

**ADDENDUM - SASSA: 01-26-GA-FS**

**INVITATION TO BID**

THE SOUTH AFRICAN SOCIAL SECURITY AGENCY HEREBY INVITES PROPOSALS FOR APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO SUPPLY AND DELIVER SCHOOL UNIFORM FOR FREE STATE REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS

**PROPOSALS MUST BE DEPOSITED IN THE BID HELD BOX SITUATED AT:**

: SASSA House Iustitia Building (Ground Floor),  
Cnr St Andrews and Aliwal Street,  
Bloemfontein  
9300

**Date of publication** : 03 June 2026  
**CLOSING DATE** : 24 June 2026  
**TIME** : 11:00

**Compulsory site briefing**

SITE	BRIEFING DATE	BRIEFING REGISTRATION TIME	BRIEFING TIME	LOCATION
Mangaung	10 June 2026	08:30am – 09:45am	10:00 am	Dr Rantlai Molemela Stadium Moshoeshoe Street, Rocklands, Bloemfontein
Kroonstad	11 June 2026	08:30am – 09:45am	10:00 am	Kroonstad Local Office Old Mercedes Benz Building Reitz Street
Bethlehem	12 June 2026	08:30am – 09:45am	10:00 am	Department of Education 22 Van Der Merwe Street, Bethlehem, 9701

**TECHNICAL ENQUIRIES CAN BE DIRECTED TO:**

**CONTACT** : Ms Phathisiwe Vilakazi – 051 410 8595  
Email: Phathiv@sassa.gov.za

**SUPPLY CHAIN MANAGEMENT ENQUIRIES CAN BE DIRECTED TO:**

**CONTACT** : Ms Gift Ziyeka – 051 410 8407  
Email: GiftZ@sassa.gov.za

**Corrections: Location for briefing session for Bethlehem site has been changed.**

**WHERE DOCUMENTS BID CAN BE OBTAINED:**

<https://etenders.treasury.gov.za>  
<https://etenders.treasury.gov.za/>  
<http://www.sassa.gov.za>

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## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	SASSA: 01-26-GA-FS	CLOSING DATE:	24 JUNE 2026	CLOSING TIME:	11:00
DESCRIPTION	THE SOUTH AFRICAN SOCIAL SECURITY AGENCY HEREBY INVITES PROPOSALS FOR APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO SUPPLY AND DELIVER SCHOOL UNIFORM FOR FREE STATE REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
SASSA HOUSE FREE STATE REGIONAL OFFICE, IUSTITIA BUILDING, GROUND FLOOR, CNR ST ANDREWS AND ALIWAL STREET, BLOEMFONTEIN					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	MS GIFT ZIYEKA		CONTACT PERSON	MS PHATHISIWE VILAKAZI	
TELEPHONE NUMBER	051 410 8407		TELEPHONE NUMBER	051 410 8595	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	GiftZ@sassa.gov.za		E-MAIL ADDRESS	PhathiV@sassa.gov.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

## PART B TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER: .....

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

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder.....	Bid number: <b>01-26-GA-FS</b>
Closing Time <b>11:00</b>	Closing date: <b>24 JUNE 2026</b>

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
		APPOINTMENT OF A PANEL OF SERVICE PROVIDER TO SUPPLY AND DELIVER SCHOOL UNIFORM FOR FREE STATE REGION OVER A PERIOD OF THIRTY-SIX (36) MONTHS	R

- Required by: ..... SASSA .....
- At: SASSA House Iustitia Building (Ground Floor),  
Cnr St Andrews and Aliwal Street,  
Bloemfontein  
9300
- Does the offer comply with the specification(s)? ..... \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....  
\*Delivery: Firm/not firm
- Delivery basis .....

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

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

\*Delete if not applicable

## **STANDARD BIDDING DOCUMENT (SBD) 4**

### **BIDDER'S DISCLOSURE**

#### **1. PURPOSE OF THE FORM**

- 1.1** Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2** Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

#### **2. BIDDER'S DECLARATION**

- 2.1** Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES / NO**
- 2.1.1** If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

[illegible]

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# **STANDARD BIDDING DOCUMENT (SBD) 4**

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

**2.2.1** If so, furnish particulars:

.....

.....

.....

.....

.....

.....

**2.3** Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

**2.3.1** If so, furnish particulars:

.....

.....

