



**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF HEALTH AND WELLNESS, WESTERN CAPE GOVERNMENT**

**BID NUMBER: WCGHSC0450/2025**

**CLOSING DATE: 28 March 2025**

**CLOSING TIME: 11:00 AM**

**RENDERING OF A RENDERING OF A GARDENS AND GROUNDS MAINTENANCE SERVICE AT KHAYELITSHA DISTRICT HOSPITAL AND KHAYELITSHA EASTERN SUB-STRUCTURE (KESS), UNDER CONTROL OF DEPARTMENT OF HEALTH AND WELLNESS, WESTERN CAPE GOVERNMENT FOR A THREE (3) YEAR PERIOD**

Please submit your bid on the official, **not re-typed** forms. Only original, signed documents will be considered. Failure to complete and sign bidding documents, certificates, questionnaires and specification forms may invalidate the bid. **The date stamp on each page is for official use and not for completion by bidders.**

Each bid must be deposited in a **sealed envelope** with the **name and address of the bidder, the bid number and closing date**. These conditions also apply to **a bid sent by courier** that is delivered in a courier pouch and is either signed off by the responsible official or deposited in the bid box by the courier's representative. The envelope shall not contain documents related to any bid other than that indicated on the envelope.

Bid documents must be deposited in the **bid box marked DEPARTMENT OF HEALTH Main entrance of Department of Health and Wellness, Supply Chain Management Offices (M9 Building) on the premises of Karl Bremer Hospital c/o Mike Pienaar Boulevard & Frans Conradie Drive**. The bid box is open **Mondays to Fridays from 7 am to 4 pm (excluding public holidays)**. If you are uncertain about the location of the bid box, please call the responsible official, Mr. Johan Van Wyk at 021 834 9007 for assistance during office hours.

Please ensure that bids are delivered **to the correct address before bid closing**. **Late bids** will not be accepted for consideration and, where possible, will be **returned unopened** to the bidder accompanied by an explanatory letter. **No bidders' names or prices will be read out** after closing time when the bid box is opened, and bids are removed by Sourcing officials.

All bidders must be registered on the Central Supplier Database (CSD) at the time of bid closing. **Bidders already registered on the CSD** must have **confirmation of their registration AND ensure that their status is up to date** prior to bidding by contacting [www.csd.gov.za](http://www.csd.gov.za).

**Unregistered bidders or bidders with suspended registration will be deemed non-compliant and their bids will not be considered. Any prospective unregistered bidder must register as a supplier on the CSD prior to bidding.**

**Central Supplier Database self-registration only:** [www.csd.gov.za](http://www.csd.gov.za)

**Contact email:** [SCM.eProcurementDOH@westerncape.gov.za](mailto:SCM.eProcurementDOH@westerncape.gov.za)

**Where a bidder's tax compliance status cannot be verified or if a bidder's tax status is non-compliant on the CSD, the bidder will be afforded 7 working days to confirm tax compliance for the bid to be considered.**

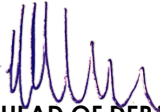
The B-BBEE status **on form WCBD 6.1 in your bid document** will be used to evaluate the bid, **not your B-BBEE status on the SEB or CSD**. Please complete your claims for **both the 80/20 and 90/10 preference points systems** in the WCBD6.1, as well as the attached **form WCBD4**. All other mandatory documents held on the CSD will be accepted by the Department of Health (WCGH) for consideration of formal bids.

This bid is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.

**The successful bidder will be required to complete and sign a written contract form (WCBD7.1).**

Please refer all technical/specification enquiries to **Mr Charles Boyce** – at telephone no **074 634 1255**, email:

[Charles.Boyce@westerncape.gov.za](mailto:Charles.Boyce@westerncape.gov.za)

pp  **C Munnik**  
**HEAD OF DEPARTMENT**

**DATE: 25/02/2025**

## PART A INVITATION TO BID

<b>ZERO-TOLERANCE TO FRAUD, THEFT AND CORRUPTION (ANTI-FRAUD, THEFT AND CORRUPTION)</b>					
THE WCG IS COMMITTED TO GOVERN ETHICALLY AND TO COMPLY FULLY WITH ANTI-FRAUD, THEFT AND CORRUPTION LAWS AND TO CONTINUOUSLY CONDUCT ITSELF WITH INTEGRITY AND WITH PROPER REGARD FOR ETHICAL PRACTICES.					
THE WCG HAS A ZERO TOLERANCE APPROACH TO ACTS OF FRAUD, THEFT AND CORRUPTION BY ITS OFFICIALS AND ANY SERVICE PROVIDER CONDUCTING BUSINESS WITH THE WCG.					
THE WCG EXPECTS ALL ITS OFFICIALS AND ANYONE ACTING ON ITS BEHALF TO COMPLY WITH THESE PRINCIPLES TO ACT IN THE BEST INTEREST OF THE WCG AND THE PUBLIC AT ALL TIMES.					
THE WCG IS COMMITTED TO PROTECTING PUBLIC REVENUE, EXPENDITURE, ASSETS AND REPUTATION FROM ANY ATTEMPT BY ANY PERSON TO GAIN FINANCIAL OR OTHER BENEFIT IN AN UNLAWFUL, DISHONEST OR UNETHICAL MANNER.					
INCIDENTS AND SUSPICIOUS ACTIVITIES WILL BE THOROUGHLY INVESTIGATED AND WHERE CRIMINAL ACTIVITY IS CONFIRMED, RESPONSIBLE PARTIES WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.					
<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	WCGHSC0450/2025	CLOSING DATE:	28 March 2025	CLOSING TIME:	11:00 AM
DESCRIPTION	RENDERING OF A GARDENS AND GROUNDS MAINTENANCE SERVICE AT KHAYELITSHA DISTRICT HOSPITAL AND KHAYELITSHA EASTERN SUB-STRUCTURE (KESS), UNDER CONTROL OF DEPARTMENT OF HEALTH AND WELLNESS, WESTERN CAPE GOVERNMENT FOR A THREE (3) YEAR PERIOD				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Main entrance of Department of Health and Wellness, Supply Chain Management Offices (M9 Building) on the premises of Karl Bremer Hospital c/o Mike Pienaar Boulevard & Frans Conradie Drive.					
Open Mondays to Fridays from 7 am to 5 pm (excluding public holidays)					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr Johan Van Wyk		CONTACT PERSON	Refer to page 1, last paragraph	
TELEPHONE NUMBER	021 834 9007		TELEPHONE NUMBER	Refer to page 1, last paragraph	
FACSIMILE NUMBER			FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Johannes.VanWyk2@westerncape.gov.za		E-MAIL ADDRESS	Refer to page 1, last paragraph	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS				<b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (G & S SOURCING) BID OPENED 11:00 <b>2025 – 03-28</b> 1)..... SIGNED      2)..... SIGNED MAAA	
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No		
<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]</b>					

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

**WCBD1**

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b> 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b> 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b> 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED. 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

<b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (G & S SOURCING) BID OPENED 11:00	
<b>2025 – 03-28</b>	
1)..... SIGNED	2)..... SIGNED

NOTICE TO ALL BIDDERS

COMPULSORY SITE MEETING & SITE VISIT WILL BE HELD

Bidders are invited to submit a bid for the garden and ground maintenance service at Khayelitsha District Hospital and Khayelitsha Eastern Substructure (KESS)

Compulsory site meeting to take place on 18<sup>th</sup> March 2025

See details below and it is required that bidders attend the site meeting listed in this bid.

