



## JOHANNESBURG CITY PARKS AND ZOO

### PANEL OF ANIMAL FEEDS SUPPLIERS

**BID No: JCPZ/ZOO04/2023**

#### JOHANNESBURG CITY PARKS AND ZOO

Registration No: 2000/028782/08

City Parks House, Ground Floor  
40 De Korte Street  
Braamfontein  
Johannesburg

#### Project Enquiries:

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#### JOHANNESBURG CITY PARKS AND ZOO

Registration No: 2000/028782/08

P O Box 2824  
Johannesburg  
2000

The Senior Manager SCM

Supply Chain Management Unit  
Telephone: 011-712 6625  
Email: [dhlatshwayo@jhbcityparks.com](mailto:dhlatshwayo@jhbcityparks.com)

**Name of Bidder** \_\_\_\_\_

#### Price Including VAT

(VAT REGISTERED  / NON-VAT VENDOR )

**(Price In-words)** \_\_\_\_\_

Joint Venture

Not a Joint Venture

(Tick applicable box)

#### Contract Period: 36 Months

Compulsory Bidders Site briefing: 40 De Korte Street, Braamfontein, Johannesburg

Date: 05 December 2023 @ 11:00am – 12:00pm

The closing date and time for receipt of tenders is Friday, 19/01/2024 @ 12:00pm. Telegraphic, telephonic, telex, facsimile and late tenders will not be accepted.

**NB: Special Instruction:** Due to COVID-19 and the National Department of Health requirements, submissions of completed tenders or responses will only be allowed on the following dates to the physical address provided above:

17-01-2024 (08:00 – 16:00pm)

18-01-2024 (08:00 – 16:00pm)

19-01-2024 (08:00 – 12:00pm before the closing time)

## **QUALIFICATION CRITERIA FOR FURTHER EVALUATION**

- Provide Proof of registration with CSD (Central Supplier Database) at National Treasury compliant with all regulatory requirements

**CSD No:** \_\_\_\_\_

- Valid Tax Pin Number: \_\_\_\_\_
- Provide valid Companies' proof of address and/ or Director's proof of residence (Only latest municipal statement not older than three (3) months (not in arrears for more than 90 days) or valid lease agreement in their area of jurisdiction;
- Provide Valid COIDA Certificate from Department of Labour (Letter of good standing);
- Provide Valid Certificate or Proof of Membership with a regulatory body only where applicable;
- If the bidder is required by law to prepare annual financial statements for auditing; **the bidder must provide audited annual financial statements** for the past three years or since their establishment if established during the past three years;
- Provide a valid Joint Venture (JV) agreement signed by all parties with all individual parties' mandatory documents submitted; if applicable
- Completion of the entire tender document as issued or downloaded is compulsory.

**NB: ONLY BIDDERS WHO COMPLY WITH THE ABOVE REQUIREMENTS WILL BE CONSIDERED FURTHER ON FUNCTIONALITY (REFER TO THE TERMS OF REFERENCE)**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

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**NB: ALL DECLARATIONS AND MBD FORMS SHOULD BE COMPLETED AND SIGNED, FAILURE TO WILL RESULT IN YOUR BID BEING DISQUALIFIED.**



## JOHANNESBURG CITY PARKS AND ZOO

Johannesburg City Parks and Zoo, the greening, conservation and cemetery management agency for the City of Johannesburg Municipality, invites suitable qualified, experienced and resourced service provider/s to submit proposals for the panel of animal feeds suppliers for Johannesburg City Parks and Zoo over a period of 36 Months. Proposals are to be submitted in line with terms of reference stipulated in the Terms of Reference section.

80/20 preferential procurement point system will be applied and preference will be given to bidders who are able to demonstrate the following:

**Stage 1: Compliance on Qualification Criteria**

**Stage 2: Functionality**

**Stage 3: Price**

<b>Specific goals (25% or more Women owned companies)</b>	<b>80</b>
	<b>20</b>

To qualify for consideration, potential service providers MUST provide and ADHERE to the following minimum qualification requirements:

- Provide valid Companies' proof of address and/ or Director's proof of residence (Only latest municipal statement not older than three (3) months (not in arrears for more than 90 days) or valid lease agreement in their area of jurisdiction;
- Provide Valid COID Certificate of your sector from Department of Labour (Letter of good standing);
- Provide Valid Certificate or Proof of Membership with a regulatory body only where applicable;
- If the bidder is required by law to prepare annual financial statements for auditing; the bidder must provide audited annual financial statements for the past three years or since their establishment if established during the past three years;
- Provide Proof of registration with CSD (Central Supplier Database) at National Treasury compliant with all regulatory requirements; and
- Completion of the entire tender document as issued or downloaded is compulsory.

The physical address for submission of bid documents is: Johannesburg City Parks and Zoo Head Office, City Parks House, Ground Floor, 40 De Korte Street, Braamfontein, Johannesburg. Documents may be downloaded from [www.jhbcityparksandzoo.com](http://www.jhbcityparksandzoo.com) or [www.etenders.gov.za](http://www.etenders.gov.za) for free from Wednesday, 29 November 2023.

The lowest, or any tender will not necessarily be accepted and Johannesburg City Parks and Zoo reserves the right to accept any tender either in whole or in part. Telegraphic, telephonic, telex, facsimile and late bids will not be accepted. Bids may only be submitted on the bid document provided by JCPZ. It is the responsibility of the service provider to deposit the tender submission to the correct tender box at the address provided above. The bid validity will be **120 days from the closing date** and might be extended when there is a need. The request for extension of validity period and the response thereto shall be made in writing.

Johannesburg City Parks and Zoo is committed to combat fronting. Insofar as it is legally permitted to do so, and provided that service delivery will not be severely influenced, contracts executed by fronting enterprises will be cancelled, the service provider in question will be blacklisted on its database of service providers and reported to the applicable authorities.

**Fraud hotline number: 0800 002 587**

For more information on bids and quotations visit our website [www.jhbcityparksandzoo.com](http://www.jhbcityparksandzoo.com)

## INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	JCPZ/ZOO04/2023	CLOSING DATE:	19 January 2024	CLOSING TIME:	12:00
DESCRIPTION	PANEL OF ANIMAL FEEDS SUPPLIERS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE  
BID BOX SITUATED AT (STREET ADDRESS)

Johannesburg City Parks and Zoo					
City Parks House, Ground Floor					
40 De Korte Street					
Braamfontein					
Johannesburg					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes  [IF YES ENCLOSE PROOF]	<input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes  [IF YES, ANSWER PART B:3 ]	<input type="checkbox"/> No
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	R	
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:			
DEPARTMENT		CONTACT PERSON	Cassandra Becker		
CONTACT PERSON	Derrick Hlatshwayo	TELEPHONE NUMBER	071 880 7100		
TELEPHONE NUMBER	011-712 6625	FACSIMILE NUMBER			
FACSIMILE NUMBER		E-MAIL ADDRESS	cbecker@jhbcityparks.com		
E-MAIL ADDRESS	dhlatshwayo@jhcityparks.com				

## TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3. APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4. FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

## B. TAX CLEARANCE CERTIFICATE REQUIREMENTS

### VALID TAX PIN:

Please attach a valid original Tax Clearance Certificate/Tax Clearance Status to this page.

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidder are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable

4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).

6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

## RETURNABLE DOCUMENTS

### **PAGE TO WHICH MUNICIPAL ACCOUNT OR VALID LEASE AGREEMENT MUST BE ATTACHED: (NOT IN ARREARS FOR MORE THAN 3 MONTHS)**

Please attach any of the following to this page:

1. In the case where the bidder owns the property from which the bidder's business operates from, an original or a copy of the most recent municipal account must be submitted.  
Or
2. In the case where the bidder does not own the property an original or copies of the most recent municipal account of all shareholder/s must be submitted.  
Or
3. In the case where the bidder is a tenant for the purpose of its business establishment, the bidder to provide a valid lease agreement.

**PAGE TO WHICH A VALID COID CERTIFICATE MUST BE ATTACHED:**

Please attach a Valid COID Certificate from the Department of Labour (Letter of Good Standing) to this page.

**PAGE TO WHICH A PROOF OF REGISTRATION WITH CSD MUST BE PROVIDED:**

Please provide the proof of registration with National Treasury (CSD- Central Supplier Database) to this page.

**SUPPLIER NUMBER.....**

**ATTACH AUDITED ANNUAL FINANCIAL STATEMENTS TO THIS PAGE**

Provide audited annual financial statements for the past three years or since their establishment if established during the past three years.

If the bidder is not obliged by law to prepare annual financial statements for auditing purposes, they shall submit their Public Interest Score (PIS) with their annual financial statements for the previous three financial years or if established for a shorter period from the date of establishment, certified by a registered accountant.

**PIS Score as follows:**

- Above 350: Financial Statements to be audited.
- 100-349: Financial Statements must have an Independent Reviewer.
- Less than 100: Accounting Officer report to be completed by an Independent Reviewer.

**CERTIFIED ID COPIES MUST BE ATTACHED:**

Please attach a ID copies to this page.

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

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

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

Name of Bidder..... Bid Number.....

Closing Time ..... Closing Date .....

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

ITEM NO.	QUANTITY (QTY)	DESCRIPTION	UNIT PRICE (P)	TOTAL PRICE (QTY*P)
SUB-TOTAL			R	
VAT AT 15%			R	
<b>GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)</b>			R	

I (full name) \_\_\_\_\_, in my capacity as \_\_\_\_\_, the duly authorized representative of \_\_\_\_\_ (company name) hereby declares that the offer is in accordance with the attached specification, notes to suppliers & accepts all conditions/ clauses contained in the said documents.

Signature of duly authorized representative	Date:
---	-------

---

- Required by: .....
- At: .....
- Brand and Model .....
- Country of Origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery \*Delivery: Firm/Not firm
- Delivery basis .....

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

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

\*Delete if not applicable

## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? YES / NO

3.8.1 If yes, furnish particulars. ....

.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? ..... **YES / NO**

3.9.1 If yes, furnish particulars.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ..... **YES / NO**

3.10.1 If yes, furnish particulars.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....

.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

**DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)**

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing? **\*YES / NO**

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....  
.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days? **\*YES / NO**

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

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

\* Delete if not applicable

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract? \*YES / NO

3.1 If yes, furnish particulars

.....  
.....

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic? \*YES / NO

4.1 If yes, furnish particulars

.....  
.....

#### **CERTIFICATION**

I, THE UNDERSIGNED (NAME) .....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.**

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

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

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

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

### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
  - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 **To be completed by the organ of state**  
*(delete whichever is not applicable for this tender).*
  - a) The applicable preference point system for this tender is the 90/10 preference point system.
  - b) The applicable preference point system for this tender is the 80/20 preference point system.
  - c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
  - (a) Price; and
  - (b) Specific Goals.
- 1.4 **To be completed by the organ of state:**  
 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS: 25% OR MORE WOMEN OWNED	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>
--------------	-----------	--------------

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

## GENERATING PROCUREMENT

### 3.2.1. POINTS AWARDED FOR PRICE

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

80/20

or

90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Price	N/A	80	N/A	
25% and above women Owned	N/A	20	N/A	

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

#### **4.5. TYPE OF COMPANY/ FIRM**

Partnership/Joint Venture / Consortium

One-person business/sole proprietor

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

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

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

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

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

**DATE:** .....

**ADDRESS:** .....

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5.1	If so, furnish particulars:		

### CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME) .....**  
**CERTIFY THAT THE INFORMATION FURNISHED ON THIS**  
**DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION  
MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE  
FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
- 2 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).<sup>2</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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 not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

I. AUTHORITY OF SIGNATORY

TERMS OF REFERENCE	
PROJECT TITLE	Appointment of service providers to supply and deliver animal feeds to Johannesburg Zoo

## APPOINTMENT OF A PANEL OF SERVICE PROVIDERS

Individuals and/ or organizations with suitable qualifications, experience and resources are sourced to submit proposals for supplying and delivering animal feeds to Johannesburg Zoo.

Proposals are to be submitted in line with terms of reference stipulated below.

## BACKGROUND

The Johannesburg Zoo keeps approximately 337 species of animals and seeks service providers who will supply and deliver animal feeds as and when required over a period of 36 months. The main species kept at the Zoo encompass ruminants, herbivores, carnivores, birds, reptiles, fishes etc., with many of them exotic (e.g. Alligator gar from South America) or endangered (e.g. Southern Ground Hornbill). The Zoo therefore intends to appoint many different service providers who preferably have the capacity in terms of resources and expertise to supply feeds (some of which are quite specialised) for the different species.

## PURPOSE

- To appoint service providers who manufacture, import, or sell farm feed or pet food compliant to and registered under Act 36 of 1947 – The Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act.
- To appoint service providers whose nature of business is 'Animal Feed' and who have a minimum of 3 years' experience in the animal feed industry
- To ensure that the quality of the feeds follow the guidelines for Farm feeds set by the Registrar Animal Feeds and Stock Remedies of the Department of Agriculture Forestry and Fisheries
- To ensure a reliable, constant supply of a variety of quality feeds in the required quantities for the diverse species of animals kept at the Zoo
- To minimise municipal expenditure by sourcing products directly from manufacturers where possible
- Provide reliability, flexibility and expandability on the supply and delivery of feed.
- Registration with at least one professional body (e.g. AFMA (Animal Food Manufacturers Association) or PFI (Pet Food Industry)) is preferred

## OBJECTIVES

- To provide prospective service providers with adequate information to understand and respond to JCPZ requirements for the PANEL OF ANIMAL FEEDS SUPPLIERS to Johannesburg Zoo
- To ensure uniformity in responses received from each prospective service provider
- To provide a structured framework for the evaluation of proposals

## SCOPE OF THE PROJECT

**The service providers will perform the following tasks:**

- Supply and deliver animal feeds to Johannesburg Zoo on an 'as and when' required basis.
- Provide such packing of the goods as is required to prevent their damage or deterioration during transit to Johannesburg Zoo. All such packages must be clearly labelled with description of contents and quantities
- Provide staff/equipment in order to offload all feed items into the required storerooms and areas in such a manner as to ensure minimal damage to the products, and to properly pack items in requested areas.
- Provide support in line with the SLA to be agreed upon
- In the event of a failure to deliver, the suppliers will be required to drop off the food items within 24 hours of the requested delivery date.
- Provide training/skill transfer to JCPZ employee/s where required (e.g. how a supplement or feed needs to be prepared, fed or stored).

## TECHNICAL SPECIFICATIONS

These specifications describe the required goods.

- Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc. for the products they intend to supply.
- The feed items have been categorized as 'bulk items' or 'as and when' items according to frequency and quantity of usage in the zoo. Tenderers are requested to provide prices for the bulk items.
- Tenderers must indicate on the specifications sheets whether the food items offered comply with specified requirements.
- All the feed items to be supplied shall not differ from those required in these specifications but if there are equivalent products these should be specified and proposed as alternatives. Deviations from the food items, if any, shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The JCPZ reserves the right to reject the products, if such deviations shall not satisfy requirements.
- The tenderers are requested to present information along with their offers as follows:
  - Shortest possible delivery period of each product
  - If they are the sole supplier of a brand name product (e.g. Hikari) the suppliers should provide proof of this in the form of a letter that needs to be approved by JCPZ SCM and Legal
- The tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.
- All legal requirements in terms of Act 35 of 1984, Act 36 of 1947 and Act 101 of 1956 must be complied with.
- Animal Feed Manufacturers must meet the requirements of Good Manufacturing Practice (GMP) to ensure feed safety.
- Animal Feed Manufacturers must recognise the importance of a Food Safety Management System and adopt the relevant procedures.
- Technical animal feed recommendations and formulation must be carried out by qualified Animal Scientists that are registered with the South African Council for Natural Scientific Professions (Act 27 of 2003).
- Animal Feed Manufacturers must comply with the Basic Conditions of Employment Act.
- Animal Feed Manufacturers must promote the AgriBEE Act as laid down by the National Department of Trade and Industry.
- If the bid is accepted, documentary evidence of the tenderers qualifications to perform the

contract shall be established to JCPZ's satisfaction;

- JCPZ will inspect the facilities of the tenderer or their suppliers and the asset registers of the tenderers
- That, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.
- That the tenderer has the financial, technical, and production capability necessary to perform the contract;
- The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in their tender, provided that they demonstrate to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

### BULK ITEMS THAT NEED TO BE PRICED

HAY AND BEDDING			
Item	Item Weight	Comment	
HAY	50ton	<i>Medicago sativa</i> . Also called alfalfa. Analysis: CP-18.3% (Min), CF-28.6%, NDF-45.9%, ADF-32.7%, EE-2.7%, GE-18.0 MJ/Kg, Moisture-10% (Max), Ca-2.2%, P-0.27%	Number (Per Month) 1 Weight (T/Month) 50 Pricing Structure Per Ton & Per Bale
	55ton	<i>Eragrostis tef</i> . Also called Lovegrass. Analysis: CP-14.6% (Min), CF-33.7%, NDF-56.6%, ADF-36%, EE-2.3%, GE-18.5 MJ/Kg, Moisture-10% (Max), Ca-0.47%, P-0.26%	Number (Per Month) 1 Weight (T/Month) 55 Pricing Structure Per Ton & Per Bale
	55ton	<i>Eragrostis curvula</i> . Also called weeping lovegrass. Analysis: CP-18.3% (Min), CF-28.6%, NDF-45.9%, ADF-32.7%, EE-2.7%, GE-18.0 MJ/Kg, Moisture-10% (Max), Ca-2.2%, P-0.27%	Number (Per Month) 1 Weight (T/Month) 55 Pricing Structure Per Ton & Per Bale
	50ton	Baja Grass	Number (Per Month) 1 Weight (T/Month) 50 Pricing Structure Per Ton & Per Bale
BEDDING			
BEDDING	Straw	20ton	Bales to be used for bedding.
	Wood Shavings	30kg	Dust free, large shavings for horse stables

### BULK ITEMS THAT NEED TO BE PRICED

BEEF			
		Number (Per Month)	Weight (T/Month)
Carcass	130-170kg	Carcass split down the length of the spine, dividing it in half. Classification: Weight: Min 200kg (Cold weight), Class C, Fat content 0-4	8000kg Per Kg
Liver	4.5-7kg	Whole liver.	40kg Per Kg
Heart	±2.5kg	Whole heart.	120kg Per Kg

**BULK ITEMS THAT NEED TO BE PRICED**

GAME	GAME	Maintenance cube for extensively kept game. Analysis: Protein-12% (Min), Fat-2.5% (Min), Fibre-1.2% (Max), Ca-1.3% (Max), P-0.7% (Min), Moisture-12% (Max), Biotin-2mg/kg	Number (Per Month)	Weight (T/Month)	Pricing Structure	Price
Pellets for Grazers	40kg		100	4000	40kg Unit	
Antelope pellets	40kg	Production cube for intensively kept game for optimal performance in breeding, horn development and reproduction. Analysis: Protein-16% (Min), Fat-2.5% (Min), Fibre-9% (Max), Ca-1.0% (Max), P-0.6% (Min), Moisture-12% (Max), Biotin-2mg/kg	120	4800	40kg Unit	
Rhino cubes	40kg	Feeding cube for feeding rhino. Analysis: Protein-12.5% (Min), Fat-2.5% (Min), Fat-10% (Max), Fibre-12% (Max), Ca-1.0% (Min), Ca-1.2% (Max), P-0.5% (Min), Moisture-12% (Max)	50	2000	40kg Unit	
Game Pellets	40kg	A primary game feed produced from natural bushveld Acacias and a natural source of prime food for herbivores in the wild. Analysis: Protein-10% (Min), Fat-2.5% (Min), Fibre-35% (Max), Ca-1.5% (Max), P-0.3% (Min), Moisture-12% (Max)	320	12800	40kg Unit	

**BULK ITEMS NOT TO BE PRICED**

<b>MEAT</b>							
Item	Item Weight	Comment			Number (Per Month)	Weight (Kg/Month)	Pricing Structure
Day Old Chicks	±50g	Whole, day old chicks. (Layer cockerel).			10550		Box of 50
Chicken (Small)	500-999.99g	Whole, chicken.			100		Per Kg
Chicken (Medium)	1000-1499.99g	Whole, chicken.			170		Per Kg
Chicken (Large)	1500-1999.99g	Whole, chicken.			300		Per Kg
Chicken (X Large)	2000g≤	Whole, chicken.			500		Per Kg
Chicken (Hearts)	±10g	Whole chicken hearts from slaughtered birds. Untreated, uncooked.			110*		Per Kg
Quail Eggs (Large)	≤10g	Require trays containing 200 eggs			200	2.0	Tray 200 eggs
Chicken Eggs (Large)	51.59g	Require Boxes containing 180 eggs. (6 Trays of 30 eggs)			12.0	127.0	Box 180 eggs
<b>RODENT</b>							
Rat (Small)	45-84.99g	Full fur. Larger than a mouse. Live/Frozen.			75		Per Unit
Rat (Medium)	85-174.99g	Full fur. For carnivores that need bigger prey. Live/Frozen.			200		Per Unit
Rat (Large)	175-274.99g	Full fur. For carnivores that need large prey. Live/Frozen.			200		Per Unit
Rat (X Large)	275-374.99g	Full fur. For carnivores that need very large prey. Live/Frozen.			200		Per Unit

**ALL MEAT ITEMS MUST BE PARASITE, DISEASE AND MEDICATION FREE! PROOF NEEDS TO BE PROVIDED**

MEAT		Item	Item Weight	Comment	Number (Per Month)	Weight (Kg/Month)	Pricing Structure
MICE (DOMESTIC)	Mice Pinky	2-2.99g	No Fur. For very small carnivores (e.g. frogs). Live/Frozen.	250			Per Unit
	Mice (Fuzzy)	4.5-6.99g	Slight Fur. For small carnivores. Live/Frozen.	20*			Per Unit
	Mice (Hopper)	7-12.99g	Full Fur/No Fur. For small carnivores that can eat larger prey. Live/Frozen.	20			Per Unit
	Mice (Adult - Large)	18-24.99g	Full Fur/No Fur. For average carnivores (e.g. most species of snake). Live/Frozen.	400			Per Unit
	Mice (Adult - X Large)	25g≤	Full Fur/No Fur. For larger species of carnivores (e.g. larger snakes that cannot eat full size rats). Live/Frozen.	400			Per Unit
	Guinea Pig (Large)	275-479.99g	Comparable to XX Large Rat. Live or Frozen.	150			
OTHER	Rabbit	>2.5kg	Live or Frozen.	100			Per Unit
							Per Kg
FISH							
FISH	Maasbanker	200-400g	Whole fish		800	Box 25Kg	
	Tilapia	200-400g	Whole fish		200	Box 25Kg	
	Portuguese Sardines	1kg	Whole fish		20	Per Kg	
	Hake	100-300g	Whole fish		550	Box 20Kg	
	Mussels on half shell	1kg	Mussels in half shell.		10	Per Kg	
	Clam	1kg	Half shell or whole		10	Per Kg	

MEAT		Item	Item Weight	Comment	Number (Per Month)	Weight (KG/Month)	Pricing Structure
Lance Fish (Frozen)	100g	<i>Hypomesus</i> sp. Small, elongated fish found in shallow, sandy areas. Frozen Alternative for fish that have trouble digesting haemoglobin in bloodworm (e.g. African cichlid)	1	10	Tray 100g		
Black Mosquito Larvae (Frozen)	100g	<i>Chironomidae tetans</i> Larval worms found in stagnant water. Often used as bait for fishing and in aquariums for feeding most species of fish (including picky feeders).	25	2.5	Tray 100g		
Bloodworm (Frozen)	100g	Frozen Analysis: CP (Min) - 8.3%, EE (Min) - 1.2%, CF (Max) - 3.9%. Frozen (NOT DRIED!)	25	2.5	Tray 100g		
Brine Shrimp / Artemia(Frozen)	100g	<i>Artemia salina</i> . Aquatic crustacean found in salty water worldwide. Frozen Analysis: CP (Min) - 5.2%, EE (Min) - 1.6%, CF (Max) - 3.7%, Ash - 0.1%. Freeze Dried Analysis: CP (Min) - 47%, EE (Max) - 5.5%, CF - 0.5%, Ash - 0.1%, Moisture - 6.0%	25	2.5	Tray 100g		
Daphnia	454g	<i>Daphnia</i> sp. Frozen zooplankton high in carotene and CF.	2	0.9	Tray 454g		
Mysis Shrimp (Freeze dried)	100g	<i>Mysidacea</i> . Shrimp like creatures for feeding fresh and saltwater fish. Freeze dried Analysis: CP - 48%, EE - 30%, Ash - 8%, Moisture - 9%.	25	2.5	Tray 100g		
Whole Cockle (Frozen)	100g	Small, whole molluscs and crustaceans found in water with low salt content	25	2.5	Tray 100g		
Krill (Frozen)	907g	<i>Euphausia pacifica</i> and <i>Euphausia superba</i> . Shrimp-like invertebrates collected from cold water. High levels of carotenoids for colour enhancement.	3	2.5	Tray 100g		
Squid	100g	<i>Sepia</i> sp. Squid meat. High in UFA and CP	2	0.2	Tray 100g		

**ALL ANALYSIS AS IS. ALL MEAT ITEMS MUST BE PARASITE, DISEASE AND MEDICATION FREE!**

CONCENTRATES		Item Weight	Comment	Number (Per Month)	Weight (Kg/Month)	Pricing Structure
Item						
Starter Layer (Meal)	40kg		Meal form. Fed from 0-6 weeks. Analysis: Protein-19%, Fat 2.5%, ME-12.5MJ/kg, Lys-0.7%, Met+Cys % -0.71, Moisture-12% (Max), Ca-1.2% Avail P.-0.6%.	3	120	40kg Unit
Starter Layer (Crumble)	40kg		Meal form. Fed from 0-6 weeks. Analysis: Protein-19%, Fat 2.5%, ME-12.5MJ/kg, Lys-0.7%, Met+Cys % -0.71, Moisture-12% (Max), Ca-1.2% Avail P.-0.6%.	3	120	40kg Unit
Pullet Developer (Mash)	40kg		Meal form. Fed from 12 weeks to point of lay. Moderate energy and nutrient content. Analysis: Protein-12%, Fat-2.5%, Lys%-0.94, Met+Cys % -0.71, Moisture-12% (Max), Ca %-3.80, Avail P.%-0.45.	5	200	40kg Unit
Pullet Developer (Crumble)	40kg		Crumble form. Fed from 12 weeks to point of lay. Moderate energy and nutrient content. Analysis: Protein-12%, Fat-2.5%, Lys%-0.94, Met+Cys % -0.71, Moisture-12% (Max), Ca %-3.80, Avail P.%-0.45.	5	200	40kg Unit
Layer (Mash)	40kg		Mash form. For birds in the laying period (33 weeks - 50 weeks of age). Analysis: Protein-13% (Min), Fat-2.5%, Lys-0.75% (Min), Met%-0.37 (Min), Moisture-12% (Max), Ca-3.5% (Min), Ca-4.50% (Max), P-0.5% (Min).	20	1000	40kg Unit
Layer (Crumble)	40kg		Crumble form. For birds in the laying period (33 weeks - 50 weeks of age). Analysis: Protein-13% (Min), Fat-2.5%, Lys-0.75% (Min), Met%-0.37 (Min), Moisture-12% (Max), Ca-3.5% (Min), Ca-4.50% (Max), P-0.5% (Min).	33	1320	40kg Unit
Mixed Grain	50kg		For all types of fowl. Contains maize, sorghum and sunflower	10	500	50kg Unit
Poultry Grower	50kg		Ration for growing poultry. Analysis: Protein-16%, Fat-2.5% (Min), Fibre-8% (Max), Ca-0.8% (Min), Ca-1.2% (Max), P-0.5% (Min), Combination of coarse ground maize and sorghum. For feeding chickens	20	1000	50kg Unit
Chick Chick no 2	50kg		and poultry. CP-19%	15	750	50kg Unit

CONCENTRATES				Number (Per Month)	Weight (Kg/Month)	Pricing Structure
Item	Item Weight	Comment				
Yellow Maize	50kg	Also known as millet, corn or sweet corn. Analysis: Protein-9.4%, Fat-4.3%, Fibre-2.5%, Ca-0.05%, P-0.3% (Min), Crushed form for easier digestibility. Analysis: Protein-9.4%, Fat-4.3%, Fibre-2.5%, Ca-0.05%, P-0.3% (Min),		15	750	50kg Unit
Yellow Maize (Crushed)	50kg			25	1250	50kg Unit
<b>RUMINANT</b>						
Herbivore concentrate	40kg	For all types of herbivores. Analysis: Protein-15%, Fat-2.5% (Min), Fat-7.0% (Max), Fibre-12% (Max), Moisture-12% (Max), Ca-1.0% (Min), Ca-1.2% (Max), P-0.6% (Min),		10	400	40kg Unit
Dairy meal 17% CP	40kg	For lactating dairy cows. Analysis: Protein-17%, (Contains ureal-1%), Fat-2.5% (Min), Fibre-9% (Max), Moisture-12% (Max), Ca-1.5% (Max), P-0.6% (Min)		20	800	40kg Unit
Dairy meal 21% CP	40kg	For lactating dairy cows. Analysis: Protein-21%, Fat-2.5% (Min), Fat-10.0% (Max), Fibre-12% (Max), Moisture-12% (Max), Ca-1.5% (Max), P-0.5% (Min)		20	800	40kg Unit
Complete Cattle Feed	40kg	A complete feed for beef cattle. Analysis: Protein-12%, (Contains ureal-0.1%), Fat-2.5% (Min), CF-20% (Max), Ca-0.45% (Max), Ca-1.0% (Max), P-0.25% (Min),		40	1600	40kg Unit
Lamb and Ewe	40kg	For ewes with lambs. Analysis: Protein-12%, (Contains ureal-1%), Fat-2.5% (Min), Fat-7.0% (Max), Fibre-14% (Max), Moisture-12% (Max), Ca-1.5% (Max), P-0.3% (Min),		10	400	40kg Unit
Ram, Lamb and ewe	50kg	Feed for all stages of sheep. Analysis: Protein-13%, Fat-2.5% (Min), Fat-7.0% (Max), Fibre-15% (Max), Ca-1.5% (Max), P-0.3% (Min), Moisture-12% (Max)		10	500	50kg Unit

CONCENTRATES		Item Weight	Comment	Number (Per Month)	Weight (Kg/Month)	Pricing Structure
Item						
Horse Cubes	40kg	HORSES	Non heating food for full grown horses at rest and up to medium work. Analysis: Protein-12%, Fat-2.5% (Min), Fibre-12% (Max), Moisture-12% (Max), Ca:P ratio-1.8-2.1 (Min), P-0.4% (Min)	15	600	40kg Unit
Horse Meal	40kg		Non heating meal form for full grown horses at rest and up to medium work. Analysis: Protein-12%, Fat-2.5% (Min), Fibre-12% (Max), Moisture-12% (Max), Ca:P ratio-1.8-2.1 (Min), P-0.4% (Min)	15	600	40kg Unit
Horse pellets	40kg		Balanced ration for all types of adult horses. Encourages slow consumption of the feed to avoid colic and to minimise the risk of leaving the task of feeding to uninformed persons. Analysis: Protein-11%, Fat-2.5% (Min), Fat-3.0% (Min), Fibre-15% (Min), Fibre-35% (Max), Ca-0.4% (Min), Ca-1.2% (Max), P-0.2% (Min)	30	1200	40kg Unit
General adult horse diet	50kg		Balanced ration for all types of adult horses. Analysis: Protein-12%, Fat-2.5% (Min), Fibre-12% (Max), Ca-0.4% (Min), Ca-1.2% (Max), P-0.3% (Min), Moisture-12% (Max)	30	1500	50kg Unit
Horse supplementary concentrate	30kg		Concentrate supplement for growing horses, broodmares, performance horses etc. Analysis: CP-25% (Min), DE-10.5MJ/kg, EE-2% (Min), CF-9% (Max), Moisture-12% (Max), Ca-3.6% (Min), P-2% (Min)	30	900	30kg Unit
DFG	50kg		Defatted Wheat Germ.	50	2500	50kg Unit

CONCENTRATES				HORSES			
Item	Item Weight	Comment		Number (Per Month)	Weight (KG/Month)	Pricing Structure	
Shandy Chaff	20kg	A replacement for forage and roughage. Helps maintain the digestive tract of the horse. Also fulfils psychological need to chew. Analysis: Protein-8% (Min), Fat-2.5% (Min), Fibre-15% (Min), Fibre-35% (Max), Moisture-12% (Max), Ca-0.5% (Min), Ca-0.63% (Max), P-0.2% (Min), Ca:P 2.5-3.15:1.0		40	800	20kg Unit	
Lucerne Chaff	20kg	A replacement for lucerne hay. Can be fed to the animals to maintain gut health and provide for the psychological requirements. Analysis: Protein-14% (Min), Fat-2.5% (Min), Fibre-15% (Min), Fibre-35% (Max), Moisture-12% (Max), Ca-1.0% (Min)		5	100	20kg Unit	
Oaten Chaff	20kg	Replacement for oat hay. Can be fed to the animals to maintain gut health and provide for the psychological requirements. Analysis: Protein-5% (Min), Fat-2.5% (Min), Fibre-15% (Min), Fibre-35% (Max), Moisture-12% (Max), Ca-0.2% (Min), Ca-0.5% (Max), P-0.2% (Min), Ca:P 1.2.5:1		5	100	20kg Unit	