.....

.....

.....

## **3. DECLARATION**

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

**3.1** I have read and I understand the contents of this disclosure;

**3.2** I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

## **STANDARD BIDDING DOCUMENT (SBD) 4**

- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



**STANDARD BIDDING DOCUMENT (SBD) 4**

section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.**

**I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

**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 The value of this bid is not estimated to exceed R 50 million (all applicable taxes included); and therefore, the applicable preference point system for this tender is the 80/20 preference point system.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
  - (b) Specific Goals.
- 1.4 The maximum points for this tender are allocated as follows:

POINTS	
PRICE	80
SPECIFIC GOAL(S)	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

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

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

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

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

##### 80/20

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

#### 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 to a bidder for meeting the criteria for specific goal(s).
- 4.2. A trust, consortium or joint venture will qualify for points for specific goals based on the percentage of the contract value managed or executed by individuals who are actively involved in the management or the respective parties of the trust, consortium or joint venture.
- 4.3. Tertiary institutions and public companies may not be awarded points for preference.
- 4.4. For the purposes of this tender the points for specific goals will be based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

**Note to bidders: Bidders must indicate how they claim points for each preference point system.).**

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20	
B-BBEE Status Level 3 - 4 contributors with at least 51% women ownership	18	
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16	
B-BBEE Status Level 1 - 2 contributor	14	
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12	
B-BBEE Status Level 3 - 4 contributor	8	
B-BBEE Status Level 5 - 8 contributor	4	
Others (non-compliant)	0	

<b>Returnable documents to claim points</b>	<b>Please tick below for the attached document</b>
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration report	
4. Directors/ members Identity document/s	
5. Company registration documents issued by CIPC	
6. Share certificate / members equity ownership / share register / partnership declaration letter	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.5. Name of company/firm.....

4.6. Company registration number: .....

4.7. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.8. 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:** .....

.....

.....

.....

### LOCAL CONTENT DECLARATION DOCUMENT

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SANS 1286: 2017 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SANS 1286:2017 is accessible on <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> at no cost.

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SANS 1286:2011) for this bid is/are as follows:

Item No.	Description of services, works or goods	Stipulated minimum threshold
1.	TEXTILE, CLOTHING, LEATHER AND FOOTWEAR	100%



3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

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

- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dtic must be informed accordingly in order for the dtic to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO.** ..... SASSA: 01-26-GA-FS .....

**ISSUED BY:** (Procurement Authority / Name of Institution): SASSA

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a



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period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of ..... (name of bidder  
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SANS 1286:2017; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SANS 1286:2017, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SANS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	100%
Local content %, as calculated in terms of SANS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SANS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SANS 1286:2017.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SANS 1286:2017.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## Annex C

## Local Content Declaration - Summary Schedule

(C1) Tender No.	SASSA: 01-26-GA-FS
(C2) Tender description:	School Uniform (Boys)
(C3) Designated product(s)	Textile, Clothing, Leather and Footwear Sector
(C4) Tender Authority:	SASSA
(C5) Tendering Entity name:	
(C6) Tender Exchange Rate:	
(C7) Specified local content %	

Pula

EU

GBP

GBP

GBP

GBP

Note: VAT to be excluded from all calculations

Tender item no's	List of items	Calculation of local content					Tender summary				
		Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)	Tender Qty	Total tender value	Total exempted imported content	Total imported content
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)	(C16)	(C17)	(C18)	(C19)
1	Pair of Shoes							1			
2	Pairs of Socks							3			
3	Short pants							2			
4	Long pants with 1 belt ( School pants)							2			
5	Boys shirts (long and or short sleeves)							2			
6	Boys Jersey							1			
7	Boys Underware (Underpants)							3			
8	Vests							2			
9	Tie (if applicable)							1			
10	Tracksuit							1			
11	Belt							1			
12	Drimac (if required as part of school uniform)							1			
13	Pullover							1			
14	School bag (30LX13WX45H)							1			
15	Raincoat							1			
16	Gumboots							1			
17	Blazer							1			
18	Sport Shorts							1			
19	Sport T-Shirt or golf shirt							1			
<div>Signature of tenderer from Annex B</div>											
								(C21) Total Exempt imported content			
								(C22) Total Tender value net of exempt imported content			
								(C23) Total imported content			
								(C24) Total local content			
								(C25) Average local content % of tender			
Date: _____											

