of the conditions of the contract or order.
1.9	<b>“Delivery ex stock”</b> means immediate delivery directly from stock actually on hand..
1.10	<b>“Delivery into consignees store or to his site”</b> 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	<b>“Dumping”</b> 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	<b>“Force majeure”</b> 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	<b>“Fraudulent practice”</b> 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	<b>"GCC"</b> mean the General Conditions of Contract.
1.15	<b>"Goods"</b> 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	<b>"Imported content"</b> 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	<b>"Local content"</b> means that portion of the bidding price, which is not included in the imported content if local manufacture does take place.
1.18	<b>"Manufacture"</b> means the production of products in a factory using labour, materials, components, and machinery and includes other related value-adding activities.
1.19	<b>"Order"</b> means an official written order issued for the supply of goods or works or the rendering of a service.
1.20	<b>"Project site"</b> , where applicable, means the place indicated in bidding documents.
1.21	<b>"Purchaser"</b> means the organization purchasing the goods.
1.22	<b>"Republic"</b> means the Republic of South Africa.
1.23	<b>"SCC"</b> means the Special Conditions of Contract.
1.24	<b>"Services"</b> 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	<b>"Written"</b> or <b>"in writing"</b> means handwritten in ink or any form of electronic or mechanical writing.
GCC2	<b>Application</b>
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 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.
GCC3	<b>General</b>
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 (National Treasury's eTender website), 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 <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>



GCC4	<b>Standards</b>
4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
SCC4	No additional standards required.
GCC5	<b>Use of contract documents and information</b>
5.1	The supplier shall not disclose, without the purchaser's prior written consent, 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 made to any such employed person is in confidence and shall extend only as far as may be necessary for purposes of such performance.
5.2	The supplier shall not make, without the purchaser's prior written consent, 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.
SCC5A	<p><b>Copyright and Intellectual Property</b></p> <p>All background intellectual property (existing prior to this contract) invests in and remains the sole property of the contributing party to this contract and/or the contracted discloses the same to the Atlantis Special Economic Zone at the commencement of this contract.</p> <p>The contracted supplier grants the Atlantis Special Economic Zone a fully paid up, irrevocable, non-exclusive, and transferable licence to use its background intellectual property including the right to sub-licence to third parties in perpetuity and to the extent that the Atlantis Special Economic Zone requires for the exploitation of the contract intellectual property and to enable the Atlantis Special Economic Zone to obtain the full benefit of the contract intellectual property, for this contract.</p> <p>The parties agree that all right, title, and interest in the contract intellectual property rightly invests in the Atlantis Special Economic Zone and to give effect to the foregoing:</p> <ol style="list-style-type: none"> <li>2. The contracted supplier hereby assigns all rights, titles, and interests in and to the contract intellectual property that it may own to the Atlantis Special Economic Zone and the Atlantis Special Economic Zone hereby accepts such assignment, and             <ol style="list-style-type: none"> <li>1. The contracted supplier undertakes to assign in writing to the Atlantis Special Economic Zone all contract intellectual property and which may invest in the contracted supplier.</li> </ol> </li> </ol> <p>The contracted supplier shall keep the contract intellectual property confidential and shall fulfil its confidentiality obligations as set out in this document.</p> <p>The contracted supplier shall assist the Atlantis Special Economic Zone in obtaining statutory protection for the contract intellectual property at the expense of the Atlantis Special Economic Zone wherever the Atlantis Special Economic Zone may choose to obtain such protection. The contracted party shall procure where necessary the signatures of its personnel for the assignment of the contract intellectual property to the Atlantis Special Economic Zone, or as the Atlantis Special Economic Zone may direct, and to support the Atlantis Special Economic Zone, or its nominee, in the prosecution and enforcement thereof in any country in the world.</p>