CONCENTRATES				Number (Per Month)	Weight (Kg/Month)	Pricing Structure	
Item	Item Weight	Comment					
Protein supplement for game	20kg	Protein supplement for game. Analysis: Protein-15% (Min), CF-4% (Max), Ca-3.5% (Max), P-0.10% (Min), Moisture-14% (Max)	GAME	10	200	20kg Unit	
Lucerne pellets	50kg	Pellet manufactured from lucerne. Provided to animals in place of lucerne or when it is difficult to provide lucerne. Analysis: Crude Protein-15%, CF-20% (Min), CF-30% (Max), Moisture-12% (Max)		100	5000	50kg Unit	
Breeders meal	40kg	For breeding animals. Analysis: Protein-16% (Min), Fat-2.5% (Min), Fibre-9% (Max), Ca-1.0% (Max), P-0.6% (Min), Moisture-12% (Max)		25	1000	40kg Unit	
Antelope Pellets	50kg	Balanced ration for wild herbivores. Analysis: Protein-13%, Fat-1.5% (Min), Fat-7.0% (Max), Fibre-12% (Min), Fibre-25% (Max), Ca-1.5% (Max), P-0.2% (Min), Moisture-12% (Max)		50	2500	50kg Unit	
Crane Pellets	25kg	Pellets for cranes at maintenance. Analysis: Protein-20% (Min), Lys-1.0% (Min), Ca-0.25% (Min), P-0.8% (Min), Moisture-12% (Max)		30	750	25kg Unit	
Ostrich Pellets	50kg	Pelleted food for ostriches. Analysis: Protein-10%, Fat-2.5% (Min), Fibre-30% (Max), Ca-0.8% (Min), Ca-1.8% (Max), P-0.5% (Min), Moisture-12% (Max)		10	5000	50kg Unit	
<b>BIRD</b>							
BIRD	Budgie Seed	50kg	Mixed seed for all types of song birds		10	500	50Kg Unit
BIRD	Wild bird Seed	50kg	Mixed seed for wild birds		10	500	50Kg Unit

CONCENTRATES							
Item	Item Weight	Comment		Number (Per Month)	Weight (Kg/Month)		Pricing Structure
Diet for active cats	15kg	For moderately active adult cats with mixed indoor/outdoor lifestyle. Average analysis: Protein: 32%, Fat-15%, Omega 6 FA-3.78%, Omega 3 FA-0.54%, Minerals-6.7%, Ca-1.1%, P-1%, Taurine-0.21%		15	225		15kg Unit
Diet for highly active cats	15kg	For highly active, adult cats with an outdoors lifestyle. Average analysis: Protein: 30%, Fat-20%, Omega 6 FA-4.47%, Omega 3 FA-0.99%, Ca-1.11%, P-1.05%, Taurine-2000%		15	225		15kg Unit
Diet for senior cats	15kg	For senior cats that may be undergoing a reduction in senses of smell and taste. Highly palatable and stimulating of appetite. Cats over 12 years of age. Average analysis: Protein: 30%, Fat-19%, Ash-5.3%, CF-4.4%, Omega 6 FA-4.47%, Omega 3 FA-10.9g, P-0.6%, Lycopene-8mg		15	225		15kg Unit
<b>FELIDS</b>							
<b>CANIDS</b>							
A complete diet for adult large breed dogs	15kg	The adult dog formula maintains digestive, bone and joint and skin health. It also keeps dogs feeling fuller for longer. For dogs between 15 months and 5 years of age. Analysis: Protein-26%, Fat-17%, Crude Ash-6.5%, CF-1.2%, Omega3 FA-7.7g (incl 4g EPA/DHA).		42	625		15kg Unit

A complete diet for aging large breed dog	15kg	The mature formula is for dogs over 5 years of age and supports healthy aging, bone and joint health, digestive and skin health. Analysis: Protein-26%, Fat-17%, Crude Ash-5.8%, CF-2.5%.	21	313	15kg Unit
A complete diet for large breed dog managing their weight	15kg	For large dogs. Low calorie formula helps dogs maintain a healthy body weight. Balanced formula with high protein and low fat to help control body weight. Analysis: Protein-25% (Min), Moisture-11% (Max), Fat-9% (Min), CF-10% (Max), Crude Ash-5.8% (Max).	8	125	15kg Unit

CONCENTRATES		Item	Item Weight	Comment	Number (Per Month)	Weight (Kg/Month)	Pricing Structure
Item	Weight						
Breed specific diets for Large Breed Dogs	20kg			For large breed adult dogs with normal activity. Containing antioxidant complex and Omega 3 & 6. Liver digest for enhanced taste and enjoyment. Vitamin A (9500 IU/kg), Vitamin D3 (700 IU/kg), Vitamin E (70mg/kg), Vitamin C (50mg/kg), Vitamin B1 (6mg/kg), Biotin (640mcg/kg), Zinc (140mg/kg), Selenium (150mcg/kg)	20	400	20kg Unit
Complete dog diets for dogs with normal activity levels	20kg			For adult dogs with normal activity levels. Containing antioxidant complex and Omega 3 & 6. Liver digest for enhanced taste and enjoyment. Vitamin A (9500 IU/kg), Vitamin D3 (700 IU/kg), Vitamin E (70mg/kg), Vitamin C (50mg/kg), Vitamin B1 (6mg/kg), Biotin (640mcg/kg), Zinc (149mg/kg), Selenium (190mcg/kg)	20	400	20kg Unit
<b>CANIDS AND FELIDS</b>							
Prescription Diet A/D	156g			Soft, wet food for carnivores recovering from serious illness, accidents and surgery. . Analysis: Protein-44%, Fat-33.2%, CF-0.4%, NFE-13.2%, Ca-1.2%, P-1.15%, Taurine-0.86%, Carnitine-82.8 ppm			Tray of 24 Tins
<b>CANIDS AND FELIDS</b>							

CONCENTRATES				Number (Per Month)	Weight (Kg/Month)	Pricing Structure
Item	Item Weight	Comment				
Mynah Pellets (Blackberry)	1kg	Comes in 5x1kg to 5x5kg units. For softbill and mynah species		250		5x1kg Units
Complete Mix for Small Seedeaters	10kg	Finches, Budgies, Canaries. Complete mix for small seedeaters, contains rolled and roasted peas, maize and wheat mixed with our specially formulated yellow rusk supplement. Manna, Millet, Canary, Linseed, Niger seed and Rape seed are then added.		25		10Kg Unit
Egg Food & Egg Food Breeder	1kg	Comes in 5x1kg to 5x5kg units. Added to birds that are breeding or rearing young.		25		5x1kg Units
Parrot/Parakeet supplement	1kg	Comes in 5x1kg to 5x5kg units. Low fat supplement designed for use in mixed diets		50		5x1kg Units
Maintenance Complete Diet	25kg	A pelleted complete diet for psittacines that are not breeding or feeding chicks.	20	500		25Kg Unit
Complete Diet for Breeders	25kg	A bright red ration with extra protein and fat for birds that are breeding and feeding young.	20	500		25Kg Unit
Complete Parrot Mix	1kg	Comes in 1x5kg to 5x5kg units. A formulation for parrots and larger parakeets.	20	20	1Kg Unit	
High Fat Complete Mix	10kg	Contains rolled and roasted peas, maize and wheat. Contains 20% fat.	10	100		10Kg Unit
10% Fat Complete Mix	10kg	Comes in 5x1kg to 5x5kg units. Contains rolled and roasted peas, maize and wheat. Contains 10% fat.	10	100	10Kg Unit	
Complete Parakeet Mix	25kg	For Ringnecks/Conures/Cockatiels/Lovebirds. Contains rolled and roasted peas, maize and wheat mixed with yellow rusk supplement. Sunflower seed, Manna, Millet and Canary seed may be added	10	250		25Kg Unit

CONCENTRATES							
Item	Item Weight	Comment		Number (Per Month)	Weight (Kg/Month)		Pricing Structure
Duck Floating Pellets	25kg	A complete balanced diet for ducks, geese and swans.		100	1750		25Kg Unit
Flamingo Red pellets	25kg	High levels of protein suitable for year round use both in and out of breeding season. The added carotophyll in Flamingo Red aids in promoting bright vibrant colouring.		30	500		25Kg Unit
Pheasant Breeder diet	25kg	Used for exotic game birds to allow for development of lustrous plumage and good health.		20	500		25Kg Unit
Scarlet Ibis diet	25kg	Contains the carotenoids necessary to maintain the colourful plumage of the birds		5	125		25Kg Unit
<b>GAMEBIRDS AND OTHER</b>		<b>PARROTS AND OTHER</b>					
Maintenance food for budgies and other small parakeets	4kg	Maintenance food for budgies and other small parakeets		3	12		4Kg Unit
Maintenance food for canaries, tropical and European finches	5kg	Maintenance food for canaries, tropical and European finches		3	15		5Kg Unit
Maintenance food for large fruit-eating birds	10kg	Maintenance food for large fruit-eating birds		5	50		10Kg Unit
Maintenance food for hornbills	10kg	Maintenance food for hornbills		5	50		10Kg Unit
Maintenance food for mynahs & large fruit- & insect-eating birds	500g	Maintenance food for mynahs & large fruit- & insect-eating birds		5	2.5		500g Unit
Maintenance food for small fruit- and insect-eating birds	1kg	Maintenance food for small fruit- and insect-eating birds		3	3		1Kg Unit

CONCENTRATES								Pricing Structure	
Item	Item Weight	Comment		Number (Per Month)		Weight (Kg/Month)			
Maintenance food for fruit doves, trush- and jay-like birds	800g	Maintenance food for fruit doves, trush- and jay-like birds		6		4.8		800g Unit	
Complete food for large fruit-eating birds	25kg	Complete food for large fruit-eating birds		1		25		25Kg Unit	
Complete food for humming birds and colibris	700g	Complete food for humming birds and colibris		1		0.7		700g Unit	
Complete food for lorikeets	700g	Complete food for lorikeets		5		2.5		700g Unit	
<b>PRIMATES</b>									
Monkey Chow	1kg	5x1kg. With added vit C and the correct Calcium/Phosphorous ratio, it provides all essential vitamins and amino acids to all species of monkeys.		100		100		1Kg Unit	
Marmoset Crumble/Porridge	1kg	5x1kg. Fed in conjunction with a home mixed diet, provides essential nutrients. Vitamin C enriched				50		1Kg Unit	
Marmoset Pellets	1kg	5x1kg. Pelleted diet, low in iron, provides essential nutrients. Vitamin C enriched		20		20		1Kg Unit	
Monkey pellets	1kg	5x1kg. A premium blend of pellets, nuts and fruits that can be used as the staple part of the diet. Tasty and nutritious, this diet is low in Iron to prevent iron storage disease				50		1Kg Unit	
Marmoset pellets	1kg	5x1kg. A premium blend of pellets, nuts and fruits that can be used as the staple part of the diet. Tasty and nutritious, this diet is low in Iron to prevent iron storage disease				50		1Kg Unit	
Baboon pellets	25kg	Staple diet for baboons, fed in conjunction with fresh food		20		500		25Kg Unit	

CONCENTRATES							
	Item	Item Weight	Comment	Number (Per Month)	Weight (Kg/Month)	Pricing Structure	
OTHER	Rodent pellets	25kg	Pelleted food for rats and rodents	6	150	25Kg Unit	
	Rabbit pellets	25kg	Pelleted food for rabbits. Analysis: Protein-14%, Fat-2.5% (Min), Fibre-12% (Min), Fibre-17% (Max), Ca-1.5% (Max), P-0.7% (Min), Moisture-12% (Max)	4	100	25Kg Unit	
	Guinea pig pellets	2kg	Pelleted food for guinea pigs	5	10kg	2kg Unit	
FISH							
Pellets for Large bottom dwelling carnivorous fish		1kg	Scientific diet for very large, bottom feeding carnivorous fish such as red tailed catfish, sharks, eels and carnivorous plecos. Does not dissolve in water.	1	1	1Kg Unit	
Pellets for large top dwelling carnivorous fish		500g	Scientifically formulated, live food replacement diet that takes on a sponge-like consistency food for top feeding carnivorous fish such as Arowana and top feeding monster fish. Each package should contain the calorific value of 2800 goldfish.	2	1	1Kg Unit	
Mini Algae Wafers for most herbivorous fish		1kg	Scientifically formulated small size wafers for herbivorous fish such as Plecostomus and can be fed to marine herbivores. Contains pure-cultured spirulina and chlorella algae. Does not dissolve in water	1	1	1Kg Unit	
Sinking Wafers for most herbivorous fish		1kg	Species specific complete scientific diet for Catfish and other bottom feeding fish. Contains silkworm meat and pure cultured spirulina. For feed Corydoras catfish and other bottom feeders	1	1	1Kg Unit	
Algae Wafers		1kg	Scientific complete diet for Plecostomus and other algae consuming fish, including marine species. Containing spirulina and chlorella algae	1	1	1Kg Unit	

	Feed for Guppy	1kg	Scientifically formulated, colour enhancing diet for guppies and other livebearers species that does not dissolve in water	1	1	1Kg Unit
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CONCENTRATES		Item	Item Weight	Comment	Number (Per Month)	Weight (Kg/Month)	Pricing Structure
FISH	Food sticks for carnivorous fish	1kg		Complete diet for top-feeding carnivorous fish such as arowana. Colour enhancing ingredients, scientifically developed with DL methionine. Reducing waste and clouding of water. Takes on live food consistency without dissolving	1	1	1Kg Unit
	Cichlid Colour enhancing diet	250g		For larger tropical fish and carnivorous cichlids with naturally occurring microorganisms and colour enhancing nutrients such as Astaxanthin. Contains specially formulated garlic.	1	0.250	250g Unit
	Cichlid Colour enhancing diet	250g		Scientifically formulated diet that can be used for all types of cichlids and Oscars. With high levels of carotenoids and easily digestible.	1	0.250	250g Unit
	Cichlid Staple	250g		Scientifically formulated, economical diet for cichlids and larger tropical fish.	1	0.250	250g Unit
	Pellet for pond fish	10kg		Scientifically formulated, economical diet for koi fish with stabilised Vitamin C	1	10	10kg Unit
	Staple pellet for pond fish	10kg		High quality, scientifically formulated diet for pond fish at higher temperatures that provides superior growth and health improving characteristics	1	10	10kg Unit
	Cichlid Sticks	2kg		Floating sticks for all types of cichlids. Analysis: CP-38.9% (Min), Crude Fat-5.0% (Min), CF-6% (Max), Moisture-4% (Max), Crude Ash-5.8% (Max)	12	24	2Kg Unit
	Catfish Chips	1000ml		Food made of willow bark and alder cones for	12	12	1000ml

FISH					
Item	Item Weight	Comment	Number (Per Month)	Weight (Kg/Month)	Pricing Structure
Discus Blue Granulated	250g	rasping and sucker mouth fish. Analysis: CP-32.2% (Min), Crude Fat-6.1% (Min), CF-7.9% (Max), Moisture-5% (Max), Crude Ash-7.5% (Max) Soft granule food for green/blue discus containing <i>Haematooccus</i> algae. Analysis: CP-51.4% (Min), Crude Fat-5.9% (Min), CF-5.6% (Max), Moisture-6.2% (Max), Crude Ash-8% (Max)	12	3	250g Unit
Staple food for surface dwellers	2kg	Universal staple food for all fish, especially surface dwellers. Analysis: CP-44.2% (Min), Crude Fat-6.9% (Min), CF-5.1% (Max), Moisture-7.1% (Max), Crude Ash-12.9% (Max)	2	4	2kg Unit
<b>CONCENTRATES</b>					
Tropical Flakes	2kg	Universal staple food for all fish, especially surface dwellers. Analysis: CP-44.2% (Min), Crude Fat-6.9% (Min), CF-5.1% (Max), Moisture-7.1% (Max), Crude Ash-12.9% (Max)	2	4	2kg Unit
Staple food for middle layer dwellers	2kg	Universal staple food for all fish, especially middle layer dwellers. Analysis: CP-39.2% (Min), Crude Fat-8.3% (Min), CF-5.2% (Max), Moisture-5.5% (Max), Crude Ash-5% (Max)	2	4	2kg Unit
Staple food for all bottom dwelling fish	2kg	Universal staple food for all bottom dwelling fish. Analysis: CP-31% (Min), Crude Fat-6.2% (Min), CF-6.9% (Max), Moisture-5.5% (Max), Crude Ash-7.4% (Max)	2	4	2kg Unit
Food for ornamental fish	1000ml	Slowly sinking breeder food for ornamental fish greater than 4cm. Analysis: CP-51.1% (Min), Crude Fat-8.2% (Min), CF-5.4% (Max), Moisture-6% (Max), Crude Ash-7.9% (Max)	2	2	1000ml Unit
Sinking plankton tablets	2000ml	For all bottom dwelling fish that have need for	2	4	2000ml