NB: Failure to attend the site inspection will invalidate your offer

PLEASE KEEP STRICTLY TO TIME OF SITE MEETINGS AS LATE BIDDERS WILL NOT BE ALLOWED TO CONTINUE WITH THE SITE MEETING AND VISIT. Bidders must ensure that they are at the meeting venue at least fifteen (15) minutes

before the starting time of the meeting. Doors will be locked at the starting time of the site meeting.

THE COMPLETION OF THE ATTENDANCE REGISTER WILL CONSTITUTE PROOF OF ATTENDANCE.

**Date: Tuesday, 18<sup>th</sup> March 2025**

**Time: 10h30 am Strictly**

Address:

**Khayelitsha District Hospital**

**Corner of Steve Biko & Walter Sisulu Road**

**Khayelitsha**

**7784**

Venue:

**Outside Main Entrance of Khayelitsha District Hospital (Report to security 15 minutes prior to 10h30am)**

**For details/information please contact:**

Mr Charles Boyce

**Tel:** 074 634 1255 / 021 360 4705

**Email:** [Charles.Boyce@westerncape.gov.za](mailto:Charles.Boyce@westerncape.gov.za)

**BIDDERS THAT DO NOT ATTEND THIS SESSION WILL NOT BE CONSIDERED.**

**PLEASE BRING ALONG YOUR BID DOCUMENT.**

**NO BID DOCUMENTS WILL BE ISSUED AT THE MEETING.**

**Compulsory Site meeting Protocol**

- All attendees must ensure that they sign the **Attendance Register** provided on site.
- Participants are requested to ensure that the person who would be authorised to complete the bid documents also attend the Information Session.
- Only offers from prospective Service Providers who attended the **Compulsory Information/Inspection Session** will be accepted.
- Prospective Bidders must ensure that they enter the venue where the Information Session is to be held before the advertised time.
- It is the responsibility of the bidder to attend the compulsory information briefings and/or site briefings. It is furthermore upon the bidder to arrive at the briefing session venue at the specific time indicated by the Department. DOH shall not be held responsible for late attendance at such briefings including as a reason for lack of proper completion of bid documents.

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S SOURCING)  
BID OPENED 11:00

**2025 – 03-28**

1).....  
SIGNED

2).....  
SIGNED

## PRICING SCHEDULE (SERVICES)

RENDERING OF A GARDEN AND GROUND MAINTENANCE SERVICE AT KHAYELITSHA DISTRICT HOSPITAL AND KHAYELITSHA EASTERN SUBSTRUCTURE (KESS) UNDER THE CONTROL OF DEPARTMENT OF HEALTH, WESTERN CAPE GOVERNMENT FOR A THREE (3) YEAR PERIOD.

NAME OF BIDDER: .....

CLOSING DATE AND TIME: 28 MARCH 2025 AT 11H00 AM

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

## COSTING SCHEDULE

ITEM	1 <sup>ST</sup> YEAR (INCLUSIVE OF VAT)	2 <sup>ND</sup> YEAR (INCLUSIVE OF VAT)	3 <sup>RD</sup> YEAR (INCLUSIVE OF VAT)
1.	R..... Total per month	R..... Total per month	R..... Total per month
2.	R..... Total cost per year	R..... Total cost per year	R..... Total cost per year
3.	Total all-inclusive cost for three (3) years: R ..... <u>(included VAT)</u>		

**Note: The bid will be adjudicated on the total cost over the three (3) year period. Please ensure that your costing is correct as corrections cannot be made after bid closure.**

A. Does the offer comply with specifications? Please circle your option. YES / NO

B. If not to specification, please indicate deviation(s) on a separate sheet. YES / NO

C. The price(s) quoted must be firm for the duration of the contract.

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S SOURCING)  
BID OPENED 11:00

2025-03-28

1).....  
SIGNED

2).....  
SIGNED

**Definition of pricing structures**

For the purpose of this bid the following explanations are provided:

1. **Firm prices**

Firm prices mean prices which are only subject to adjustments in accordance with the actual increase or decrease resulting from the changes, imposition, or abolition of customs or excise duty and any other duty, levy, or tax which, in terms of a law or regulation is binding upon the contractor and demonstrably have an influence on the prices of any supplies, for the execution of the contract.

The following two pricing structures will also be considered as firm prices:

Firm prices linked to fixed period adjustments, i.e. three tier prices (Firm 1<sup>st</sup>, firm 2<sup>nd</sup>, and 3<sup>rd</sup> year prices), only subject to the variables indicated in the above paragraph.

Kindly note that the cost of labour does not fall within the parameter of the above paragraph.

The increased cost of labour must therefore be projected into the 2<sup>nd</sup> and 3<sup>rd</sup> year pricing as no increase will be granted in this regard during the contract period.

Note: Any advantage due to a more profitable exchange rate must be passed on to the Province.

<b>WESTERN CAPE GOVERNMENT: HEALTH</b> DIRECTORATE: SUPPLY CHAIN (G & S SOURCING) BID OPENED 11:00  <b>2025 – 03-28</b>  1)..... 2)..... SIGNED SIGNED	
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**INSTITUTION'S NAME:**

**EXEMPTION OF LIABILITY WITH RESPECT TO INJURY ON DUTY BY SERVICE PROVIDER PERSONNEL**

Reference

**CONTRACTOR/SERVICE PROVIDER:**

**CONTRACT/BID/SERVICE REF:**

**1. CONTENTS OF AGREEMENT**

- a. It is duly expected of the Contractor/Service provider to adhere to all rules and regulations stipulated in the Occupational Health and Safety Act, 1993 (Act no 85 of 1993).
- b. Contractor/Service provider is required to adhere to all internal Safety and Security Rules stipulated by the institution's Management.
- c. Contractor/Service provider is required to take all reasonable precautions and steps to prevent injuries or death to any person or damage to property on the premises of this institution whilst carrying out the contract/bid/service.
- d. Hereby the institution is exempted of any claim or legal action taken by any person(s) suffering any loss as stipulated in paragraph 1c.