	<p>The contracted supplier hereby irrevocably appoints the Atlantis Special Economic Zone to be its true and lawful agent in its own name, to do such acts, deeds, and things and to execute deeds, documents, and forms that the Atlantis Special Economic Zone, in its absolute discretion, requires in order to give effect to the terms of this clause.</p> <p>The rights and obligations set out in this clause shall survive termination of this contract indefinitely.</p>
SCC5B	<p><b>Confidentiality</b></p> <p>The recipient of confidential information shall be careful and diligent as not to cause any unauthorised disclosure or use of the confidential information, in particular, during its involvement with the Atlantis Special Economic Zone Company and after termination of its involvement , the recipient shall not:</p> <ol style="list-style-type: none"> <li>1. Disclose the confidential information, directly or indirectly, to any person or entity, without the Atlantis Special Economic Zone's prior written consent.</li> <li>2. Use, exploit or in any other manner whatsoever apply the confidential information for any other purpose whatsoever, other than for the execution of the contract and the delivery of the deliverables or</li> <li>3. Copy, reproduce, or otherwise publish confidentiality information except as strictly required for the execution of the contract.</li> </ol> <p>The recipient shall ensure that any employees, agents, directors, contractors, service providers, and associates which may gain access to the confidential information are bound by agreement with the recipient both during the term of their associations with the recipient and after termination of their respective associations with the recipient, not to</p> <ol style="list-style-type: none"> <li>8. Disclose the confidential information to any third party, or</li> <li>4. Use the confidential information otherwise than as may be strictly necessary for the execution of the contract,</li> </ol> <p>The recipient shall take all such steps as may be reasonably necessary to prevent the confidential information from falling into the hands of any unauthorised third party.</p> <p>The undertakings set out in this clause shall not apply to confidential information, which the recipient is able to prove:</p> <ol style="list-style-type: none"> <li>1. Was independently developed by the recipient prior to its involvement with the Atlantis Special Economic Zone or in the possession of the recipient prior to its involvement with the Atlantis Special Economic Zone;</li> <li>2. Is now or hereafter comes into the public domain other than by breach of this contract by the recipient;</li> <li>3. Was lawfully received by the recipient from a third party acting in good faith having a right of further disclosure and who do not derive the same directly or indirectly from the Atlantis Special Economic Zone, or</li> <li>4. Required by law to be disclosed by the recipient, but only to the extent of such order and the recipient shall inform the Atlantis Special Economic Zone of such requirement prior to any disclosure.</li> </ol> <p>The recipient shall within one (1) month of receipt of a written request from the ASEZCo to do so, return to the Atlantis Special Economic Zone all material embodiments, whether in</p>

	<p>documentary or electronic form, of the confidential information including but not limited to:</p> <ol style="list-style-type: none"> <li>2. All written disclosures received from;</li> <li>5. All written transcripts of confidential information disclosed</li> <li>6. All material embodiments of the contract intellectual property.</li> </ol> <p>The recipient acknowledges that the confidential information made available solely for the execution of the contract and for no other purpose whatsoever and that the confidential information would not have been made available to the recipient, but for the obligations of confidentiality agreed to herein.</p> <p>Except as expressly herein provided, this contract shall not be construed as granting or confirming, either expressly or impliedly any rights, licences or relationships by furnishing of confidential information by either party pursuant to this contract.</p> <p>The recipient acknowledges that the unauthorised disclosure of confidential information may cause harm to the ASEZCo. The recipient agrees that, in the event of a breach or threatened breach of confidentiality, the ASEZCo is entitled to seek injunctive relief or specific performance, in order to obtain immediate remedies. Any such remedy shall be in addition to and not in lieu of any other remedies available at law, including monetary damages.</p>
SCC5C	<p><b>Protection of Private Information</b></p> <p>The supplier hereby gives the ASEZCo permission, in terms of the Protection of Private Information Act 4 of 2013, to process, collect, receive, record, organise, collate, store, update, modify, retrieve, alter, consult, use, disseminate, distribute, merge, link, erase or destroy personal information received. By submitting a bid, the supplier gives its voluntary explicit consent to the terms of this special condition.</p>
GCC6	<p><b>Patent rights</b></p>
6.1	<p>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.</p>
GCC7	<p><b>Performance security</b></p>
7.1	<p>Within thirty days (30) 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>
7.2	<p>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>
7.3	<p>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> <ol style="list-style-type: none"> <li>7.3.1 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</li> </ol>

	7.3.2 a cashier's or certified cheque.
7.4	The performance security will be discharged by the purchaser and returned to the supplier within 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.
SCC7A	No performance security is required unless an upfront deposit is paid by ASEZCo over an amount of R1m.
GCC8	<b>Inspections, tests and analyses</b>
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 purchaser or an organization acting on behalf of the purchaser.
8.3	If there are no inspection requirements indicated in the bidding documents and contract makes no mention, 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 supplier shall defray the cost in connection with these inspections, tests, or analyses.
8.6	Supplies and services 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 analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies are 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 because of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
SCC8	No applicable
GCC9	<b>Packing</b>
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.
SCC9	No applicable
GCC10	<b>Delivery and Documentation</b>
10.1	The supplier in accordance with the terms specified in the contract shall make delivery of the goods/services. The SCC specifies the details of shipping and/or other documents furnished by the supplier.
10.2	Documents submitted by the supplier specified in SCC.
SCC10	As specified in the above specification section.
GCC11	<b>Insurance</b>
11.1	The goods supplied under the contract are 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.
SCC11A	The awarded bidder is expected to have the relevant insurance for public liability (including product liability) and for professional indemnity per project commensurate to risks and scope.
GCC12	<b>Transportation</b>
12.1	Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
SCC12	No applicable
GCC13	<b>Incidental services</b>
13.1	<p>The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <p>13.1.1 Performance or supervision of on-site assembly and/or commissioning of the supplied goods;</p> <p>13.1.2 Furnishing of tools required for assembly and/or maintenance of the supplied goods;</p> <p>13.1.3 Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;</p> <p>13.1.4 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</p> <p>13.1.5 Training of the purchaser's personnel, at the supplier's plant and/or on-site, conducted in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.</p>
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.
SCC13	No applicable
GCC14	<b>Spare parts</b>
14.1	<p>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:</p> <p>14.1.1 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</p>