						Unit
Flora veggie flakes	1000ml	colour producing compounds in their diet. Analysis: CP-47.1% (Min), Crude Fat-7.1% (Min), CF-6.9% (Max), Moisture-6.9% (Max), Crude Ash-12.1% (Max)				
Spirulina tabs veggie tablets	2000ml	For herbivorous fish that eat at the surface. Contains spirulina algae. Analysis: CP-43.5% (Min), Crude Fat-6.8% (Max), CF-5.9% (Max), Moisture-6.8% (Max), Crude Ash-12.7% (Max)	2	2	2	1000ml Unit
Vipachips Tropical Crisps	2kg	Herbal food for herbivorous, bottom dwelling fish. Analysis: CP-47.2% (Min), Crude Fat-7% (Min), CF-6.7% (Max), Moisture-6.3% (Max), Crude Ash-10.9% (Max)	2	4	4	2000ml Unit
Sinking plankton tablets	2000ml	Universal staple food for all bottom dwelling fish. Analysis: CP-31% (Min), Crude Fat-6.2% (Min), CF-6.9% (Max), Moisture-5.5% (Max), Crude Ash-7.4% (Max)	2	4	4	2kg Unit
Flora veggie flakes	1000ml	For all bottom dwelling fish that have need for colour producing compounds in their diet. Analysis: CP-47.1% (Min), Crude Fat-7.1% (Min), CF-6.9% (Max), Moisture-6.9% (Max), Crude Ash-12.1% (Max)	2	4	4	2000ml Unit

CONCENTRATES		Item Weight	Comment	Number (Per Month)	Weight (Kg/Month)	Pricing Structure
Item						
Guppy gran veggie granules	250ml	FISH	For middle layer, herbivorous fish. Analysis: CP-42.4% (Min), Crude Fat-7.2% (Min), CF-6.3% (Max), Moisture-5.8% (Max), Crude Ash-5.5% (Max)	5	1.25	250ml Unit
Tubifex freeze dried treats	250ml		Rich in protein for carnivorous fish. Analysis: CP-55.5% (Min), Crude Fat-6.9% (Min), CF-4.2% (Max), Moisture-6.8% (Max), Crude Ash-6.7% (Max)	2	0.5	250ml Unit
ImmunPro Breeder	1000ml		Slowly sinking breeder food for ornamental fish greater than 4cm. Analysis: CP-51.1% (Min), Crude Fat-8.2% (Min), CF-5.4% (Max), Moisture-6% (Max), Crude Ash-7.9% (Max)	2	2	1000ml Unit
Vipan baby rearing food	2000ml		Rearing food for juvenile, surface feeding fish. Analysis: CP-46.3% (Min), Crude Fat-7.0% (Min), CF-5% (Max), Moisture-6.6% (Max), Crude Ash-12.3% (Max)	1	2	2000ml Unit
Vipagran baby	2000ml		Rearing food for juvenile, middle feeding fish. Analysis: CP-39.5% (Min), Crude Fat-8.3% (Min), CF-5.2% (Max), Moisture-5.5% (Max), Crude Ash-5% (Max)	1	2	2000ml Unit
Micron Growth food	50ml		Rearing food for very small fish and amphibians. Analysis: CP-53.8% (Min), Crude Fat-6% (Min), CF-8.1% (Max), Moisture-6.5% (Max), Crude Ash-11.5% (Max)	1	0.05	50ml Unit

INSECTS				Number (Per Month)	Weight (Kg/Month)	Pricing Structure
Item	Item Number	Comment				
Crickets – Pinheads	5000			150		
Crickets – Small	1000	Crickets are the staple of many reptiles and amphibians. They are available in a range of sizes and can be fed to a range of species of various sizes. For all crickets, need to be 1L tubs (minimum number of crickets per tub specified in item number).		50		Tub of 5000
Crickets – Medium	1000			20		Tub of 1000
Crickets – Large	1000			15		Tub of 1000
Crickets – Black Large	1000			30		Tub of 1000
Black Soldier Fly -- Larvae	1000	Black Soldier Fly ( <i>Hermetia illucens</i> ) larvae are a great feeder for a wide variety of reptiles, amphibians, birds, and invertebrates. High in calcium, black soldier fly larvae are also known in the trade as Phoenix Worms, ReptiWorms, and CalciWorms		1		Tub of 1000
Black Soldier Fly – Adult	1000			1		Tub of 1000
Blue Bottle Fly Larvae	1000	Blue Bottle Fly Larvae are suitable for reptiles such as leopard geckos, crested geckos, fat tailed geckos, bearded dragons, chameleons and many other reptiles, amphibians, birds, fish, and invertebrates. Contain low fat high levels of protein and calcium		3.0		Tub of 1000
Mealworms	1000	Larvae of the <i>Tenebrio molitor</i> beetles		55		Tub of 1000
Superworm	1000	Larvae of the <i>Zophobas morio</i> beetles		3		Tub of 1000
Corncob	2kg	Bedding for insects and rodents		60	120.0	Per Kg

SUPPLEMENTS		Item	Item Weight	Comment	Number (Per Month)	Weight (Kg/Month)	Pricing Structure
BIRDS	Calcium, Phosphorous supplement	5kg		Supplement that provides the correct Calcium/Phosphorous ratio for birds laying eggs and rearing chicks.	10	50	5Kg Unit
	Supplements for Moultng	1kg		Supplement for the provision of additional amino acids, vitamins and minerals during moultng.	20	20	1Kg Unit
	Vitamin and mineral supplement	1kg		Used as a dietary supplement providing vitamins and minerals for birds.	20	20	1Kg Unit
	Probiotic	1kg		Used during stress episodes and in healthy birds to maintain healthy gastro intestinal tracts.	30	30	1Kg Unit
	Stress supplement	1kg		For birds undergoing stress episodes that may develop electrolyte and vitamin imbalances.	10	10	1Kg Unit
<b>CANIDS AND FELIDS</b>							
	Feli-Vit Powder	2.5kg		Complete vitamin, mineral and protein supplement containing the essential amino acid taurine.	20	50	2.5Kg Unit
	Cani-Cal	2.5kg		Calcium supplement containing vitamins and minerals that is excellent for pregnant and lactating bitches.	10	25	2.5Kg Unit
	Cani-Vit	5kg		Complete vitamin, mineral and protein supplement made with real liver.	20	100	5Kg Unit
	Diarrhoea Powder	120g		Contains 10 x 120g sachets. Diarrhoea treatment for ruminants. Contains tannic acid, calcium carbonate and kaolin levls.	10	1.2	120g Unit
	Protexin Premium	1kg		Multi-strain probiotic containing enzymes and yeast for use in horses that helps reduce the effects of stress in the gut.	10	10	1Kg Unit
	Geri-Vit	250g		For ageing and geriatric dogs and cats. Contains a variety of nutrients including procoaine, MSM, lecithin, high potency vitamins and minerals.	10	2.5	250g Unit
	Mirra-Cote (Dogs, Cats and Horses)	2.5L		Dietary supplement for dogs, cats and horses containing a high concentration of Essential Fatty Acids, and various oils to bring gloss to coats. Omega-6:3 ratio of 10:1.	10	25*	2.5L Unit

SUPPLEMENTS		Item Weight	Comment	Number (Per Month)	Weight (Kg/Month)	Pricing Structure
Item						
Calcium powder	500g	500g	For species kept outdoors that do not require extra Vit D	2	1	500g Unit
Calcium powder (low Vit D)	500g	500g	For species kept indoors with low requirements for VitD	2	1	500g Unit
Calcium powder (medium Vit D)	500g	500g	For animals with normal Calcium requirements	2	1	500g Unit
Calcium powder (high Vit D)	454g	454g	For species kept indoors with high VitD requirements	1	0.454	454g Unit
Calcium Plus	500g	500g	All in one dusting powder that also provides carotenoids	1	0.5	500g Unit
Calcium Plus Ld	500g	500g	All in one dusting powder that also provides carotenoids. Contains low levels of Vit D for animals with low requirements	1	0.5	500g Unit
Calcium Plus HyD	340g	340g	All in one dusting powder that also provides carotenoids. Contains high levels of Vit D for animals with high requirements. Also for therapeutic use	1	0.34	340g Unit
Formic-Cal Plus	84g	84g	For ant-eating species	1	0.084	84g Unit

SUPPLEMENTS		Item	Item Weight	Comment	Number (Per Month)	Weight (Kg/Month)	Pricing Structure
Equine Biotin Supplement	5kg	Contains Vitamin B and is given to animals to promote hoof health and strength	3	15	5kg Unit		
Gum Arabic	3kg	Fed to small primates (e.g. tamarins, galago) to prevent/reduce wasting syndrome	1	3	Per Kg		
Spirulina (Powder)	250g	Min 250g Container. Contains algae that can be fed to a variety of species	3	0.25	250g Bottle		
Vitamin B Thiamin	100 Tabs/ Caps	Vitamin B supplement	5	500*	Bottle 100		
Multivitamin	200 Tabs/ Caps	Multivitamin complex for adults.	3	600	Bottle 200		
Vitamin E capsules	30 Capsules	Capsules containing at least 400 IU of Vit E. Fed to animals consuming thawed fish	5	150	Bottle 30 Caps		
Brewers yeast	5kg	Rich source of trace minerals, protein, Selenium and Vitamin B complex	2	10	5kg Unit		
Salt/Mineral lick	2kg	A lick that is hung in stables for horses, allowing them to receive any trace minerals that they require.	30	60	2kg Unit		
Salt lick	20kg	Also known as a mineral lick. Provides sodium to animals			20kg Unit		
Phosphate lick	20kg	Lick provided to all types of animals. Analysis:CF-3.5% (Max), Ca-1.8% (Max), P-0.6% (Min), Moisture-14% (Max)			20kg Unit		
Protein lick	20kg	Lick provided to all types of animals. Used during dry periods. Analysis:CP-30% (Min), Ca-4.5% (Max), P-1.5% (Min), Moisture-12% (Max)			20kg Unit		
Energy lick	20kg	Lick provided to all types of animals. Used to fill any deficiencies in the pasture and for times when other supplements cannot prevent weight loss. Analysis:CP-16% (Min), CF 5% (Max), Ca-1.5% (Max), P-0.7% (Min), Moisture-12% (Max)			20kg Unit		

SUPPLEMENTS		Item	Item Weight	Comment	Number (Per Month)	Weight (kg/Month)	Pricing Structure
GENERAL	Molasses Meal	50kg		Analysis: CP-18.3% (Min), CF-28.6%, NDF-45.9%, ADF-32.7%, EE-2.7%, GE-18.0 MJ/kg, Moisutre-10% (Max), Ca-2.2%, P-0.27%	5	250	50Kg Unit
	Molasses Syrup	25L		Wheat bran. Analysis: CP-17.3%, CF-10.4%, NDF-45.2%, ADF-13.4%, GE-18.9 MJ/kg DM, Ca-0.14, P-1.11%	5	125	25L Unit
	Bran	50kg		Mixed bean sprouts. E-104.6kJ/kg, CP-2.31	10	500	50Kg Unit
	Bean Sprouts	50kg		Analysis: CP-16.6%, CF-17.2%, NDF-29.62%, ADF-19.5%, GE-28.7 MJ/kg DM, Ca-0.26, P-0.6%	10	500	50Kg Unit
	Sunflower Seeds	50kg		Ground, flax seeds (Linseed). Analysis: CP-23.7%, CF-10.4%, NDF-21.7%, ADF-10.3%, GE-27.1 MJ/kg DM, Ca-0.3, P-0.6%	5	250	50Kg Unit
	Flax	15kg		Rich in Omega 3 fatty acids. Given to promote healthy, shiny coats and as a supplement for animals that require the extra energy	10	150	15Kg Unit
	Flax seed oil	5L			2	10	5L Unit
	Sunflower oil	5L					
	Stride liquid E	25L		Liquid vitamin E supplement for horses	2	50L	25L Unit
	<b>MILK AND MILK PRODUCTS</b>						
MILK	Milk replacer	10kg		Milk replacement powder for a variety of species.	6	60	10Kg Unit
	Biomel with Biorem	10kg		Milk replacer with Biorem	4	40	10kg Unit
	Colostrum	1L		Colostrum for all species	5	5**	Per 1L
	Milk replacer for puppies	2kg		A highly digestible, complete milk replacer for puppies from birth to weaning (0-2 months). Does not contain starch! Analysis: Protein-33%, Fat-39%, Crude Ash-6%, DHA-1 g/kg.	5	10	2kg Unit
	Kitten Milk	300g		For kittens from birth to weaning. Highly-digestible proteins and lactose content close to queen milk. Analysis: Protein-33%, Fat-39%, Ash-6%, DHA-1g/kg	10	3	300g Unit

Items excluded from this list will be procured via quotation on an as and when required basis.

**ITEMS AS AND WHEN REQUIRED BASIS**

<b>MEAT</b>				<b>Comment</b>	<b>Number (Per Month)</b>	<b>Weight (Kg/Month)</b>	<b>Pricing Structure</b>
<b>Item</b>	<b>Item Weight</b>						
<b>POULTRY</b>							
Quail (1 Day Chick)	7.5-10.00g	Whole, live quail chicks.			500		Per Unit
Quail (8 Week Adult)	155-199.99g	Whole, live adult quails.			100		Per Unit
Quail (Spent Breeder)	200g≤	Whole, live adult quails.			100		Per Unit
<b>QUAIL</b>							
Dove (Adult)	92-188g	Whole, live adult doves. Domestic dove (Barbary dove).			200		Per Unit
Pigeon (Adult)	238-380g	For larger species of the <i>Columbidae</i> family.			150		Per Unit
<b>DOVE</b>							
<b>RED MEAT</b>							
Bushpig	30-50kg	Dressed carcass weight. Skin and hooves must remain on			1000		Per Kg
Kudu	100-190kg	Dressed carcass weight. Skin and hooves must remain on			1000		Per Kg
Wildebeest	100-180kg	Blue Wildebeest. Dressed carcass weight. Skin and hooves must remain on			1000		Per Kg
Warthog	40-70kg	Dressed carcass weight. Skin and hooves must remain on			1000		Per Kg
Impala	20-50kg	Dressed carcass weight. Skin and hooves must remain on			1000		Per Kg
Zebra	150-230kg	Dressed carcass weight. Skin and hooves must remain on			1000		Per Kg
Hartebeest	80-100kg	Red Hartebeest. Dressed carcass weight. Skin and hooves must remain on			1000		Per Kg
Eland	200-500kg	Dressed carcass weight. Skin and hooves must remain on			1000		Per Kg
Ostrich	40-50kg	Dressed carcass weight. Skin must remain on			1000		Per Kg
Game (Heart)		*All Game can be in place of Beef. ** Game heart instead of beef heart			101.42**		Per Kg
<b>GAME*</b>							

**ALL MEAT ITEMS MUST BE PARASITE, DISEASE AND MEDICATION FREE! PROOF NEEDS TO BE PROVIDED**

<b>MEAT</b>					
Item	Item Weight	Comment	Number (Per Month)	Weight (Kg/Month)	Pricing Structure
Line Fish (Various)	20kg	Whole fish		20	Box of 20kg
Trout	5kg	Whole fish		20	Box of 5kg
Ribbon Fish	10kg	Whole fish		10	Box of 10kg
Crab	10kg	Whole crab		10	Box of 10kg
Whole mussels (Crushed)	1kg	Mussels in the shell.		10	Per Kg
<b>FISH</b>					
Brown Marine Algae	150	Supplement for all grazing fish, rich in Vit C and high digestibility. Guaranteed Analysis: CP – 31.6%, CF – 6.5%, EE – 2.2%, Moisture – 6.8%	2	0.3	150g Unit
Green Marine Algae	150	Supplement for all grazing fish, rich in Vit C and high digestibility. Guaranteed Analysis: CP – 33.9%, CF – 5.2%, EE – 1.4%, Moisture – 6.8%	2	0.3	150g Unit
Red Marine Algae	150	Supplement for all grazing fish, rich in Vit C and high digestibility. Guaranteed Analysis: CP – 33.2%, CF – 4.5%, EE – 2.2%, Moisture – 9.6%	2	0.3	150g Unit