**2. CONTRACTOR/SERVICE PROVIDER (Block letters)**

Manager: \_\_\_\_\_

Designated Work Supervisor: \_\_\_\_\_

**3. CONTRACTOR/SERVICE PROVIDER AUTHORISATION**

Manager : \_\_\_\_\_

Signature : \_\_\_\_\_

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

Place : \_\_\_\_\_

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S SOURCING)  
BID OPENED 11:00

**2025 – 03-28**

1).....  
SIGNED

2).....  
SIGNED

## PREAMBLE

1. The Department of Health hereby invites Bids for the provision of a maintenance service in respect of the gardens and grounds at **Khayelitsha District Hospital** and **Khayelitsha Eastern Sub-Structure (KESS)** as per the attached specifications and conditions.
2. The service will inter alia entail the:
  - Lawn care,
  - Plant bed maintenance,
  - Composting/Mulching manufacturing,
  - Weed control and Litter,
  - Hard surfaces,
  - Watering,
  - Pest and disease,
  - Cutting of the grass in the designated areas,
  - Pruning and lobbing of trees and shrubs,
  - Removal of cuttings,
  - The levelling of molehills,
  - Irrigation System (Operating of system only)
3. The contract will be for a period of **three (3) years.**
4. Bids **must** be deposited in the bid box on or before the closing time and date as indicated on the front page of the bid documentation.
5. Attendance of the site inspection meeting, scheduled for 18<sup>th</sup> March 2025 is compulsory.

## DECLARATION

\_\_\_\_\_ IN MY CAPACITY AS \_\_\_\_\_  
Name Position in firm

**HAVE TAKEN COGNIZANCE OF PARAGRAPHS 4 AND 5 ABOVE AND ACCEPT THAT MY BID WILL NOT BE CONSIDERED IF I OR A REPRESENTATIVE OF MY FIRM DID NOT ATTEND THE COMPULSORY SITE INSPECTION OR THAT MY BID WILL NOT BE CONSIDERED IF IT IS NOT RECEIVED ON OR BEFORE THE CLOSING DATE AND TIME**

\_\_\_\_\_  
Signature Date

WESTERN CAPE GOVERNMENT: HEALTH DIRECTORATE: SUPPLY CHAIN (G & S SOURCING) BID OPENED 11:00	
2025 – 03-28	
1)..... SIGNED	2)..... SIGNED

# SPECIFICATIONS FOR GARDEN AND GROUND SERVICE AT KHAYELITSHA DISTRICT HOSPITAL (KDH) & KHAYELITSHA EASTERN SUB-STRUCTURE (KESS)

<b>Contents:</b>	
<b>Important notes to bidders:</b> <ul style="list-style-type: none"> <li>Compulsory Site meeting,</li> <li>Pricing,</li> <li>Tax Compliant,</li> <li>Evaluation of bid preference point system,</li> <li>Employment act.,</li> <li>OHS Documentation,</li> <li>No staff demonstrations onsite, near the hospital, irrespective the problem.</li> </ul> <b>Documents to be attached:</b> <ul style="list-style-type: none"> <li>SABI (South African Irrigation Institute) or SALI (South African Landscaping Institute) Registration,</li> <li>OHS Certification,</li> <li>Letter of Good Standing (COIDA &amp; UIF),</li> <li>Valid BEE certificate,</li> <li>Public Liability Insurance, (In the form of a letter of an Insurance Company and/or Bank),</li> <li>Working Experience (Relevant to scope) a minimum of <b><u>two years (24 months)</u></b>,</li> <li>Reference letters must be supplied. <b>Minimum of 3 letters.</b></li> </ul> <p style="margin-top: 20px;"><b>NB: All documents must be certified by a Commissioner of Oaths and not older than 3 months.</b>  <b>All documents must be VALID at the time of BID CLOSING.</b></p>	
<p><b>1. Area:</b></p> <p>a) Grass/Lawn area =</p> <ul style="list-style-type: none"> <li>2820m<sup>2</sup> (staff entrance)</li> <li>15425m<sup>2</sup> Grass area opposite staff entrance</li> <li>500m<sup>2</sup> (admin ground floor outside)</li> <li>500m<sup>2</sup> (admin ground floor outside)</li> <li>1200m<sup>2</sup> (helipad)</li> <li>600m<sup>2</sup> (EMS)</li> </ul> <p>b) Flower beds – include all parking areas and taxi drop off area,</p> <p>c) Courtyards, cleaning of gutters.</p> <p>d) Perimeter fencing, (including new installation).</p> <p>e) Including perimeter area 22300 m<sup>2</sup></p> <p><b>2. Times of service:</b></p> <p>a) 07:30 to 16:00 on Mondays to Fridays, excluding week-ends and Public holidays.</p> <p><b><u>Garden Maintenance:</u></b></p> <p><b>3. Mowing of grass/Lawn</b></p> <p>a) The areas marked: A, B, C, D, E &amp; F as indicated on the attached site plan.</p> <p>b) Grass/Lawn Type: Penisitum Clandestinum – Kikiyu.</p> <p>c) All grass (in direct/full sun conditions) is to be maintained at a length of 40mm above ground level and no shorter,</p> <p>d) In shaded areas, to be increased to 40mm.</p> <p>e) All grass clippings must be collected and removed from the mowed areas and bagged on the same day of mowing for weekly disposal off site,</p> <p>f) Cutting of grass to be of a minimum, twice per month.</p> <p><b>4. Plant Bed Maintenance</b></p> <p>a) All beds to be edged and clear of weeds and litter at all times,</p> <p>b) All beds to be turned from time to time to avoid surface compaction (The turning is not to affect the root structure),</p>	<p>INDICATE COMPLY / NOT COMPLY / COMMENTS (Must be completed)</p>
<div style="float: right; border: 1px solid black; padding: 5px; text-align: center; width: 250px;"> <p><b>WESTERN CAPE GOVERNMENT: HEALTH</b>  DIRECTORATE: SUPPLY CHAIN (G &amp; S SOURCING)  BID OPENED 11:00</p> <p><b>2025 – 03-28</b></p> <div style="display: flex; justify-content: space-between;"> <span>1)..... SIGNED</span> <span>2)..... SIGNED</span> </div> </div>	

- c) All planter beds to be trimmed in accordance with the determined shape,
- d) Edging of the beds not allowed to change the shape of the bed (Beds to be attended to twice a week).

#### 5. Composting/Mulching

- a) 15000m<sup>2</sup> x 30mm thick compost mulch, **(Use only Organic Green material)**
- b) 60grams/m<sup>2</sup> of slow-release fertiliser - to be applied to all plant beddings and lawns. The application of mulch to be applied as needed,
- c) A layer of well decomposed mulch is to be maintained on all beds throughout the year,
- d) To be applied quarterly or as discussed as per planned program.