(D1)	Tender No.	SASSA: 02-26-GA-FS
(D2)	Tender description:	School Uniform (boys)
(D3)	Designated Products:	Textile, Clothing, Leather and Footwear Sector
(D4)	Tender Authority:	SASSA
(D5)	Tendering Entity name:	
(D6)	Tender Exchange Rate:	

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D. Other foreign currency payments			Calculation of foreign currency payments		Local value of payments
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)

(DS2) Total of foreign currency payments declared by tenderer and/or 3rd party

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

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

This total must also be spent with  
 Annex E - E 21

## Annex E

## Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	SASSA: 01-26-GA-FS
(E2)	Tender description:	School Uniform (boys)
(E3)	Designated products:	Textile, Clothing, Leather and Footwear Sector
(E4)	Tender Authority:	SASSA
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of Items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
	Pair of shoes		
	Pairs of Socks		
	Short Pants		
	Long pants with 1 belt (School pants)		
	Boys shirts (long and or short sleeves)		
	Boys jersey		
	Boys Underware (Underpants)		
	Vests		
	Tie (if applicable)		
	Tracksuit		
	Belt		
	Drimac (if required as part of school uniform)		
	Pullover		
	School bag (30LX13WX45H)		
	Raincoat		
	Gumboots		
	Blazer		
	Sport Shorts		
	Sport T-Shirt or golf shirt		
(E9) Total local products (Goods, Services and Works)			R 0

(E10) Manpower costs (Tenderer's manpower cost)

R 0

(E11) Factory overheads (Rental, depreciation &amp; amortisation, utility costs, consumables etc.)

R 0

(E12) Administration overheads and mark-up (Marketing, insurance, financing, interest etc.)

R 0

(E13) Total local content R 0

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date:

## Annex C

## Local Content Declaration - Summary Schedule

Note: VAT to be excluded from all calculations

(C1) Tender No. SASSA: 01-26-GA-FS

(C2) Tender description: School Uniform (Girls)

(C3) Designated product(s): Textile, Clothing, Leather and Footwear Sector

(C4) Tender Authority: SASSA

(C5) Tendering Entity name:

(C6) Tender Exchange Rate:

(C7) Specified local content %

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Specified local content %		Calculation of local content							Tender summary			
Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)	Tender Qty	Total tender value	Total exempted imported content	Total Imported content	
(C8)	(C9)							(C16)	(C17)	(C18)	(C19)	
1	Pair of girls Shoes							1				
2	Pairs of Socks							3				
3	Tunic or Skirts or culottes or short pants							2				
4	Girls Long pants / Trouser ( If required)							2				
5	Shirts/ golf shirts (as per required school uniform)							2				
6	Jersey							1				
7	Girls Underware (panties)							3				
8	Vests							2				
9	Tie (If applicable)							1				
10	Tracksuit (If applicable)							1				
11	short tights							2				
12	Drimac (If required as part of school uniform)							1				
13	Pullover Jersey							1				
14	School bag (30LX13WX45H)							1				
15	Raincoat							1				
16	Gumboots							1				
17	Blazer							1				
18	Sport Shorts							1				
19	Sport T-Shirt or golf shirt							1				
Signature of tenderer from Annex B		(C21) Total Exempt imported content							(C23) Total Imported content			
		(C22) Total Tender value net of exempt imported content							(C24) Total local content			
									(C25) Average local content % of tender			

Imported Content Declaration - Supporting Schedule to Annex C

(01)	Tender No.	SASSA: 01-26-GA-FS
(02)	Tender description:	School Uniform (girls)
(03)	Designated Products:	Textile, Clothing, Leather and Footwear Sector
(04)	Tender Authority:	SASSA
(05)	Tendering Entity name:	
(06)	Tender Exchange Rate:	

**Note:** VAT to be excluded from all calculations.

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#### A. Exempted imported content

A. Exempted imported content					Calculation of imported content						Summary	
Tender item no's	Description of Imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of Imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost and VAT		Tender Qty	Exempted Imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)		(D17)	(D18)
(D19) Total exempt imported value												R O

(P19) Total exempt imported value	R 0
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This total must correspond with  
Appendix C - E.21

**B. Imported directly by the Tenderer**

[illegible]

(D32) Total imported value by tenderer

**C. Imported by a 3rd party and supplied to the Tenderer**

[illegible]