**ALL MEAT ITEMS MUST BE PARASITE, DISEASE AND MEDICATION FREE! PROOF NEEDS TO BE PROVIDED**

CONCENTRATES		Item	Item Weight	Comment	Number (Per Month)	Weight (Kg/Month)	Pricing Structure
PIGS	Sow and boar meal	40kg		For feeding boars and sows at maintenance. Analysis: DE-3.17Mcal/kg, Protein-14%, Fat-2.5%, Fibre-8.5% (Max), Moisture-12% (Max), Ca-0.75% (Max), P-0.5% (Min), Lys-0.5% (Min)	5	200	40kg Unit
	Sow Meal (Dry sow)	50kg		Based on Dry sow (pregnant sow that is not lactating). Analysis: Protein-12%, DE (MJ/kg) – 13 MJ, Fat-2.5% (Min), Fibre-15% (Max), Ca-1.0% (Min), Ca-1.2% (Max), P-0.3% (Min), Moisture-12% (Max)	5	250	50kg Unit
<b>RUMINANT</b>							
CATTLE	Diet for growing cow	40kg		For dairy cows from 21 weeks to calving of age. Analysis: ME-9.0MJ/kg (Min), Protein-15%, Fat-2.5% (Min), Fibre-12% (Max), Moisture-12% (Max), Ca-1.1% (Max), P-0.4% (Min),	5	200	40kg Unit
	Dry Cow diet	40kg		For feeding to cows during late lactation (close-up) and during dry period. Contains high starch levels and rumen protected fat. Analysis: Protein-12%, Fat-2.5% (Min), Fibre-12% (Max), Moisture-12% (Max), Ca-0.8% (Min), Ca-1.5% (Max), P-0.4% (Min),	20	800	40kg Unit
<b>HORSES</b>							
HORSES	Show horses meal 12%CP	40kg		For horses and ponies doing moderate work (e.g. Dressage, show jumping and driving). Provides high value energy sources that is fed in combination with good quality hay. Analysis: Protein-12%, Fat-2.5% (Min), Fibre-14% (Max), Moisture-12% (Max), Ca:P ratio-1.2:1.0 – 2.0:1.0, P-0.4% (Min)	50	2000	40kg Unit

CONCENTRATES		Comment		Number (Per Month)	Weight (Kg/Month)	Pricing Structure
Item	Item Weight	Comment				
Kitten Milk	300g	For kittens from birth to weaning. Highly-digestible proteins and lactose content close to queen milk. Analysis: Protein-33%, Fat-39%, Ash-6%, DHA-1g/kg		10	3	300g Unit
Kitten Instinctive soft food	195g	12 Cans per box - For feeding kittens up to 4 months old that are starting to be weaned. Analysis: Protein-10.5%, Fat-5.5%, Ash-1.8%, CF-1%, Moisture-79%		10	1.95	195g Unit
Queen & kitten pellets	2kg	Highly digestible pellets for kittens and queens from 1 - 4 months old during weaning. To provide support during the period when antibodies from the milk is reduced. Contains antioxidants such as Vit E, Vit C, Taurine, and lutein and fibre as beet pulp. Analysis: Protein-34%, Fat-25%, Ash-7.1%, CF-1.8%, DHA-1.89g/kg		10	20	2kg Unit
Growth Kitten Food	4kg	For growing kittens from 4-12 months old. Have requirements that need to be met to develop proper bone structure and muscling. Also have high energy requirements due to rapid growth. Analysis: Protein-36%, Fat-18%, Ash-7.8%, CF-2.3%, Ca-1.2%		10	40	4kg Unit
Sterilised kitten Food	2kg	For growing kittens from 4-12 months old. Post neutering animal has different nutrient requirements; risk of obesity becomes high. Contains proper levels of calcium and phosphorous for proper growth and moderate fat to allow for rapid growth without increasing the risk for obesity. Analysis: Protein-34%, Fat-12%, Ash-7.1%, CF-9.8%, Ca-1%, P-0.95%		10	20	2kg Unit
<b>FELIDS</b>						
<b>CANIDS</b>						
Milk replacer for puppies	2kg	A highly digestible, complete milk replacer for puppies from birth to weaning (0-2 months). Does not contain starch! Analysis: Protein-33%, Fat-39%, Crude Ash-6%, DHA-1 g/kg.		5	10	2kg Unit
Dry dog food for bitch & puppies (Mini)	3kg	A complete dry dog food ideal for young puppies and mother dogs. Has all the nutrients essential in the weaning phase of puppies up to 2 months old and for lactation requirements of the bitch. For small dog breeds. Analysis: Protein-30%, Fat-22%, Crude Ash-7.5%, CF-1.3%		5	15	3kg Unit

CONCENTRATES		Item Weight		Comment		Number (Per Month)	Weight (Kg/Month)	Pricing Structure
Item	Item Weight							
Dry dog food for bitch & puppies (Medium)	4kg			A complete dry dog food ideal for young puppies and mother dogs. Has all the nutrients essential in the weaning phase of puppies up to 2 months old and for lactation requirements of the bitch. For medium dog breeds. Analysis: Protein-30%, Fat-22%, Crude Ash-7.5%, CF-1.3%.		5	20	4kg Unit
Canned dog food for bitch and puppies	195g			Complete dog feed for a bitch and her puppies. Soft, tinned food for puppies that are being weaned. Analysis: Protein-10%, Fat-6%, Crude Ash-1.5%, CF-1%, Moisture-79%.		5	0.975	195g Unit
-Starter pellets for large dog puppies	15kg			For large dog puppies that have very long growth periods. Allows the animals to receive the correct energy, protein, calcium and phosphorous for proper bone development. Analysis: Protein-30%, Fat-22%, Crude Ash-6.9%, CF-1.8%.		13	195	15kg Unit
-Complete dog diet for large breed puppies	15kg			The puppy formula is specifically for large breed puppies over 2 months of age that have a longer growth period and can develop skeletal problems from growing too rapidly. For puppies up to 15 months of age. Analysis: Protein-30%, Fat-16%, Crude Ash-8.2%, CF-2.5%, Ca-12g, P-9g.		13	188	15kg Unit
A complete diet for large breed dog with sensitive digestive tracts	15kg			For large dogs with sensitive digestive tracts. Balanced for optimal digestive health. Analysis: Protein-26% (Min), Moisture-11% (Max), Fat-16% (Min), CF-3.9% (Max), Crude Ash-6.5% (Max).		33	500	15kg Unit
Complete diet for dogs with food allergies	420g			Wet food for dogs with Adverse Food Reactions (AFR), food allergy, food intolerance. Analysis: Protein-8.5%, Moisture-72%, Fat-6%, CF-1%, Crude Ash-2%, EFA-2.1% (EPA/DHA-0.28%).		6	3	Tray of 12x420g cans
Complete diets for sporting and working dogs	17kg			For sporting and working dogs. Provides continuous energy and supports muscle mass. Analysis: Protein-26% (Min), Moisture-10% (Max), Fat-19% (Min), CF-4.1% (Max), Chondroitin Sulfate-25mg/kg (Min).		21	354	17kg Unit

CONCENTRATES							
Item	Item Weight	Comment	Number (Per Month)	Weight (Kg/Month)	Pricing Structure		
Complete diet for pregnant bitches	17kg	For large breed females from the first day of heat to the 42nd day of gestation. Analysis: Protein-24% (Min), Moisture-10% (Max), Fat-16% (Min), CF-5% (Max), EPA 0.24% (Min), DHA 0.1% (Min).	1	21	17kg Unit		
Low calorie treats	50g	A low calorie alternative used for reward/treat. The pellets are low in calories but contain a lot of vitamins. Suitable for dogs of all ages. Analysis: Protein-20%, Fat-1%, Crude Ash-2.3%, CF-1.9%, Moisture: 15%.	21	1	50g Unit		
Breed specific diets for Labrador retriever puppies	12kg	Tailor-made Nutrition for Pure Breed Dogs for each breed. Helps maintain ideal weight and supports healthy bone and joint development, skin and coat health. For Labrador dogs between 8 weeks to 15 months of age. Analysis: Protein-33%, Fat-14%, Crude Ash-7.3%, CF-1.7%, Ca-9.9 g/kg, P-8.3 g/kg	8	100	12kg Unit		
Breed specific diets for Labrador retriever adult	12kg	Tailor-made Nutrition for Pure Breed Dogs. Helps maintain ideal weight, and supports healthy bone and joint development, skin and coat health. For Labrador dogs over 15 months of age. Analysis: Protein-30%, Fat-13%, Crude Ash-6.5%, CF-3.9%	17	200	12kg Unit		
Breed specific diets for German Shepherd puppies	12kg	Specifically developed food for German shepherd dogs. It helps with digestive health, skin and coat health and the maintenance of bone and joint health through providing proper nutrition. For German Shepherds from 8 weeks up to 15 months of age. Analysis: Protein-30%, Fat-16%, Crude Ash-6.6%, CF-2.8%, Ca-1.1 g/kg, P-8.5 g/kg	8	100	12kg Unit		

CONCENTRATES					
Item	Item Weight	Comment	Number (Per Month)	Weight (Kg/Month)	Pricing Structure
Breed specific diets for German Shepherd adult	12kg	Specifically developed food for German shepherd dogs. It helps with digestive health, skin and coat health and the maintenance of bone and joint health. For German Shepherds over 15 months of age. Analysis: Protein-24%, Fat-19%, Crude Ash-7.5%, CF-3.8%, EPA & DHA- 4 g/kg	17	200	12kg Unit
Breed specific diets for Large Breed Dogs	20kg	For large breed adult dogs with normal activity. Containing antioxidant complex and Omega 3 & 6. Liver digest for enhanced taste and enjoyment. Vitamin A (9500 IU/kg), Vitamin D3 (700 IU/kg), Vitamin E (70mg/kg), Vitamin C (50mg/kg), Vitamin B1 (6mg/kg), Biotin (640mcg/kg), Zinc (140mg/kg), Selenium (150mcg/kg)	20	400	20kg Unit
Complete dog diets for dogs with normal activity levels	20kg	For adult dogs with normal activity levels. Containing antioxidant complex and Omega 3 & 6. Liver digest for enhanced taste and enjoyment. Vitamin A (9500 IU/kg), Vitamin D3 (700 IU/kg), Vitamin E (70mg/kg), Vitamin C (50mg/kg), Vitamin B1 (6mg/kg), Biotin (640mcg/kg), Zinc (149mg/kg), Selenium (190mcg/kg)	20	400	20kg Unit

CONCENTRATES		Item	Item Weight	Comment	Pricing Structure
Item	Item				
			156g	<p>c/d - Analysis: Protein-41%, Fat-17.9%, CF-0.6%, NFE-32.8%, Ca-0.8%, P-0.69%, Omega 3 FA-1.53%,,,</p> <p>d/d - Analysis: Protein-37.3%, Fat-30.4%, CF-4.6%, NFE-21.2%, Ca-0.81%, P-0.73%, Vitamin E-758 IU/kg, Vitamin C-115 ppm,</p> <p>i/d - Analysis: Protein-37.9%, Fat-23.3%, CF-3.3%, NFE-29.6%, Ca-1.06%, P-0.9%, Taurine-0.46%</p> <p>k/d - Analysis: Protein-29.6%, Fat-24.9%, CF-3%, NFE-37.9%, Ca-0.89%, P-0.48%, Taurine-0.49%, Carnitine-972.8 ppm,</p> <p>l/d - Analysis: Protein-18.3%, Fat-24.5%, CF-3.3%, NFE-48.3%, Ca-0.87%, P-0.61%, Carnitine-361.5ppm</p> <p>m/d - Analysis: Protein-50.1%, Fat-21%, DF-7%, NFE-16.3%, Ca-0.34%, P-0.71%</p> <p>r/d - Analysis: Protein-37.1%, Fat-10%, CF-15.4%, NFE-31.2%, Ca-0.9%, P-0.73%, Omega 3 FA-0.29%</p> <p>s/d - Analysis: Protein-39.1%, Fat-31.5%, CF-3.1%, NFE-18.9%, Ca-1.19%, P-0.66%, Taurine-0.51%, Beta-carotene-4.29 ppm,</p> <p>w/d - Analysis: Protein-37.8%, Fat-15.8%, CF-15.5%, NFE-24.2%, Ca-0.98%, P-0.76%, Taurine-0.55%, Carnitine-510.3 ppm,</p> <p>y/d - Analysis: Protein-33.7%, Fat-26.4%, CF-3%, NFE-31.3%, Ca-0.84%, P-0.57%, Taurine-</p>	Tray of 6 Tins

**FELIDS & CANIDS**

		0.26%, Vitamin E-789 IU/kg, z/d- Analysis: Protein-34.6%, Fat-17.1%, CF-1.6%, NFE-40.9%, Ca-0.83%, P-0.68%, Omega 3 FA- 0.35%,
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CONCENTRATES		Item	Item Weight	Comment	Number (Per Month)	Weight (Kg/Month)	Pricing Structure
FINCHES & SMALL BIRDS	Canary Food	1kg		Comes in 5x1kg to 5x5kg units. For Canaries on seed diets. Balanced food that provides canaries with vitamins, minerals, amino acids and trace minerals.		50	5x1kg Units
	Finch Food	1kg		Comes in 5x1kg to 5x5kg units. For Finches, needs to be mixed with seed, fruit and veg		25	5x1kg Units
	Colour Food for Canaries	100g		Added carophyll allowing canaries to develop maximum red colour. Contains nutrients necessary to develop glossy healthy plumage	5	0.5	100g Unit
	Tonic Food for small birds	100g		Contains high levels of proteins and essential oils which give feathers silky, glossy look.	5	0.5	100g Unit
	<b>PARROTS</b>						
PARROTS	Concentrate boost for Breeders	1kg		Comes in 5x1kg to 5x5kg units. Super concentrate, fine powder designed to be used in small amounts for cooking mix/soft food mix.		10	5x1kg Units
	Protein and amino acid supplement	1kg		General purpose, highly nutritious soft food for the supplementation of protein and amino acids. This soft food can be used for a number of species, moistened as a base for a home mixed soft food, or can be fed as a moist crumble as part of the daily ration.		10	1Kg Unit
	Breeding food for budgies and other small parakeets	4kg		Breeding food for budgies and other small parakeets	1	4	4Kg Unit
	<b>GAME BIRDS</b>						
GAME BIRDS	Pheasant Starter diet	1kg		Comes in 1x5kg to 5x5kg units. Formulated as a starter diet for the first 2 – 4 weeks for all exotic game birds like pheasants, quail and show poultry		30	1Kg Unit

CONCENTRATES				Number (Per Month)	Weight (Kg/Month)	Pricing Structure
Item	Item Weight	Comment				
Macaw Hand rearing diet	1kg	2 weeks to weaning – Scientifically formulated to the unique requirements of these species		10	10	1Kg Unit
Hand rearing Phase 1 diet	1kg	Hatching to 10 days – Optimum nutrition for newly hatched birds being hand reared.		10	10	1Kg Unit
Hand rearing Phase 2 diet	1kg	2 to 6 weeks' old – Highly digestible protein and fat levels for rapid growth phase. Probiotics and prebiotics are added to help develop a healthy GIT.		10	10	1Kg Unit
Hand rearing Finisher diet	1kg	6 weeks to weaning – Compensates for a drop in growth rate, protein and fat levels still provide for final stages of development into adults.		10	10	1Kg Unit
Hand rearing Parakeet diet	1kg	2 weeks to weaning – Nutritionally optimized for the smaller species like lovebirds, cockatiels, Ringnecks etc.		10	10	1Kg Unit
Hand-rearing food for lorries	1kg	Protein 18%, Fat content 7%, Crude ash 8.50%, Crude fibre 2%, Lysine 1.20%, Methionine 0.55%, Tryptophan 0.20%, Threonine 0.60%, Calcium 1.10%, Phosphorus 0.60%, Sodium 0.35%, Magnesium 0.15%.		1	1	1Kg Unit
Hand-rearing food for macaws, African greys and eclectus	3kg	Protein 19%; Fat content 12%; Crude fibre 3%; Crude ash 6%; Calcium 0.90%; Phosphorus 0.60%; Magnesium 0.17%; Sodium 0.20%; Methionine 0.53%; Lysine 0.95%; Threonine 0.68%; Tryptophan 0.20%		1	3	3Kg Unit
Hand-rearing food for baby-birds with high energy needs	3kg	Hand-rearing food for baby-birds with high energy needs		1	3	3Kg Unit
Hand-rearing food for all baby-birds	3kg	Hand-rearing food for most baby birds		1	3	3Kg Unit