#### 6. Weeds and Litter including Hard Surfaces

- a) It is required that each application should have a follow-up of not more than 14 days after the initial application,
- b) **Chemical's data sheets** must be provided by the contractor (all chemicals to be complied to the National Standards and should not be harmful to the environment-list of chemicals to be provided)
- c) Weeds must be removed from all flowerbeds on a daily/regular basis,
- d) The entire site is to be kept free of windblown or person-strewn litter, daily and at the time of each service,
- e) Weeds in gully and storm water channelling to be sprayed and cut with edge cutters and the gully's and storm water channelling must be cleaned thoroughly,
- f) Any build-up of algae or moss is to be cleaned off immediately,
- g) Cleaning with a high-pressure cleaner to be done quarterly or as per program.
- h) Spraying away of algae paved areas (To be completed as required).

#### 7. Fertilisation

- a) Fertiliser will be supplied and applied by service provider. **(Use green products)**
- b) To be completed once a year.

#### 8. Pest and disease (Plants)

- a) Monitoring and spraying.
- b) A report to be completed and submitted if on-going diseases are forth coming, (nature of disease, prevention).

#### 9. Mole heaps

- a) Ensure mole control / eradication of moles
- b) The contractor must level all mole heaps anywhere required, (Use environmentally friendly product).
- c) The soil must be compacted to ensure that no injury will be caused to a person should the person step on the levelled surface.

#### 10. Plant Care

**Note: Responsibilities of poor performance in an outsourced contract, in the event of the death of plants due to poor performance, the plants are to be replaced immediately; the cost of replacement will be absorbed within the contract value.**

#### 11. Watering

- a) To be completed twice a week or as per water restrictions (if applicable) within the Khayelitsha District Hospital & KESS area.
- b) Water restriction schedule to be provided, if applicable.

#### 12. Irrigation

- a) Any repairs required to systems to be reported **(to maintenance workshop)** regularly as observed,
- b) Negligence of the system will be the responsibility of the service provider
- c) Adjustments to be done where required,

WESTERN CAPE GOVERNMENT: HEALTH  
DIRECTORATE: SUPPLY CHAIN (G & S SOURCING)  
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d) Hospital will provide the spare parts and consumables for repairs to irrigation systems

**Grounds Maintenance:**

**13. Supply maintenance workers and duties**

- a) Trees and plants close to the fencing to be trimmed down/topped at all times to ensure no interference with the Electric fencing,
- b) Internal and external of fence done on a regular ongoing basis,
- c) Clearance of plants around the entire perimeter approximately 5m away from fencing to avoid fires spreading from outside in,
- d) Ensure vacant land area on premises are kept clean (Sand only), and ensure no growth on constructed gravel parking,
- e) All roadways, kerbing, channels, paved areas, lamp post, drains, walkways and sprinkler valve corners are to be kept free of weeds by chemical means,
- f) **Daily dedicated gardeners for spine courtyards (X3), gardeners concentrating on smaller inner courtyards (X3), concentrating on Ambulance station courtyard (X2) and on remainder of beds, trees, and parking areas and adjacent areas, cut the grass/lawn as well as trimming of edges twice per week (X4), with 1 x Supervisor**
- g) **Altogether 12 gardeners and 1 Qualified Supervisor with a weekly work schedule submitted to Project Manager.**
- h) The garden bins/bags to be collected **every day of the week** and removed from site and stored in a central place for collection for every end of the week and **removed from the hospital premises once per month.**
- i) Use 142L 60micron green bags/ if bins, use green wheelie bins
- j) Cleaning of storm water drains and gulley's, to avoid sand and waste to enter.
- k) Cleaning of all stoep plant beddings in the court yards, maintenance and cleaning of fountains, and all weeds on paving and walkways to be removed regularly.
- l) The designated site supervisor of the contractor will supervise and manage the full gardening service portfolio in respect to the specification requirements and report daily to workshop supervisor or the designated workshop officer. **(Mr. Chales Boyce)**

**14. Channels**

- a) All drains, gulley's, ditches and furrows are to be cleaned inclusive of each service provided.
- b) The frequency of this service will be fortnightly as per monthly programme arranged with the management of Khayelitsha District Hospital.

**15. The company must provide the below equipment list and quantity must include the following:**

- PIPE CUTTERS
- EXTENSION LEADS & ADAPTORS
- FIRST AID KIT
- LAWN MOWERS (x2 Industrial)
- WEED EATERS/TRIMMERS/EDGE CUTTERS (x2)
- SPADES, RAKES, GARDEN FORKS (Sufficient to cover site)
- STREET AND GARDENING BROOMS (Sufficient)
- BLOWERS (x4)
- TRAILER (To hold weeks waste Approx. 2m high) Must be road worthy.
- STEP LADDERS (Various sizes)
- CHAIN SAW (x2)
- PRUNERS (x4)
- SPRAYING CANS (x4)
- GLOVES, SHIELDS
- HOSEPIPES (30m) (X3 Including all necessary fittings)
- SAFETY HARNESES

**16. Storage facilities for contractor:**

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- a) The company will provide own storage facility for their tools and equipment (Preferably container), facility will allocate space and assist with electricity, contractor will ensure all safety measures are in place to prevent any risk or loss. A tearoom is available for staffs for lunch breaks within the facility.
- b) KDH will not be held liable for the security of the contractor/s machinery or any loss or damage thereof.

**NB: All gardening staff must have protective clothing and with the company's name and logo clearly identified. Compulsory:**

- **Gloves and Masks to be provided by contractor.**

#### **Supervisory Duties:**

- The Service Provider is responsible for overall management and supervision of the Workers provided in terms of the agreement, where applicable.
- Where a worker performs a duty under the direct supervision of a Hospital/Facility Official the worker shall be expected to take instructions from the Hospital/Facility Official.
- The Contractor must make a cellular phone available to the on-site supervisor
- An on-site supervisor must be available during office hours.
- A duty list for the on-site supervisor must be compiled by both parties and made available to the Contract Manager
- A daily written handover between site supervisor, hospital supervisor and contract manager

### **STAFFING**

#### **16.1 Organisation**

- Sufficient and appropriate numbers and levels of staff must be provided by the Contractor to render the specified services satisfactorily and efficiently at all times at Khayelitsha District Hospital and KESS.
- The successful Bidder shall submit an organogram of the proposed staff that will be deployed on-site at Khayelitsha District Hospital and KESS. (Where possible their qualifications, experience and duties must also be provided).
- Bidders shall ensure that appropriate supervisory structures are in place in order that the Contract Service Staff engaged in the provision of the service are always adequately supervised and perform their duties properly at all times.
- Full details shall be submitted of the numbers and categories of staff to be deployed per shift.
- The following records must be kept on site for National Core Standard (Ideal Clinic system) purposes:
  - Staff profile consisting off CV and ID of all staff
  - Training certificates relevant to core function and refresh courses certificates of staff
  - Hepatitis B injections for all staff
  - Safety Datasheets for chemicals
  - PPE compliance and safety gear
  - Service and repair record for all company equipment and tools
  - Service and repair record for WCPG equipment and tools, where applicable e.g: Wards.
  - Clearly labelled chemicals issued to them.