	<p>14.1.2 In the event of termination of production of the spare parts:</p> <p>14.1.2.1 Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and</p> <p>14.1.2.1 Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</p>
	No applicable
GCC15	<b>Warranty</b>
15.1	The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models and those 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.
SCC15	No applicable
GCC16	<b>Payment</b>
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 fulfilment 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.
SCC16	Not applicable.
GCC17	<b>Prices</b>
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.
SCC17	Exceptions to the above clause are incidental services, changes in Value Added Tax as gazetted, and spare parts.

GCC18	<b>Contract amendment</b>
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.
GCC19	<b>Assignment</b>
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.
GCC20	<b>Subcontract</b>
20.1	The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract 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
SCC20	Any sub-contract to another party complies with the requirements of the Preferential Procurement Policy Framework Act and its regulations.
GCC21	<b>Delays in supplier's performance</b>
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 cancelling 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.
GCC22	<b>Penalties</b>
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.



GCC23	<b>Termination for default</b>
23.1	<p>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:</p> <p>23.1.1 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;</p> <p>23.1.2 If the Supplier fails to perform any other obligation(s) under the contract; or</p> <p>23.1.3 If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.</p>
23.2	<p>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.</p>
	<p>In the event of the non-performance as per the agreed contract, the purchaser (NRF) will appoint an alternative service provider/supplier at the cost of the contracted service provider/supplier. The defaulting service provider/supplier is obliged to settle the damages/additional costs that the purchaser has incurred as result of the non-performance of the contracted service provider/supplier.</p>
23.3	<p>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.</p>
23.4	<p>If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a 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.</p>
23.5	<p>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.</p>
23.6	<p>If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:</p> <p>23.6.1 The name and address of the supplier and / or person restricted by the purchaser;</p> <p>23.6.2 The date of commencement of the restriction</p> <p>23.6.3 The period of restriction; and</p> <p>23.6.4 The reasons for the restriction.</p> <p>These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.</p>
23.7	<p>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</p>



	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.
<b>GCC24</b>	<b>Anti-dumping and countervailing duties and rights</b>
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
<b>GCC25</b>	<b>Force Majeure</b>
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
<b>GCC26</b>	<b>Termination for insolvency</b>
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.
<b>GCC27</b>	<b>Settlement of disputes</b>
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	<p>Notwithstanding any reference to mediation and/or court proceedings herein,</p> <p>27.5.1 The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</p> <p>27.5.2 The purchaser shall pay the supplier any monies due the supplier.</p>
GCC28	<b>Limitation of liability</b>
28.1	<p>Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;</p> <p>28.1.1 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</p> <p>28.1.2 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.</p>
GCC29	<b>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.
GCC30	<b>Applicable law</b>
30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
GCC31	<b>Notices</b>
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
SCC31	Electronic communication, to the extent it meets the requirements of legal notices, is also permitted.
GCC32	<b>Taxes and duties</b>
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
GCC33	<b>National Industrial Participation Programme</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.
GCC34	<b>Prohibition of restrictive practices</b>

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.

## BID SIGNATURE (SBD 1)

I, the bidder, warrant by signature as having read and accepted each page in this document including any annexures attached to this document. I undertake to supply all or any of the goods, works, and services described in this procurement invitation to the ASEZCO in accordance with the requirements and specifications stipulated in this bid document at the price/s quoted. I confirm that I have satisfied myself as to the correctness and validity of my offer/bid in response to this invitation, covering all my obligations and I accept that any mistakes regarding price(s), rate(s), and calculations are at my own risk. My offer remains binding upon me and open for acceptance by the ASEZCO during the validity period indicated and calculated from the closing time of bid invitation. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this document as the principal liable for the due fulfilment of the subsequent contract conditions if awarded to me.

I declare that during the bidding period did not have access to any ASEZCO's proprietary information or any other matter that may have unfairly placed our bid in a preferential position in relation to any of the other bidder(s).

I confirm that I am duly authorised to sign this offer/ bid response.

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)