CONCENTRATES		Item	Item Weight	Comment	Number (Per Month)	Weight (Kg/Month)	Pricing Structure
Breeding food for canaries, tropical and European finches	5kg	Breeding food for canaries, tropical and European finches			2	10	5Kg Unit
Breeding food for large fruit-eating birds	10kg	Breeding food for large fruit-eating birds			2	20	10Kg Unit
Fruititi Patee Tropical Patee Premium	5kg 25kg	Condition food for canaries, tropical finches & small parakeets			10	50	5Kg Unit
Insect Patee - Min. 25% insects	20kg	Complete food for all fruit-eating birds			2	50	25Kg Unit
Insect Patee - Min. 50% insects	20kg	Complete food for all insect-eating birds			5	100	20Kg Unit
Insect Mix	75g	Complete food for all insect-eating birds			5	100	20Kg Unit
Uni Patee	5kg	Mixture of 100% dried insects			10	0.75	75g Unit
Uni Patee Premium	5kg	Complete food for small fruit- and insect-eating birds			2	10	5Kg Unit
CONCENTRATES		Enriched complete food for fruit- and insect-eating birds			2	10	5Kg Unit
FISH	Pac Attack	800g	Uniquely balanced, scientifically formulated diet for South American Horned Frogs with the texture of live food		1	0.800	800g Unit
INSECTS							
INSECTS	Dubia Roaches	50	Come in a variety of sizes and can be fed to many species		1		Tub of 25
	Waxworms	100	Good source of fat that can be used to feed bearded dragons, crested geckos, leopard geckos, tree frogs, turtles, day geckos and small to medium sized lizards		1		Tub of 100
	Butterworms	50	Larvae of the Chilean Moth ( <i>Chilecomadia moorei</i> ). They are popular fishing bait in South America. Low in fat and high in Calcium		4		Tub of 50
	Snail	20	Variety of sizes. Restaurant quality snails fit for human		20		Tub of 10

		consumption, bred in carefully controlled conditions and verified clear of parasites and pesticides	
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SUPPLEMENTS			
Item	Item Weight	Comment	
BIRDS	Probiotic for birds	Probiotic for birds Avian origin, natural intestinal flora and intestinal immuno-stimulant.	2
	Enteroplus probiotic	Unique combination of the avian strain of natural intestinal flora combined with gut immunostimulant Beta -1,3 Glucan.	1
REPTILES			
REPTILES	Rescuecal +	Highly bioactive and concentrated liquid calcium supplement.	1
	Savory Stew	For higher protein level requirement, meat consuming species such as terrapins, tegus and skinks	2
	Grassland Grazer	Low protein, high fibre formula for herbivorous tortoises	2
	Veggie Burger	Moderate, plant based proteins for species such as bearded dragons, blue tongues skinks.	2
FEEDER INSECTS			
FEEDER INSECTS	Bug Burger	Feeds and hydrates insects. Fortified with vitamins and minerals to gutload feeders	1
	Superfly	For culturing of fruit flies	1
	Superload	Contains high levels of vitamins and minerals to gutload insects	1

SUPPLEMENTS			
Item	Item Weight	Comment	
RA	Spirulina (Tablets)	Min 180 Tablets per Container. Contains algae that can be fed to a variety of species (e.g. tadpoles, fish etc)	5

Evening primrose oil	90 Capsules	Capsules containing evening primrose oil	2		Bottle 90 Caps
<b>MILK AND MILK PRODUCTS</b>					
Milk (Full Cream)	6x1L	Long-life full cream milk for feeding abandoned baby antelope	60	60L**	Per 1L
Pouring cream	250ml				
<b>ENRICHMENT ITEMS</b>					
Spices	60g	Bottles which include dried whole, or ground up spices	2		Per Bottle
Table salt	1kg	Fine iodated table salt	1	1	1kg Unit
Roobios Tea	1 Box	40x Tea Bags	2	2*	Box 40 Bags
Fruit Juice Concentrate	500ml	Concentrated fruit juice that can be diluted with water	2		500ml Unit
Nuts	5kg	Almonds, walnuts, cashews, pecans, macadamia nuts, brazil nuts, hazelnuts	3		5kg Unit
Peanuts in shell	50kg	Whole peanuts in shell	2	100	50kg Unit
Popcorn	50kg	Popcorn kernels	2	100	50kg Unit
Dried Fruit	5kg	Raisins, Apples, Apricots, Prunes, Figs, Pears, Peaches	2		5kg Unit
Jelly	85g	Lemon, Strawberry, Raspberry	6		85g Unit
Gelatin	28g	Unflavoured	5		28g Unit
Peanut Butter	500g	Crunchy, unsweetened peanut butter	5		500g Unit
Honey	500g		2		500g Unit
Jam	500g	Strawberry, Apricot, Berry	1		500g Unit
Purity (Baby Food - From 6 months)	80ml	Apple, Banana, Carrot, Sweet potato, Pear, Peaches, Apple and Mango, Banana and Guava, Banana and Pineapple	5		80ml Unit

Items excluded from this list will be procured via quotation on an as and when.

## **DELIVERABLES**

A variety of animal feeds that cover the requirements for all species housed in the Zoo, from arachnids and amphibians to ruminants and hoofstock.

## **ADDITIONAL INFORMATION REQUIRED**

- Proven track record and contactable references in local and/or international projects of a similar nature
- Experience in similar business provision
- The service offered must be compliant with industry best practice standards
- The proposal should include detailed project implementation plan with a list of assumptions, dependencies, exclusions etc.

**FUNCTIONALITY TABLE**

Description of Evaluation and Evidence Required	Weights	Total Weight	Points
<b>PROFESSIONAL QUALIFICATIONS</b>			
Experience and Qualifications of key personnel (Provide detailed CVs of Key Personnel involved in Animal feed, and <b>CERTIFIED</b> copies of qualifications).			
Diploma (Unrelated field) BSc (Unrelated field) BSc Hons (Unrelated field) Diploma Animal Science/Production or equivalent BSc Animal Science or equivalent BSc Hons Animal Science, BSc Agric or equivalent	2/10 3/10 5/10 7/10 9/10 10/10	10	
<b>(Certified stamp date not more than three months from this tender closing date</b>			
<b>EXPERIENCE</b>			
Provide a Letter from Manufacturer/Owner/Farmer/Producer listing products to be supplied for this tender (e.g proof of registration of product with department of Agriculture). <b>(Note: a printout of the website will not be sufficient for this).</b>	5	10	
Provide a Records of inspections of facilities or products (e.g. NSPCA, Department of Labour, Meat Inspectors etc. <i>Proof of these inspections needs to be given</i> )	5		
<b>Registration of key personnel with Professional body in Animal Field/Animal Production or Equivalent</b>			
Provide proof of registration with Professional/Regulatory body (SACNASP, SASAS, DAFF etc.) in field relevant to animal feed/production etc.	5/5	5	
<b>COMPANY DETAILS</b>			
<b>Experience of Company – Company Profile and reference letters</b>			
Provide reference letters from your clients where you were providing animal feed with contact details in line with your <b>Executive Summary</b> highlighted in Company profile as below.			
3 to 5 reference letters 6 to 8 reference letters 9 and above reference letters	10/15 12/15 15/15	15	
Number of Years of key personnel as per certificates <b>above</b> in providing animal feed in bulk to various institutions (provide detailed CV's indicating experience and specific years of key personnel providing these services)			
1 to 3 years 4 to 6 years 7 years and above	10/20 15/20 20/20	20	
<b>NB: CV and qualification provided must be for the same person in order to score points.</b>			

Description of Evaluation and Evidence Required	Weights	Total Weight	Points
<b>Capacity of Company to provide Bulk animal feeds for the next 36 months' period</b>			
<ul style="list-style-type: none"> <li>Provide detailed completed <b>asset register</b> (List of equipment) of all tools, vehicles, equipment, office equipment that is <b>owned</b> by the company that will be used to provide the above mentioned services</li> <li>Provide a List of items of animal feeds (that a bidder will be supplying for this tender)</li> <li>Risk management plan (e.g. in case of vehicle breakdown, strike action, fail to deliver, etc.)</li> </ul>			
<b>A bidder that scores less than 65 out of 80 on the above-mentioned requirements will not qualify for physical Inspection by JCPZ Officials</b>			
<b>Physical Inspection by Johannesburg City Parks and Zoo officials</b>	20/20	20	
<ul style="list-style-type: none"> <li>Company premises where animal feeds are kept</li> <li>Asset register inspection and verification of asset as requested above</li> </ul> <b>Provide proof of ownership where necessary e.g. vehicles, trucks etc.</b>			
<b>Total</b>		<b>100</b>	

NB: A bidder who obtained the minimum threshold of 85 points for functionality will be considered further.

## **J. PERFORMANCE MANAGEMENT SYSTEM**

The Municipal Finance Management Act (No. 56 of 2003) Section 116 (2) (d) determines that a Municipal Entity must enter into a Performance Management System (PMS) with all service providers.

A assignment specific PMS will be drafted and approved for each separate project undertaken during a financial year.

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### **ACCEPTANCE OF PMS AGREEMENT**

**You are hereby requested to sign this document as acceptance of the agreement. Failure to sign this document will lead to disqualification.**

For:

#### **CONTRACTOR**

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

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

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

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#### **JOHANNESBURG CITY PAKRS**

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

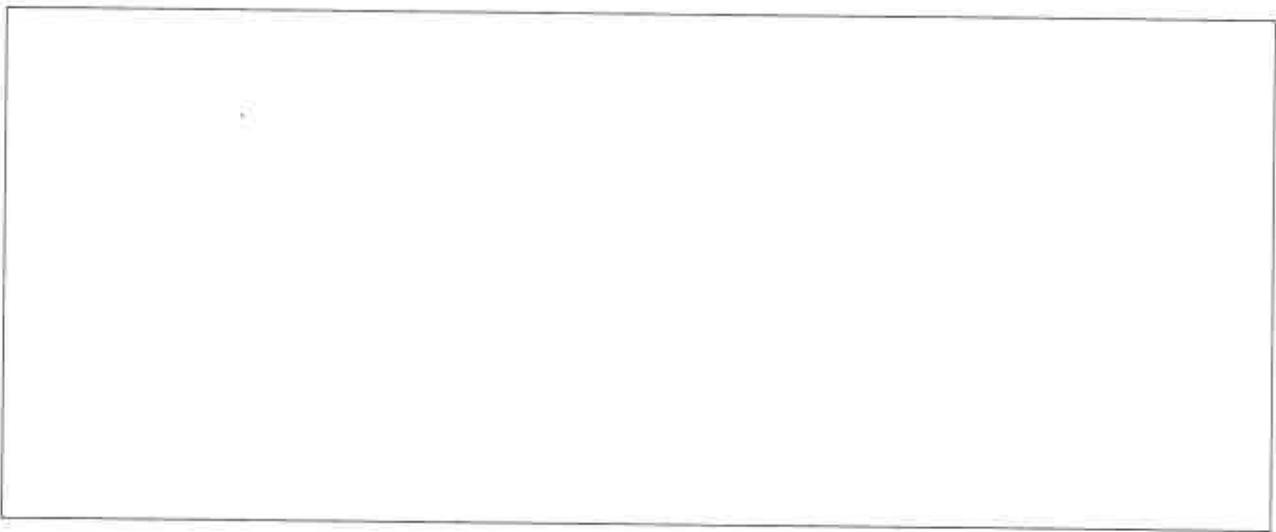
Name : \_\_\_\_\_

Designation : \_\_\_\_\_

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

**K. ALTERNATIVES OFFERED**

If no alternatives, other than is listed, are submitted with this Tender, the Schedule hereunder is to be marked NIL and signed by the Bidder



**SIGNATURE OF BIDDER**

**DATE**

**L. CONDITIONS OF BID**

# **GOVERNMENT PROCUREMENT**

## **GENERAL CONDITIONS OF CONTRACT**

### **NOTES**

The purpose of this document is to:

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

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

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

## TABLE OF CLAUSES

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

## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 "Day" means calendar day.
  - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
  - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
  - 1.10 "Delivery into consignee's store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
  - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

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

**2. Application**

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

**3. General**

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

**4. Standards**

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

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

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

<b>6. Patent rights</b>	<p>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.</p>
<b>7. Performance security</b>	<p>7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p> <p>7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.</p> <p>7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:</p> <ul style="list-style-type: none"> <li>(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</li> <li>(b) a cashier's or certified cheque.</li> </ul> <p>7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.</p>
<b>8. Inspections, tests and analyses</b>	<p>8.1 All pre-bidding testing will be for the account of the bidder.</p> <p>8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.</p> <p>8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.</p> <p>8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.</p> <p>8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.</p>

- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

<b>9. Packing</b>	<ul style="list-style-type: none"> <li>9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.</li> <li>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.</li> </ul>
<b>10. Delivery and documents</b>	<ul style="list-style-type: none"> <li>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.</li> <li>10.2 Documents to be submitted by the supplier are specified in SCC.</li> </ul>
<b>11. Insurance</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>12. Transportation</b>	<ul style="list-style-type: none"> <li>12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.</li> </ul>

**13. Incidental services**

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

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

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

**14. Spare parts**

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

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

**15. Warranty**

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

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

unless specified otherwise in SCC.

- 15.5 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16. Payment**

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

**17. Prices**

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

**18. Contract amendments**

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

**19. Assignment**

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

**20. Subcontracts**

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

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

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

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

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises; the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

**22. Penalties**

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

**23. Termination for default**

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

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

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

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

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

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

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

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

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

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

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person

will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

<b>24. Anti-dumping and countervailing duties and rights</b>	<b>24.1</b> When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him
<b>25. Force Majeure</b>	<b>25.1</b> 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.  <b>25.2</b> If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
<b>26. Termination for insolvency</b>	<b>26.1</b> The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
<b>27. Settlement of Disputes</b>	<b>27.1</b> 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.  <b>27.2</b> 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

	<p>commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.</p>
27.3	Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
27.4	Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
27.5	<p>Notwithstanding any reference to mediation and/or court proceedings herein,</p> <ul style="list-style-type: none"> <li>(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</li> <li>(b) the purchaser shall pay the supplier any monies due the supplier.</li> </ul>
28. Limitation of liability	<p>28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6:</p> <ul style="list-style-type: none"> <li>(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</li> <li>(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.</li> </ul>
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	<p>31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice</p> <p>31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.</p>
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.

Revised-GCC

**M. CODES OF CONDUCT**



a world class African city



Green. Clean. Green. Years.



# **JOHANNESBURG CITY PARKS AND ZOO NPC**

## **CODE OF ETHICS**

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## 1. INTRODUCTION

It's imperative that the Johannesburg City Parks and Zoo (JCPZ) is, and is seen to be a responsible corporate citizen. JCPZ is an integral part of the broader society in which it operates and as such KING IV advocates a stakeholder inclusive approach in which the Board of Directors takes account of the legitimate and reasonable needs, interests and expectations of all material stakeholders in the execution of its duties in the best interest of the Organization over a period of time. It is important therefore that the Board ensures that the corporate ethics are governed well with a view of supporting an ethical culture in the Organization in line with Principle 2 of KING IV.

The Code of Ethics (the Code) intends to guide both Non-Executive and Executive Directors, service providers acting on behalf of JCPZ, JCPZ business partners and all employees on common ethics and compliance related issues, the Code offers guidelines on expectations around business conduct; and also to know where to go and how to get help about ethical concerns and questions.

The Code illustrates JCPZ's commitment to a culture of openness, accountability and compliance. Adherence to this Code is not optional and should be read with JCPZ's policies and all applicable legislation.

While each Director and employee is accountable for upholding the JCPZ Code of Ethics, ensuring that our values remain fundamental to our work, and following all applicable laws, regulations and company policies, JCPZ advances its unified approach to ethics and compliance through the integration of the Organization's Code of Conduct, Delegation of Authority Framework and JCPZ's Anti – Fraud and Corruption Policy to name a few.

When acting on behalf of JCPZ, Directors and employees shall not take unfair advantage through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or other unfair-dealing practices.

It is also JCPZ's stance to maintain ethical behavior, accountability, transparency and integrity in the conduct of its business. Therefore, ethical decision making, business practices, processes and procedures should be the norm within JCPZ's professional environment.

## 2. GLOSSARY OF TERMS

<b>Accountability:</b>	The obligation to answer for the execution of responsibilities. Accountability cannot be delegated, whereas responsibility can be delegated without abdicating accountability for that delegated responsibility.
<b>Accounting Officer</b>	Refers to the Managing Director, the highest ranking employee in an organisation as envisaged in the Municipal Finance Management Act 56 of 2003.
<b>Board:</b>	If it is used in the context of a Company, it means the Board of Directors of a company as defined in section 1 of the Companies Act.
<b>Code:</b>	The Johannesburg City Parks and Zoo Code of Ethics.
<b>Companies Act:</b>	Companies Act, No 71 of 2008, as amended.
<b>Company:</b>	A juristic person incorporated in terms of the Companies Act.
<b>Conflict of Interest:</b>	A conflict of interest, used in relation to members of the Board and its committees, employees and suppliers occurs when there is direct or indirect conflict, in fact or in appearance, between the interests of such member and that of the organisation. It applies to financial, economic and other interests in any opportunity, including information. It also applies to member's related parties holding such interest.
<b>Culture:</b>	In an organisational context, "the way in which members of an organisation relate to each other, their work and outside world in comparison to other organisations.
<b>Director:</b>	A Non-Executive member of the Board of JCPZ, as contemplated in Section 66 of the Companies Act or any

person occupying the position of a director or alternate director, by whatever name designated" as defined in section 1 of the Companies Act.