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#### **Dress Code of Staff**

The Contractor shall ensure that his staff is appropriately dressed protective clothing) and presentable at all times while on the Hospital/Facility premises.

- Masks

- Gardening gloves
- Goggles
- Safety boots
- Uniform
- Company Name badge with photo
- Any related safety gears

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All of the Contractor's staff shall wear appropriate and uniform protective clothing, which must be clearly and prominently embossed with a company logo.

The Contractor shall provide his staff with **photo-identification badges, which shall be worn and displayed at all times** by the staff while on the Hospital/Facility premises.

The Contractor shall ensure that staff wear appropriate protective safety shoes while on the Hospital premise.

### Control of Staff

- The Contractor's staff engaged in the provision of service shall be under the control and direction of the Contractor's on-site supervisory staff that shall be responsible to maintain control and discipline at all times.
- It must be clear that should a worker be placed where a KDH/KESS supervisor is employed, then the Worker will report to the KDH/KESS supervisor and will follow instructions. In the event of UNFORESEEN CIRCUMSTANCES, the KDH/KESS supervisor will liaise with the Service Provider Supervisor and together they will resolve the matter.

### Conduct of Staff

The Contractor shall ensure that his staff carry out their duties and behave in as quiet and orderly manner as may be reasonably practicable while on Hospital/Facility premises; that they shall have regard for the nature of the duties they perform and, that no unreasonable or unnecessary disruption will be caused to the routine and procedures of the Hospital/Facility's staff and Hospital/Facility functioning.

Contractor's staff is to respect the facility patients' rights of privacy and confidentiality.

While on the facility premises, staff shall comply with facility policy and procedures and shall comply with safety and security directives.

The Facility Project Manager shall have the right to instruct the Contract Supervisor/Owner (where applicable per facility) to remove, from the Hospital/Facility premises, any of the Contractor's staff who engages in horseplay, is disorderly, and is disruptive, who transgresses any Hospital/Facility policy, who is **under the influence of alcohol or other substance**, who divulges any detail of Hospital/Facility patients or whose presence onsite is undesirable.

No organised labour activity is allowed on Hospital/Facility premises. They must engage with their own registered trade union representative off site.

Training, interviews and disciplinary hearings to be conducted off site, but orientation can be on site and must be arranged with the relevant manager.

### Penalties and Pro Rata Deductions

- Deductions and penalties will be incurred against the Service Provider for every hour for work not performed according to the Bid specification and conditions. (Part of an hour will be regarded as a full hour.)
- The Service Provider will be penalized, and pro rata deductions will be made for not adhering to Bid specifications.

- **Miscellaneous penalties:**

- Failure to post a per person per day **R 1000.00 per person.**
- Late postings per person (½ hour after schedule time) – **R 500 per half hour.**
- Asleep on duty **R1000 per occurrence.**
- Failure to wear and display identity cards **R 500 per occurrence.**
- Failure to adhere to dress code including the wearing of protective clothing **R1000 per occurrence.**
- Absent from point of duty without permission **R 1000 per occurrence.**
- Failure to provide a relief **R2000 per occurrence.**
- Failure to execute duties as per agreement – **R 1000 per occurrence**
- Failure to provide consumables and equipment **R 1000 per occurrence**
- Failure to remove garden waste – **R2000 per occurrence**
- **Theft and losses of any government property and equipment to be reported within 24 hours and its client based on the full value of the loss after the investigation.**

- **Occupational Health Safety Act**

- The Service Provider shall accept liability in terms of Section 37 of the Occupational Health and Safety Act (No. 85 of 1993).

- **Protection of Service Providers' Staff**

- The Department shall not be held liable for any contracted illness or infection to the Service Provider or its staff arising from their duties.
- The Service Provider shall ensure on a continuous basis that all staff is inoculated against Hepatitis B. In this connection the Service Provider shall maintain on-site, a file with certificates of inoculation for inspection by the Hospital/Facility Management

### **PARTICULARS OF STAFF TO BE DEPLOYED AT THE SITE**

- The Service Provider must provide full particulars of the staff to be deployed one (1) week prior to the commencement of the service.
- The Service Provider shall ensure that the staff provided shall be cleared by the South African Police Service to indicate that they have no criminal record.
- The Service Provider shall communicate within an hour of commencement of duty, any changes/replacements of staff to the hospital management.

### **GENERAL STANDARDS FOR SITE ADMINISTRATION**

Profile of workers to be provided:

- **Must be a South African Citizen or have a valid working visa.**
- **Must be able to work independently.**
- **Must be able to communicate, read and write in at least two of the three official languages of the Western Cape.**

Service Aids for every worker:

- A clear identification card of the Service Provider with the member's photo, full name, identification number, worn conspicuously on his/her person at all times

**On-Site Administration:**

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- All on-site administration shall be done in accordance with the site instructions as communicated to the Service Provider in writing from time to time by the User.
- Although details may differ, the following aspects shall be dealt with:-
  - a. The code of conduct of the worker.
  - b. Standards of performance of workers and deviations from standards.
  - c. Uniform and dress standards.
  - d. Equipment to be used.
  - e. Duty lists and duty sheets.
  - f. Lost and found property administration.
  - g. Controlling of services and attendance.
  - h. Weekly attendance register to be forwarded to Hospital/Facility management.
  - i. Removal of workers from the site.
  - j. Reporting of incidents to the User.
  - k. Time and attendance registers as well as late coming.
  - l. Redeployment of workers.

The Health & Safety policy of the contractor must be made available to the Department of Health.

Training must be provided to all staff.

Records must be provided to the Contract Manager that all staff has been tested for Hepatitis A & B prior to the commencement of the contract.

Conduct of Staff: The Department expects the highest possible standards of conduct from the staff.

### Smoking

- The Contractor's staff shall comply with the Hospital smoking policy.  
NO SMOKING IS ALLOWED INSIDE THE BUILDING AND THE COURTYARDS.  
Smoking in overnight court yard is only for patients under strict supervision and not for staff or the public.

### 17. Additional Requirements

- a) Optimum growth and maturation of all trees,
- b) Pruning,
- c) Trees and scrubs,
- d) Composting,
- e) Fertilizers,
- f) Mowing,
- g) Relocation and transplanting of landscaping where and when required.
  - A monthly report to be compiled.
  - Ensure maintenance at shared services building as addition (incorporate in schedule)

**Note: In the event of a fire, the repairs, replacement of any damaged equipment (irrigation system) due to the fire will be placed on our Supply Chain Management Procurement System for an open bid process.**

- A compulsory site inspection will be held on the premises of the Khayelitsha District Hospital and Khayelitsha Eastern Substructure (KESS). **Failure to attend the compulsory site inspection meeting will invalidate your offer.**

**NB! ALL BIDDERS TO FAMILIARISE THEM WITH THE BID DOCUMENT SPECIFICATION AND RAISED THEIR CONCERNS/QUESTIONS AT THE COMPULSORY SITE INSPECTION**

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## PROVINCIAL GOVERNMENT WESTERN CAPE

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

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

#### 6. Definitions

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

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

**"business interest"** means -

(a) a right or entitlement to share in profits, revenue or assets of an entity;

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

**“Consortium or Joint Venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

**“Controlling interest”** means, the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise;

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

Any person who directly or indirectly -

- (a) accepts or agrees or offers to accept an! gratification from any other person, whether for the benefit of himself or herself or for the benefit of another person; or
- (b) gives or agrees or offers to give to any other person any gratification, whether for the benefit of that other person or for the benefit of another person., in order to act personally or by influencing another person so to act, in a manner—

(i) that amounts to the-

(aa) illegal. dishonest. unauthorised. incomplete. or biased: or

(bb) misuse or selling of information or material acquired in the course of the exercise, carrying out or performance of any powers, duties or functions arising out of a constitutional, statutory, contractual or any other legal obligation:

(ii) that amounts to-

(aa) the abuse of a position of authority;

(bb) a breach of trust; or

(cc) the violation of a legal duty or a set of rules;

(iii) designed to achieve an unjustified result; or

(iv) that amounts to any other unauthorised or improper inducement to do or 45 not to do anything. of the, is guilty of the offence of corruption.

**“CSD”** means the Central Supplier Database maintained by National Treasury;

**“employee”**, in relation to –

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

**“entity”** means any -

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

(b) sole proprietorship;

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

**“Family member”** means a person's -

(a) spouse; or

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

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

**“Institution”** means – a provincial department or provincial public entity

listed in Schedule 3C of the Act;

**“Provincial Government Western Cape (PGWC)”** means

(a) the Institution of the Western Cape, and

(b) a provincial public entity;

**“RWOEE”** means -

Remunerative Work Outside of the Employee's Employment

**“spouse”** means a person's -

(a) partner in marriage or civil union according to legislation;

(b) partner in a customary union according to indigenous law; or

(c) partner with whom he or she cohabits and who is publicly acknowledged by the person as his or her life partner or permanent companion.

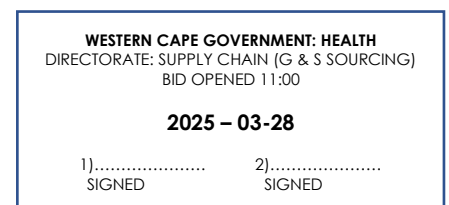
7. Regulation 13(c) of the Public Service Regulations (PSR) 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.

a) Therefore, by 31 January 2017 all employees who are conducting business with an organ of state should either have:

(i) resigned as an employee of the government institution or;

(ii) cease conducting business with an organ of state or;

(iii) resign as a director/shareholder/owner/member of an entity that conducts business with an organ of state.



8. Any legal person, or their family members, may make an offer or offers in terms of this invitation to bid. In view of potential conflict of interest, in the event that the resulting bid, or part thereof, be awarded to family members of persons employed by an organ of state, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where the bidder is employed by the Institution.
9. The bid of any bidder may be disregarded if that bidder or any of its directors abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; disclosure is found not to be true and complete; or failed to perform on any previous contract.
10. Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
11. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorises accounting officers and accounting authorities to:
  - a) disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
12. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.
13. In addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

SECTION A DETAILS OF THE ENTITY			
	CSD Registration Number	MAAA	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;"><b>WESTERN CAPE GOVERNMENT: HEALTH</b></p> <p style="text-align: center; margin: 0;">DIRECTORATE: SUPPLY CHAIN (G &amp; S SOURCING)</p> <p style="text-align: center; margin: 0;">BID OPENED 11:00</p> <p style="text-align: center; margin: 0;"><b>2025 – 03-28</b></p> <div style="display: flex; justify-content: space-between; margin: 0;"> <div style="text-align: center;">1)..... SIGNED</div> <div style="text-align: center;">2)..... SIGNED</div> </div> </div>
	Name of the Entity		
	Entity registration Number (where applicable)		
	Entity Type		
	Tax Reference Number		

Full details of directors, shareholder, member, partner, trustee, sole proprietor or any persons having a controlling interest with a right or entitlement to share in profits, revenue or assets of the entity should be disclosed in the Table A below.

## TABLE A

[illegible]

## SECTION B: DECLARATION OF THE BIDDER'S INTEREST

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

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

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

<b>B3.</b>	Are any family members of the persons listed in Table A employees of an organ of state? <b>(If yes complete Table B)</b>	NO	YES
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**TABLE B**

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

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

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

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

<b>C1.</b>	Did the entity conduct business with an organ of state in the last twelve months? <b>(If yes complete Table C)</b>	NO	YES
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**C2. TABLE C**

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

NAME OF CONTRACTOR	PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT/ ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT

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

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## SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT

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

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

### DULY AUTHORISED REPRESENTATIVE'S SIGNATURE

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

1.1 Do you know and understand the contents of the declaration? ANSWER:

.....

1.2 Do you have any objection to taking the prescribed oath? ANSWER: .....

1.3 Do you consider the prescribed oath to be binding on your conscience?

ANSWER:.....

1.4 Do you want to make an affirmation? ANSWER: .....

2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed and the deponent's signature/thumbprint/mark was placed thereon in my presence.

.....  
SIGNATURE FULL NAMES Commissioner of Oaths

Designation (rank) ..... ex officio: Republic of South Africa

Date:.....