**Diversity:** Diversity should be understood as the varied perspectives and approach offered by members of different identity groups.

**Effective or effectively:** The adequate accomplishment of the desired objective or a pursuit with the minimum expenditure of time, resources, waste and effort.

**Ethics:** Considering what is good and right for the self and the other, and can be expressed in terms of the golden rule, namely to treat others as you would like to be treated yourself. In the context of the organisation, ethics refers to ethical values applied to decision-making, conduct, and the relationship between the organisation, its stakeholders and the broader society.

**Fairness:** Fairness refers to the equitable and reasonable treatment of the sources of value creation, including relationship capital as portrayed by the legitimate and reasonable needs, interests and expectations of material stakeholders of the organisation.

**Integrity:** In the context of governance and ethics, integrity refers to the quality of being honest and having strong moral principles. It encompasses consistency between stated moral and ethical standards and actual conduct.

**KING Code:** KING IV Report on Corporate Governance in South Africa

**Management:** Management includes all managers, and executive managers of Johannesburg City Parks and Zoo.

<b>MFMA:</b>	Municipal Finance Management Act, No 53 of 2003, as amended.
<b>MSA:</b>	Municipal Systems Act, No 32 of 2000, as amended.
<b>Must:</b>	'Must' is used specifically to indicate a legal obligation.
<b>NPO:</b>	Non-profit Organisation.
<b>Organisation:</b>	In the context of this Code, 'organisation' typically refers to Johannesburg City Parks and Zoo.
<b>Related party:</b>	A related party is a person or entity as set out in section 2(1) of the Companies Act.
<b>Responsibility:</b>	Taking ownership of a duty, obligation or liability.
<b>Risk:</b>	Risk is about the uncertainty of event; including the likelihood of such events occurring and their effect, both positive and negative, on the achievement of the organisation's objectives. Risk includes uncertain events with a potential positive effects on JCPZ (i.e. opportunities) not being captures or not materialising.
<b>Sensitive/ confidential Information:</b>	Information that is likely to compromise competitiveness, privilege or commercial advantage
<b>Society:</b>	Refers principally to the broader society or community as part of the triple context in which JCPZ operates. Society includes the JCPZ's internal and external stakeholders, which in turn form part of the broader society as a whole.
<b>Stakeholder:</b>	Groups or individuals that can reasonably be expected to be significantly affected by an organisations business activities,

outputs or outcomes, or whose actions can reasonably be expected to significantly affect the ability of the organisation to create value over time.

Internal stakeholders are directly affiliated with the organisation and include its governing body, management, employees and the shareholder.

External stakeholder could include trade unions, civil society organisations, government, customers and consumers.

**Sustainability:** Sustainability is the ultimate, long-term goal of sustainable development.

**Sustainable development:** Development that meets the needs of the present without compromising the ability of future generations to meet their needs.

**Transparency:** The unambiguous and truthful exercise of accountability such that decision making processes and business activities, outputs and outcomes (both positive negative) are easily able to be discerned and compared with ethical standards.

**Values:** Convictions and beliefs about how JCPZ and those who represent it should conduct themselves; how resources should be treated; what the core purpose and objectives of JCPZ should be; and how work duties should be performed.

### **3. SCOPE AND APPLICATION**

The code of ethics applies to all JCPZ employees and Directors and to an applicable degree to suppliers/ service providers acting on behalf of JCPZ.

#### **4. OBJECTIVES OF THE CODE OF ETHICS**

The Code seeks:

- To offer guidance to JCPZ's stakeholders in the manner in which they conduct their duties and responsibilities;
- To ensure that ethical standards are institutionalized in the Organization by establishing an agreed set of ethical Principles;
- To record the Company's zero tolerance approach to unethical behavior;
- To control and ensure mitigation of ethics risks and leverage on opportunities within the JCPZ environment and
- To ensure that ethics performance is monitored and reported to the relevant authority, i.e. the Accounting Officer and/or the Board of Directors.

#### **5. JCPZ VALUES**



JCPZ operations predominantly focus on visible service delivery and as such the Company is committed to service excellence towards greening, cleaning, conserving all parks, cemeteries and nature reserves within its mandate. The Johannesburg Zoo places importance on 4 (four) key pillars namely, Conversation, Education, Research and Recreation. The Johannesburg Zoo is therefore managed in line with established ethical standards set by the World Associations of Zoo and Aquaria.

JCPZ is also committed to inspiring, instilling and promoting its core values of service excellence, Ubuntu (Care and Concern for People), Teamwork, Ownership and Commitment, and Innovation as depicted in the table below.

Value	What it means in practice for JCPZ
<b>Service excellence</b>	<ul style="list-style-type: none"> <li>Conduct our work in an efficient, effective, professional and accountable manner;</li> <li>At all times render the quickest, most responsive and best service to our customers; and</li> <li>Work with a commitment to quality and high performance.</li> </ul>
<b>Ubuntu (Care and concern for people)</b>	<ul style="list-style-type: none"> <li>Work with care, empathy, respect and consideration for the well-being of our staff, customers and other stakeholders;</li> <li>Maintain a safe and healthy work environment and promote care and concern for assets and facilities; and</li> <li>Focus on people development, growth and work/life balance.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>Focus on collaboration and working together to achieve more;</li> <li>Promote an environment of sharing knowledge and information.</li> </ul>
<b>Ownership and commitment</b>	<ul style="list-style-type: none"> <li>Take responsibility for our actions and "do it right the first time";</li> <li>Act with integrity and in a transparent, ethical and honest manner;</li> <li>Work with pride, passion and discipline;</li> <li>Demonstrate a focus on customer service and satisfaction and in the best interests of the City.</li> </ul>
<b>Innovation</b>	<ul style="list-style-type: none"> <li>Listen to and understand needs and create new approaches to what we do;</li> <li>A focus on cutting edge, best in class and "outside the box" approaches and solutions.</li> </ul>

## 6. APPLICATION OF CORE VALUES

### 6.1. SERVICE EXCELLENCE

A commitment to service excellence requires being able to conform to the following principles at a minimum:

- Promoting legitimate business interests in a diligent manner;
- Maintaining confidentiality of information;
- Keeping proper records;
- Using resources efficiently and effectively as well as
- Refraining from any form of harassment and intimidation.

Principle: Promoting legitimate business interests in a diligent manner

How do we adhere to this principle?

- Obeying applicable laws and legislation;
- Offering quality products and services to stakeholders;
- Providing timely service and remedies for customer complaints and

Principle: Maintaining confidentiality of information

How do we adhere to this principle?

- Employees are required to ensure that Company information is properly safeguarded at all costs;
- Refraining from disclosing any confidential information belonging to the Company;
- Avoiding the disclosure of customer information without prior authorization;
- Maintaining confidentiality of information received from other stakeholders;
- Abstaining from unlawfully disclosing employee information;
- Employees are required to protect intellectual property and refrain from exploiting intellectual property to both internal and external parties

### Principle – Keeping proper records

How do stakeholders adhere to this Principle?

- Ensuring the accurate retention of all records and documents submitted to or on the behalf of JCPZ in line with applicable legislation.

### Principle – Using resources effectively

How do we adhere to this principle?

- Safeguarding the Company's resources and ensuring their prudent and effective use;
- Completing tasks and projects efficiently and effectively;
- Employees and service providers acting on behalf of JCPZ are expected to apply knowledge and skills in the best interest of the Company and
- Conducting business or performing tasks using good judgment and due care, refraining from negligent or reckless conduct.

### Principle - Refraining from any form of harassment and intimidation

To provide an environment free of any form of harassment and intimidation, employees, directors and service providers must:

- Remain courteous and respectful in all dealings when acting for and on behalf of JCPZ; and
- Refrain from any form of conduct that may be perceived to be prejudicial, intimidate or harass, based on race, religion, gender, political conviction, sexual orientation or disability.

## **6.2. OWNERSHIP AND COMMITMENT**

JCPZ believes in dedicated, honest, open and constructive service delivery. We pay attention to detail while delivering what is expected on time and giving of our best at all times. We support and encourage internal and external stakeholders to do it right, ethically, honestly and with integrity at the first instance. Application of this value translates to commitment to

transparency and building trust and a good reputation in all our relationships. Required principles are as follows at a minimum:

- Being honest and trustworthy
- Being clear in all communication
- Reporting unethical and dangerous conduct
- Avoiding perceived and actual conflict of interest

#### Principle - Being honest and trustworthy

How do we adhere to this principle?

- JCPZ believes firmly that honesty and its characteristics can create a positive impact in the work environment. Further that, honesty is the act of following good work ethics and acting diligently at all times. Accordingly, the Company encourages its employees to influence the honesty of those around them.
- By proactively being truthful in such a manner that it does not create false impressions, mislead or deceive;
- Communicating in an open and transparent manner, subject to legal and competitive constraints and
- Utilizing Company resources for Company purposes and not for personal gain.

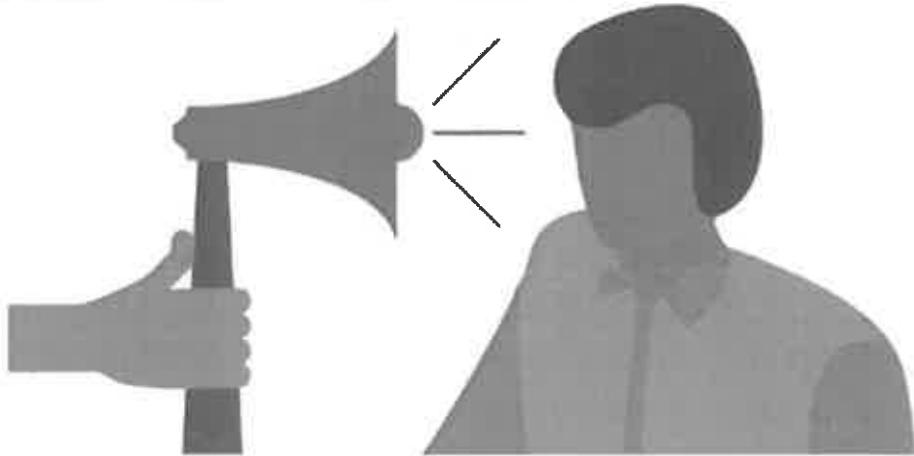
#### Principle - Being clear in all communication and actions

How is this Principle observed?

- JCPZ accepts its obligation to account for its activities, accept responsibility for them, and to disclose the results in a transparent manner. Subsequent to this, employees and service providers acting on behalf of the Company shall be responsible for the tasks they are assigned to perform and shall therefore be accountable for his or her actions in conducting those duties;
- Providing honest and constructive feedback in given timeframes;
- Offering/ providing clarification and precise information prior to executing tasks;
- Avoiding making any false or misleading statements to others who may rely on the accuracy and truthfulness of the information being provided;

- Avoiding untruths, untruthful omissions, deception, concealment and overstatement in their communication with stakeholders;
- Avoiding any form of intentional misrepresentation, fraud, corruption or illegal practices or actions;

Principle – Reporting unethical and dangerous conduct



It is vital that employees and stakeholders support this Code and it is encouraged that there should be disclosure of unethical behavior the first time it comes to light. JCPZ is committed to having an environment where employees and stakeholders can raise concerns or enquire on perceived transgression without fear of prejudice.

All raised concerns are taken seriously and are appropriately investigated, to the extent that it is possible. All employees, directors and stakeholders are encouraged to raise ethical concerns or enquire through these channels mainly by:

- Reporting to line manager (if possible);
- Report to Head of Internal Audit and/or the Accounting Officer
- Reporting to the Company Secretariat and
- Reporting via the Anonymous Tip Off Line on 0800 002-587

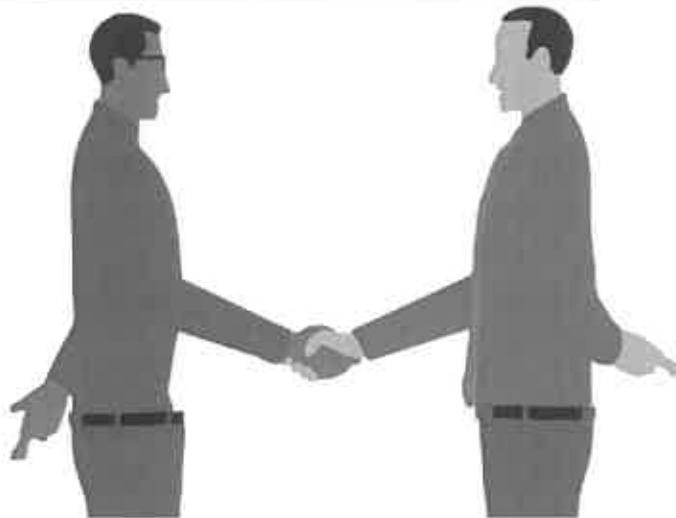
All Management has a duty of ensuring that the matter is given priority and resolved in a timely manner.

The Anonymous Tip Off Line is a service which allows employees and other stakeholders to raise and ask ethical questions confidently and anonymously in their own language. The line is managed by an external firm to ensure anonymity and when a concern or question is

received, it is sent to the Accounting Officer and/or Head of Internal Audit for investigation when necessary. The role of the Social and Ethics Committee is to have oversight, provide guidance and to ensure that investigations are done and are concluded accordingly.

Due to certain confidential matters that are typically raised through these channels, the reporter should not expect to receive detailed feedback on the findings of an investigation. The privacy of whistle blowers is top priority however all employees and stakeholders are required to handle personal data with the utmost care.

**Principle - Avoiding both actual and perceived conflicts of interest**



For the purposes of the code, conflict of interest exists where a Non-Executive Director or an Executive Manager, or any other employee has a relationship with either a natural or juristic person doing or intending to do business with JCPZ.

This includes a situation where either the director or employee has direct or indirect influence for directing or controlling the activities and resources that may unlawfully benefit a natural or juristic person.

It should be noted that the definition contained herein does not exclude the definition in the International Accounting Standard 24 Related Party Disclosures.

- Employees and stakeholders must refrain from any attempt to influence persons in public office in order to obtain an improper gain or advantage;
- Employees and stakeholders must refrain from offering any JCPZ staff member any item of value, including money, in return for a certain action or inaction by the staff member;

- Refraining from soliciting or accepting any item of value, including money, in return for a certain action or inaction, or that which could reasonably be perceived to create such an obligation;
- Disclosure of any personal interest they or a relative, has in relation to JCPZ's business (such conflict of interest could include directorships or employment of family members);
- By acting in JCPZ's best interest without any improper motives when entering into contracts or accepting business on behalf of the Organization;
- Refusal and reporting any offers of bribes or other potential corruption emanating from any source;
- Refraining from engaging in other income producing activities without the prior written approval of the Accounting Officer;
- Desist from tendering for JCPZ business or any tender by the Government if you are a JCPZ employee or Director as per legislation.

Where a conflict of interest situation could arise for an employee, s/he must desist from dealing with the contract giving rise to that situation and may not attempt in any way to influence the Company decision on the matter. The employee must further report the matter accordingly; failure to timeously report an arising conflict is regarded as a breach of this code.

To avoid conflicts of interest related to outside activities, employment, and directorships, employees must:

- Ensure compliance with all provisions of the Code of Ethics when invited to hold outside directorships;
- Obtain approval from the Managing Director when invited to become an outside director;
- Refrain from using their position for personal gain or to advance the interests of family members, friends, juristic persons or others;
- Refrain from taking full-time or part-time outside employment without the prior written approval of the functional head; and
- Refrain from acquiring a business interest or participating in any activity outside JCPZ that creates or appears to create excessive demand on their time, attention or energy, that would deprive JCPZ of their best efforts in executing daily tasks.

To avoid conflicts of interest related to relationships with suppliers/service providers, employees must:

- Refrain from compromising their independence when engaging with service providers; and
- Refrain from investing or acquiring a direct or indirect financial interest in a customer or service provider Organization, if such an investment or acquisition influences, or creates the impression of influencing, their ability to pursue JCPZ best interest.