Place

Business Address:

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

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

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE TO THE BID, PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND CODES OF GOOD PRACTICE**

### 1. DEFINITIONS

- 1.1 **"Acceptable bid"** means any bid which complies in all respects with the specifications and conditions of bid as set out in the bid document.
- 1.2 **"Affidavit"** is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, which serves as evidence to its veracity and is required for court proceedings.
- 1.3 **"All applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 1.4 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.5 **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a codes of good practice of black economic empowerment, issued in terms of section 9(1) of The Broad-Based Black Economic Empowerment Act;
- 1.6 **"Bid"** means a written offer on the official bid documents or invitation of price quotations, and "tender" is the act of bidding/tendering;
- 1.7 **"Code of Good Practice"** means the generic codes or the sector codes as the case may be;
- 1.8 **"Consortium" or "joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 1.9 **"Contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- 1.10 **"EME"** is an exempted micro enterprise with an annual total revenue of R10 million or less.
- 1.11 **"Firm price"** means a price that is only subject to adjustments in accordance with an actual increase or decrease resulting from the change, imposition or abolition of customs or excise duty and any other duty, levy, or tax, which is binding on the contractor in terms of the law or regulation and demonstrably has an influence on the price of any supplies or the rendering costs of any service for the execution of the contract;
- 1.12 **"Large Enterprise"** is any enterprise with an annual total revenue above R50 million;
- 1.13 **"Non-firm prices"** means all prices other than "firm" prices
- 1.14 **"Person"** includes a juristic person;
- 1.15 **"Price"** means an amount of money bid for goods and services and includes all applicable taxes less all unconditional discounts;
- 1.16 **"Proof of B-BBEE status level contributor"** means –
  - (a) The B-BBEE status level certificate issued by an authorized body or person;
  - (b) A sworn affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or
  - (c) Any other requirements prescribed in terms of the Broad-based Black Economic Empowerment Act

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- 1.17 **"QSE"** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;
- 1.18 **"Rand value"** means the total estimated value of a contract in South African currency calculated at the time of bid invitation, and includes all applicable taxes;
- 1.19 **"Sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 1.20 **"Tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide services through price quotations, competitive bidding processes or any other method envisaged in legislation;
- 1.21 **"Tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation to originate income-generating contracts through any method envisaged in legislation, that will result in a legal agreement between the organ of state and a third party, which produces revenue for the organ of state, and includes but is not limited to leasing and disposal of assets and concessions contracts, but excludes direct sales and disposal of assets through public auctions;
- 1.22 **"The Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- 1.23 **"the Regulations"** means the Preferential Procurement Regulations, 2022;
- 1.24 **"Total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-based Black Economic Empowerment Act and promulgated in the Government Gazette on 11 October 2013;
- 1.25 **"Trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 1.26 **"Trustee"** means any person, including the founder of a trust, to whom property is bequeathed for such property to be administered for the benefit of another person.

## 2. GENERAL CONDITIONS

- 2.1 The following preference points systems are applicable to all bids:
- The **80/20 system** for requirements with a Rand value of **up to R50 000 000** (all applicable taxes included)
  - the **90/10 system** for requirements with a Rand value **above R50 000 000** (all applicable taxes included).
- 2.2 Preference points system for this bid:
- (a) The value of this bid is estimated **to exceed/not exceed R50 000 000** (all applicable taxes included) and therefore the ..... preference points system shall be applicable; or
- (b) Either the **80/20 or 90/10** preference points system will be applicable to this bid.  
(Delete whichever option is not applicable to this bid)
- 2.3 Preference points for this bid shall be awarded for:
- (a) Price; and
- (b) B-BBEE status level of contribution.
- 2.4 The maximum points for this bid are allocated as follows:

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	POINTS	
<b>PRICE</b>	80	90
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20	10
<b>Total points for Price and B-BBEE must not exceed</b>	100	100

- 2.5 Failure on the part of a bidder to complete and sign this form and submit, in the circumstances prescribed in the Codes of Good Practice, either a B-BBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS), or an affidavit confirming annual total revenue and level of black ownership, along with the bid, or an affidavit issued by the Companies Intellectual Property Commission, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 2.6 The organ of state reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 Subject to Regulation 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the bidder obtaining the **highest number of total points** will be awarded the contract.
- 3.2 A bidder must submit proof of its B-BBEE status level to claim points for B-BBEE.
- 3.3 A bidder failing to submit proof of B-BBEE status level, or who is a non-compliant contributor to B-BBEE will not be disqualified, but will only score:  
 (a) points out of **80/90** for **price**; and  
 (b) 0 points out of **20/10** for **B-BBEE**.
- 3.4 Points scored must be rounded off to the nearest 2 decimal places.
- 3.5 If two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.6 Per Regulation 2 (1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract may be awarded to a bidder other than the one scoring the highest number of total points based on objective criteria in addition to those contemplated in paragraph (d) and (e) of the Act, which justifies the award to another bidder provided that it has been stipulated upfront in the bid conditions.
- 3.7 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

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

#### 4. FORMULAE FOR PROCUREMENT OF GOODS & SERVICES

##### 4.1 POINTS AWARDED FOR PRICE

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

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

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

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## 5. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS & INCOME-GENERATING PROCUREMENT

### 5.1 POINTS AWARDED FOR PRICE

80/20

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

Where

90/10

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

Where

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

$P_t$  = Price of bid under consideration

$P_{\max}$  = Price of highest acceptable bid

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

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

B-BBEE Status Level of Contributor	No of points (90/10 system)	No of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 6.2 An **EME** must submit a valid originally certified affidavit confirming annual turnover and level of black ownership, or an affidavit issued by Companies Intellectual Property Commission.
- 6.3 A **QSE that is less than 51% (50% or less) black-owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a valid, original or a legible certified copy of a B-BBEE Verification Certificate issued by SANAS.
- 6.4 A **QSE that is at least 51% black-owned** must submit a valid, originally certified copy of an affidavit confirming turnover and level of black ownership, or an affidavit issued by Companies Intellectual Property Commission, as well as declare its empowering status.
- 6.5 A **large enterprise** must submit a valid, original or originally certified copy of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.
- 6.6 A **trust, consortium or joint venture** will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 6.7 A **trust, consortium or joint venture (including unincorporated consortia and joint ventures)** must submit a consolidated B-BBEE status level verification certificate for every separate bid.
- 6.8 **Tertiary institutions and public entities** will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

## 7. BID DECLARATION

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

**8. B-BBEE STATUS LEVEL CLAIMED IN TERMS OF PARAGRAPH 5**

8.1 B-BBEE Status Level: ..... = ..... *(maximum of 20 points in terms of 80/20)*

8.2 B-BBEE Status Level: ..... = ..... *(maximum of 10 points in terms of 90/10)*

***(Points claimed in paragraphs 8.1 & 8.2 must correspond with the table in paragraph 5.1 and must be substantiated by a B-BBEE certificate issued by a verification agency accredited by SANAS or an affidavit confirming annual total revenue and level of black ownership in terms of the relevant sector code applicable to the bid).***

**9. SUB-CONTRACTING**

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

9.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted? .....%
- (ii) the name of the sub-contractor? .....
- (iii) the B-BBEE status level of the sub-contractor? .....
- (iv) whether the sub-contractor is an EME or QSE? *(delete which is not applicable)* **YES/NO**