To avoid conflicts of interest related to receiving gifts and entertainment, employees must:



- Refuse favors and/or gifts which may affect one's ability to make independent judgment, and report any such approaches in writing to one's line manager or head of department;
- Disclose all gifts with a value exceeding three hundred and fifty Rand (R350) in line with the Municipal Finance Management Act 56 of 2003
- Disclose any subsequent gift from the same party within any one year, regardless of value;
- Refrain from accepting business entertainment other than invitations to occasional lunches, cocktail parties or dinners; and
- Refrain from accepting personal hospitalities other than occasional tickets to local sporting or other events.

Employees may accept gifts from suppliers or contractors who have worked for JCPZ, provided:

- The gift is unsolicited and disclosed;
- The gift is not a reward or favour for persuading any official or member, structure or functionary of the council of the City of Johannesburg with regard to the exercise of any power or the performance of any duty;
- A staff member will not be expected to declare and/or disclose any benefit received by him/herself, his/her spouse, partner, business associate or close family member, if such benefit was acquired in common with all the other employees of JCPZ

To avoid conflicts of interest related to the receipt of commission, employees must:

- Waive and report any offers of commission or monetary remuneration related to the sale of any JCPZ product or service.

Principle – Combating criminal activities



How do we intend on adhering to this Principle?

- Refrain from and report observed fraud (willful misrepresentation yielding undue gain); and
- Refrain from and report observed corruption, including bribery.

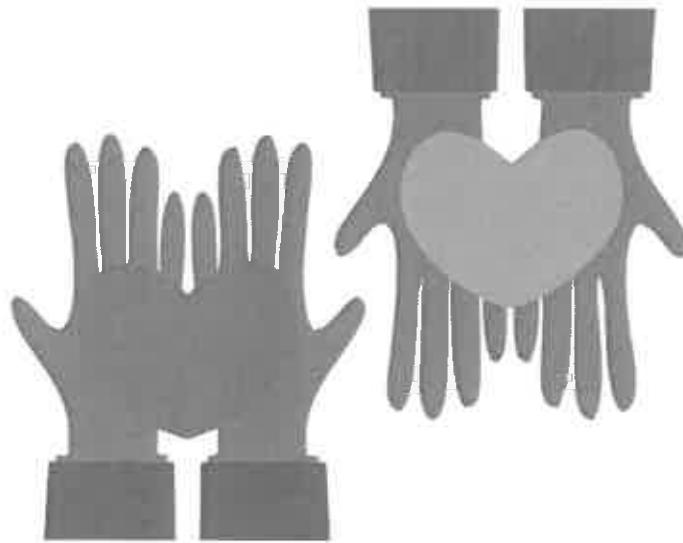
### 6.3. UBUNTU (CARE AND CONCERN)

We show that we care by leading by example and providing each other direction and support and a workplace that is free of harassment, discrimination, nepotism and favoritism. JCPZ appreciates and values the diversity of the workforce and the uniqueness of each employee.

JCPZ respects stakeholders' assets by using them for the purpose that they are intended; and not gain personally through the abuse of assets and resources. A commitment to Ubuntu requires being able to conform to the following principles at a minimum:

- Treating people fairly;
- Complying with health, safety and security standards;
- Providing a working environment free of discrimination;
- Providing opportunities for personal growth and professional development for all employees
- Valuing the different cultures and beliefs of all JCPZ's stakeholders; and
- Respecting the communities in which we are located

#### Principle – Treating people fairly



How do we act on this Principle?

- JCPZ commits itself to the principle of Ubuntu. The value of Ubuntu underpins the culture of interconnectedness and co-operation;

- JCPZ and its employees have the responsibility to treat every person, be it a fellow employee or a member of the public with respect and dignity;
- JCPZ respects all basic human and constitutional rights of stakeholders;
- Supporting and protecting human rights within the Company's sphere of influence;
- Giving reasonable notice of operational changes likely to have a major effect on stakeholders livelihood;
- By refraining from retaliating or tolerating victimization of persons who report unethical or dangerous conduct;
- Responding to stakeholders' suggestions, requests and complaints;
- Acknowledging rights to free association, collective bargaining and arbitration; and
- Complying with relevant Labour laws and regulations.

Principle - Providing a working environment free of unjust discrimination

We observe this Principle by:

- Providing a working environment free of unjust discrimination, all stakeholders must;
- Refraining from practices of unjustified discrimination based on race, religion, gender, political conviction, sexual orientation or disabilities; and
- Reporting practices of unjustified discrimination to the relevant authorities.

Principle – Providing opportunities for personal growth and professional development for all employees

This Principle is given priority by way of Creating and sustaining an environment providing personal growth and professional development, applicable employees must:

- Assume personal accountability for own training and development;
- Continuously seek opportunities to enhance their knowledge, thus improving personal skills;
- Explore and be receptive to innovation in order continuously to improve the quality and efficiency of their work; and
- Actively participate in the performance review process to better understand what they can do to be more effective, efficient and valuable employees.

### Principle – Valuing the different cultures and beliefs of all JCPZ's stakeholders

How do we adhere to this Principle?

- By respecting the traditions and cultures of all people;
- Promoting equal employment opportunities;
- Respecting the right to freedom of social, religious and political association;
- Respecting the rights of differently abled people;
- Supporting employee involvement in civic affairs;
- Supporting and protecting democratic institutions; and

### Principle - Respecting the communities in which we are located

To respect the communities in which JCPZ is located, employees, service providers/suppliers must:

- Cooperate with public authorities to address threats to public health and safety from the Company's products and services;
- Engage in community focused corporate social investments;
- Recognize the government's obligations and jurisdiction concerning society at large;
- Communicate and consult with communities affected by environmental and health and safety impacts of JCPZ's operations;
- Be sensitive to the needs of local communities and consider their well-being in all policies and actions; and
- Aim to contribute to the economic well-being and social development of the communities in which JCPZ conducts business.

### Principle – Prevent Modern Slavery

To prevent modern slavery the Company and its stakeholders must:

- Report slavery, servitude, forced and compulsory labour and human trafficking this is not limited to the following groups
  - Directors;
  - Employees;

- Agency workers;
- Seconded employees;
- Suppliers and business partners;
- Agents;
- Interns;
- Volunteers;
- Contractors and Subcontractors;
- Consultants and
- Third party representatives
- Report with an effort of combatting modern slavery.

#### **6.4. TEAMWORK**

Together we grow our Company by developing, recognising and trusting our employees. The focus on collaborating and working together to achieve the common goal is paramount to the success of JCPZ. Through this Code and in our everyday dealings we intend to promote an environment of sharing knowledge and information. A commitment to Teamwork requires being able to conform to the following Principles at a minimum:

- Protecting the natural environment in which we operate;
- Protecting JCPZ's reputation;
- Working according to the highest standards of service and productivity;
- Working in unity as a team. No silo mentality ; and
- Protecting and respecting JCPZ's assets.

##### Principle - Protecting the natural environment in which we operate

How do we achieve this Principle?

- Promoting sustainable development;
- By engaging in environmentally focused corporate social investments;
- Engage and adhere to all environmental laws; and
- Treat the environment as a sustainable resource for present and future generations by limiting to an acceptable minimum air, noise or any other form of pollution emanating from carrying out our duties and responsibilities.

### Principle – Protecting Johannesburg City Parks and Zoo's reputation



How do we adhere to this Principle?

- Promoting and upholding JCPZ' values in our everyday business dealings and operations;
- Acting as ambassadors of JCPZ at every appropriate opportunity.

### Principle – Working according to the highest standards of service and productivity

How do we intend on adhering to this Principle?

- By providing a reliable, punctual service in terms of the Service Excellence value and adhering to service level agreements;
- Conducting business according to the highest standards of accuracy and completeness;
- Employees are expected to perform their duties in a manner that reduces risk;
- Employees must ensure that they only commit to what they can reasonably expect to fulfill to internal and external stakeholders and
- Continuously seek better and efficient ways of performing work.

### Principle – Working in unity

How do we achieve this Principle?

- Promoting inter-departmental, interdivisional and interpersonal cooperation for the good of JCPZ and all its stakeholders, internal and external;

- Avoiding debilitating politics, and contravening the Code of Ethics and the Code of Conduct and
- Proactively sharing successful means of enhancing any and all aspects of efficiency or service quality with management and other employees in order to maximize the benefits.

Principle – Protecting Johannesburg City Parks and Zoo physical assets and animals



How do we achieve this Principle?

- By avoiding misuse of JCPZ property, assets or equipment;
- By treating all company assets with care and preventing loss or theft

## 6.5. INNOVATION

JCPZ constantly strives to redefine the standard of excellence in everything we do and also in confronting business challenges. Therefore, we are open to ideas that challenge the conventional views and drive innovation. The only constant in life is change and we believe that in order to stay relevant we must constantly improve with society's changing needs. The Company openly communicates and encourages goals and successes in order to attract new ideas and talented individuals.

## 7. APPLICATION OF THE CODE OF ETHICS

There will be times when stakeholders are uncertain whether a decision they make is consistent with both the letter and spirit of the Code. There will be other times when stakeholders suspect or believe they have observed unethical conduct.

JCPZ is committed to the highest ethical standards and principles in all JCPZ business, and requires the same from its Employees, directors, suppliers and all external stakeholders in fulfilling their responsibilities at the Company. Compliance with the Code and Ethics and all Company policies is therefore required of all the aforementioned.

### Managerial Responsibilities

In addition to their general rights, roles and responsibilities as employees of JCPZ, managers and supervisors have additional responsibilities resulting from their seniority and the nature of their managerial/supervisory duties.

Managers and Supervisors are required to:

- Make a personal commitment to act in accordance with the Code, communicate this commitment to staff members and lead by example.
- Guide staff members to behave in accordance with the Code.
- Identify ethics risks in your business activities, and establish ways to mitigate these risks, and to address potential contraventions of the Code.
- Take appropriate action to correct behavioural deviations, and
- Enforce disciplinary action when appropriate.

Managers and Supervisors are required to ensure that their staff members, including temporary employees and contract workers in the department are sensitised to the Code and ethics related policies through staff dialogue sessions facilitated by managers and supervisors.

Employees need to know how to apply the Code in their specific work environment.

Managers and Supervisors are accountable for ensuring that all new employees and temporary or contract workers attend their Divisions induction programme, as well as formal ethics training workshops. The Ethics Office should be contacted to provide ad-hoc ethics training on request.

Managers and Supervisors are required to give their staff members opportunities to discuss ethics issues and concerns both formally and informally. It is recommended that ethics is a standing agenda item for staff meetings, so as to encourage 'ethics' dialogue.

Managers and Supervisors are required to assist staff members in:

- Addressing ethics issues and concerns and queries,
- Reporting unethical behaviour and violations of the law and policies so that incidents can be investigated and appropriate action taken.

Managers and Supervisors may not, under any circumstances, victimize staff members who report unethical behaviour and/or violations of the law and JCPZ Policies.

#### Employee Responsibilities

- Employees must ensure that they are aware of and familiar with the Code, and Company policies, and that you receive proper training on these.
- Use the Code to guide your decisions, especially when you are in doubt, or if there are no rules or policies that address the specific situation.
- If you have questions or concerns, seek advice.
- Request detailed information from managers, supervisors and policy custodians regarding policies and procedures which relate to your work, and ensure that you understand and comply with these.
- Use the appropriate channels to report unethical behaviour, crime, irregularities and grievances. JCPZ will protect employees who have reported suspected illegal activities and violations of the policy, against any form of victimisation or occupational detriment, and will make every effort to protect the confidentiality of anyone reporting a breach.
- Loyally execute the lawful policies of JCPZ;
- Perform the functions of office in good faith, diligently, honestly and in a transparent manner.

- Act in the best interest of JCPZ and in such a way that the credibility and integrity of JCPZ are not compromised.
- Act impartially and treat all people, including other staff members, equally without favour or prejudice.

#### Other Role Players' Responsibilities

- Human Resource practitioners are required to ensure that new employees receive a briefing on the Code as part of the sign-on process.
- New employees must be registered to attend an induction programme within one (1) month of joining JCPZ.
- All individuals acting on behalf of JCPZ must be made aware of, and are expected to adhere to, JCPZ's Code of Conduct and Code of Ethics. The Supply Chain Management department is required to ensure that suppliers receive a briefing on the Code as part of the contract documentation provided by JCPZ.

#### Internal Audit Department:

- Provide assurance function that the Divisions are complying with applicable legislation, JCPZ policies and procedures.
- Investigate and report on matters of ethics referred to them and ensuring that disciplinary action is recommended where evidence of non-compliance exists.

#### Employee Relations:

Facilitate and support any grievances and/or disciplinary actions required when contraventions of this Code occurs in terms of the relevant JCPZ disciplinary code, policies and procedures.

## 8. BREACH OF THE CODE OF ETHICS



A breach of this Code will be regarded as misconduct. Violation of the code will therefore be dealt with in accordance with the JCPZ Disciplinary Code.

Those engaging in ethical misconduct not explicitly mentioned herein may be subject to disciplinary action.

## 9. FREQUENTLY ASKED QUESTIONS

### **What are Business Ethics?**

Business ethics also known as corporate ethics is a form of applied ethics or professional ethics, that examines ethical principles and moral or ethical problems that can arise in a business environment. It applies to all aspects of business conduct and is relevant to the conduct of individuals and entire organizations.

### **What is ethics?**

Ethics concerns what is good and right for the self and the other, and can be expressed in terms of the golden rule, namely to treat others as you would like to be treated yourself. In the context of the organisation, ethics refers to ethical values applied to decision-making, conduct, and the relationship between the organisation, its stakeholders and the broader society.

## **Who are our Stakeholders?**

Stakeholders are groups or individuals that can reasonably be expected to be significantly affected by an organization's business activity, outputs or outcomes, or whose actions can reasonably be expected to significantly affect the ability of the organization to create value over time.

Internal stakeholders are directly affiliated with JCPZ and include its Board of Directors, management, employees and the shareholder (City of Johannesburg).

External stakeholders could include trade unions, civil society organizations, government, customers and consumers.

## **What are core values?**

Core values are convictions and beliefs about how JCPZ and those who represent it should conduct themselves; how resources should be treated; what the core purpose and objectives of JCPZ should be; and how work duties should be performed.

## **What does it mean to conduct business responsibly in Johannesburg City Parks and Zoo?**

Responsible business conduct means acting professionally, being transparent, conducting oneself with pride and respecting diversity.

## **What does it mean to be professional?**

To be professional means performing to the highest standard, offering the best possible service, exercising safety and ensuring excellence in all we do.

## **What does it mean to be transparent?**

To be transparent means being truthful, and building trust as well as a good reputation in all our relationships and actions.

## **What does it mean to grow our company with pride?**

To grow our company with pride means building the company by developing, recognising and trusting our people, as well as respecting the environment.

## **What does it mean to value diversity?**

To respect diversity means recognising the inherent worth of every human being and the value they bring to our business and interactions.

## **What may cause conflicts of interest?**

Conflicts of interest may be caused by:

- Inappropriate outside activities, employment, and directorships;
- Relationships with customers and service providers or suppliers;
- Accepting gifts and entertainment;
- Giving gifts and entertainment;
- Political contributions; and
- Unauthorized receipt of commission on business deals

## **What is compliance?**

Compliance is following specific rules called laws, regulations, procedures and policies that apply to us. All good rules are do's and don'ts rooted in core values, such as Professionalism, Transparency, Pride and Diversity.

## **What are laws?**

Laws are the rules (do's and don'ts) of the countries within which we operate, guiding us in responsibly conducting our business. If we break these laws we may be punished.

## **What are regulations?**

Regulations are rules (do's and don'ts) for large organisations like Johannesburg City Parks

and Zoo, guiding us to conduct our business responsibly all over the world. These rules often support the laws of the countries in which we operate.

### **What are Policies and Procedures?**

Policies and procedures are rules (do's and don'ts) for our various departments, divisions and business partners, guiding us to conduct our business responsibly. These rules are often supported by laws and regulations.

### **What should I do in the absence of legal, regulatory and policy guidelines?**

Remember, when you are in doubt, always revert to the JCPZ values. You may also ask yourself:

- Am I acting with service excellence in mind?
- Am I doing the best to encourage innovative ways in my dealings?
- Are my actions incorporating values of Ubuntu?
- Am I being transparent?
- Are my actions in the best interest of the Company and its stakeholder?
- Am I being fully honest and trustworthy?
- Am I being considerate towards my Teammates?
- Am I respecting diversity?

### **What should I do when I think JCPZ's values clash with laws or regulations?**

When you encounter such a situation, elevate your concern to the Accounting Officer. JCPZ is committed to responsible business conduct; therefore, the highest ethical standards - our values – should guide our actions.

## **10. REVIEW OF THE CODE OF ETHICS**

Last review date: 31 October 2022

This policy will be reviewed annually, or as and when required.