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

**10. DECLARATION WITH REGARD TO COMPANY/FIRM**

10.1 Name of company/ entity: .....

10.2 VAT registration number: .....

10.3 Company Registration number: .....

10.4 Type of company/firm (Select applicable option) ☐ Partnership/Joint venture consortium

☐ One-person business/sole propriety

☐ Close corporation

☐ Public company

☐ Personal liability company

☐ (Pty) Ltd

☐ Non-profit company

☐ State-owned company

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10.5 I/we, the undersigned, who am/are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 8 above, qualifies the company/firm for the preference(s) shown and I/we acknowledge that:

- (a) The Western Cape Government reserves the right to audit the B-BBEE status claim submitted by the bidder.
- (b) As set out in Section 130 of the B-BBEE Act as amended, any misrepresentation constitutes a criminal offence. A person commits an offence if that person knowingly:

- (i) misrepresents or attempts to misrepresent the B-BBEE status of an enterprise;
  - (ii) provides false information or misrepresents information to a B-BBEE verification professional to secure a particular B-BBEE status or any benefit associated with compliance with the B-BBEE Act;
  - (iii) provides false information or misrepresents information relevant to assessing the B-BBEE status of an enterprise to any organ of state or public entity; or
  - (iv) engages in a fronting practice.
- (c) if a B-BBEE verification professional, any procurement officer or any official from another organ of state or public entity becomes aware of the attempted or actual commission of any offence referred to in paragraph 10.5 (b), this will be reported to an appropriate law enforcement agency for investigation,
- (d) any person convicted of an offence by a court in the case of contravention of paragraph 10.5 (b) is liable to a fine or imprisonment for a period not exceeding 10 years, or to both a fine and such imprisonment, or, if the convicted person is not a natural person, to a fine not exceeding 10% of its annual turnover.
- (e) the purchaser may investigate the matter if it becomes aware that a bidder may have obtained its B-BBEE status level fraudulently. If the investigation warrants the imposition of a restriction, this will be referred to the National Treasury for investigation, processing and restriction of the bidder on the National Treasury's List of Restricted Suppliers. After the *audi alteram partem* (hear the other side) rule has been applied, the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted fraudulently, may be restricted from obtaining business from any organ of state for a period not exceeding 10 years,
- (f) in addition to any other remedy it may have, the organ of state may -
- (i) disqualify the bidder from the bid process,
  - (ii) recover costs, losses or damages it has incurred or suffered as a result of that bidder's conduct,
  - (iii) cancel the contract, and, having had to make less favourable arrangements due to such cancellation, claim any damages it has suffered from the contractor, and
  - (iv) forward the matter for criminal prosecution.
- (g) The information furnished is true and correct.
- (h) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 2 of this form.

**SIGNATURE(S) OF THE BIDDER(S):** .....

**DATE:** .....

**ADDRESS:** .....

**WITNESSES:**

1. ....

2. ....

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## SWORN AFFIDAVIT – B-BBEE/QUALIFYING SMALL ENTERPRISE

1. I, the undersigned

<b>Full name and surname</b>	
<b>Identity number</b>	

2. Hereby declare under oath as follows:

- (i) The contents of this statement are to the best of my knowledge a true reflection of the facts.
- (ii) I am a member/director/owner of the following enterprise and am duly authorized to act on its behalf:

<b>Enterprise name</b>	
<b>Trading name</b>	
<b>Registration number</b>	
<b>Enterprise address</b>	

3. I hereby declare under oath that:

- The enterprise is \_\_\_\_\_ % Black owned;
- The enterprise is \_\_\_\_\_ % Black woman owned;
- Based on management accounts and other information available for the \_\_\_\_\_ financial year, the income did not exceed R50 000, 000.00 (fifty million Rands)
- The entity is an Empowering Supplier in terms of Clause 3.3 (a) or (b) or (c) or (d) or (e) as amended (select one) \_\_\_\_\_ of the dti Codes of Good Practice.
- Please confirm in the table below the B-BBEE contributor **by ticking the applicable box**.

<b>100% Black owned</b>	<b>Level One</b> (135% B-BBEE procurement recognition)	
<b>More than 51% Black owned</b>	<b>Level Two</b> (125% B-BBEE procurement recognition)	
(a) At least <b>25%</b> of cost of sales (excluding labour costs and depreciation) must be procurement from local producers or suppliers in South Africa; For the service industry, include labour costs capped at 15%.	(b) At least 50% of jobs created are for Black people, provided that the number of Black employees in the B-BBEE measurement verified immediately before is maintained.	
(c) At least <b>25%</b> transformation of raw material/beneficiation, which includes local manufacturing, production and/or assembly, and/or packaging.	(d) At least 12 days per annum of productivity deployed in assisting QSE and EME beneficiaries to increase their operational or financial capacity.	
(e) At least 85% of labour costs should be paid to South African employees by service industry entities.		

4. I know and understand the content of this affidavit, I have no objection to taking the prescribed oath, I consider the oath binding on my conscience and not on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date of signature by the commissioner.

**Deponent signature:** \_\_\_\_\_

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

**Commissioner of Oaths signature & stamp**

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**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

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

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

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

**General Conditions of Contract**

**1. Definitions**

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

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- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of any bidder and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as

transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillaries to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

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

## **3. General**

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

## **4. Standards**

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

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**5. Use of contract documents and information; inspection.**

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so, required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so, required by the purchaser.

## 6. Patent rights

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

## 7. Performance security

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

## 8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or

contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## 9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their 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' 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.

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1)..... SIGNED	2)..... SIGNED

10. Delivery and documents

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

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

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

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

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

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

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

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

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
(b) in the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise

in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of 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 destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

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

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

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

## **16. Payment**

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

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon 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.

## **17. Prices**

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

## **18. Contract amendments**

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

## **19. Assignment**

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

## **20. Subcontracts**

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this 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.

## 21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its 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.

## 22. Penalties

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

## 23. Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2.

- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

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

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

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

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

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

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

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

to the public. The Register can be perused on the National Treasury website.

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

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

**25. Force Majeure**

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

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

**26. Termination for insolvency**

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

**27. Settlement of Disputes**

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

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

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

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

- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,  
(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and  
(b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

- 28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6.  
(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and  
  
(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

**29. Governing language**

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

**30. Applicable law**

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

**31. Notices**

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.  
31.2 The time mentioned in the contract documents for performing any act after such previously mentioned notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and duties**

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.  
  
32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.  
  
32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

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DIRECTORATE: SUPPLY CHAIN (G & S SOURCING)	
BID OPENED 11:00	
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1).....	2).....
SIGNED	SIGNED

**33. National Industrial Participation (NIP) Programme**

**34. Prohibition of Restrictive practices**

- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34.1 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 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.

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DIRECTORATE: SUPPLY CHAIN (G & S SOURCING)	
BID OPENED 11:00	
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1).....	2).....
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