(045) Total imported value by 3rd party		R
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#### D. Other foreign currency payments

[illegible]

(052) Total of foreign currency payments declared by tenderer and/or 3rd party	
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(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

This total must correspond with  
Anne's C - C 21

Signature of tenderer from Annex 8

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

## Annex E

## Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	SASSA: 01-26-GA-FS
(E2)	Tender description:	School Uniform (girls)
(E3)	Designated products:	Textile, Clothing, Leather and Footwear Sector
(E4)	Tender Authority:	SASSA
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of Items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
	Pair of girls shoes		
	Pairs of Socks		
	Tunic or skirt or culottes or short pants		
	Girls Long pants / Trouser (if required)		
	Shirts / Golf shirt (as per required school uniform)		
	Jersey		
	Girls Underware (Panties)		
	Vests		
	Tie (if applicable)		
	Tracksuit (if applicable)		
	Short tights		
	Drimac (if required as part of school uniform)		
	Pullover jersey		
	School bag (30LX13WX45H)		
	Raincoat		
	Gumboots		
	Blazer		
	Sport Shorts		
	Sport T-Shirt or golf shirt		
	(E9) Total local products (Goods, Services and Works)		R 0

(E10) Manpower costs (Tenderer's manpower cost)

R 0

(E11) Factory overheads (Rental, depreciation &amp; amortisation, utility costs, consumables etc.)

R 0

(E12) Administration overheads and mark-up (Marketing, insurance, financing, interest etc.)

R 0

(E13) Total local content R 0

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date:

**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

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

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

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

## **TABLE OF CLAUSES**

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## **General Conditions of Contract**

### **1. Definitions**

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

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

- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance**
- 7.1 Within thirty (30) days of receipt of the notification of contract award,

**security**

the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

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

**8. Inspections,  
tests and  
analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the

cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

## **9. Packing**

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

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

## **10. Delivery and documents**

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

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

## **11. Insurance**

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

## **12. Transportation**

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

## **13. Incidental services**

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

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties,

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

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

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

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

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

#### **15. Warranty**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser

may have against the supplier under the contract.

**16. Payment**

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

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

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

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

**17. Prices**

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

**18. Contract amendments**

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

**19. Assignment**

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

**20. Subcontracts**

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

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

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

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

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

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

available.

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

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

## **22. Penalties**

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

## **23. Termination for default**

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the



envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

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

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

**25. Force  
Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination  
for insolvency**

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

**27. Settlement of  
Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of  
liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

		(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
<b>29. Governing language</b>	29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
<b>30. Applicable law</b>	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
<b>31. Notices</b>	31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
	31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
<b>32. Taxes and duties</b>	32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
	32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
	32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
<b>33. National Industrial Participation Programme (NIP)</b>	33.1	The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
<b>34. Prohibition of Restrictive practices</b>	34.1	In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
	34.2	If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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

Js General Conditions of Contract (revised July 2010)



**sassa**

SOUTH AFRICAN SOCIAL SECURITY AGENCY

**TERMS OF REFERENCE**

**FOR**

**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO SUPPLY AND  
DELIVER SCHOOL UNIFORM FOR FREE STATE REGION FOR A PERIOD  
OF THIRTY-SIX (36) MONTHS**

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## 1. INTRODUCTION

The South African Social Security Agency ("SASSA") is a statutory body, established in terms of the South African Social Security Agency Act of 2004 as a schedule 3A public entity in terms of the Public Finance Management Act of 1999 and mandated to ensure effective and efficient delivery of high-quality services with regards to management and administration of social grants. Further, the Agency is mandated to ensure the entire processes and systems from application to receipt of social grants are performed in a manner that is sensitive, caring and restores the dignity of beneficiaries as well as the integrity of the social assistance system.

SASSA operates in Free State Region (Province) with five (05) District offices namely: Mangaung Metro, Xhariep, Lejweleputswa, Fezile Dabi, and Thabo Mofutsanyane; in charge of the administration and management of social assistance. Amongst the services offered by the Agency is the social relief of distress grant which entails the provision of school uniforms to qualifying applicants. The agency will appoint a panel of service providers that will be rotated to supply and deliver school uniform for the identified children in different schools within the Free State region.

## 2. SCOPE OF WORK

The Potential service providers must:

- 2.1 Consult with the schools to verify the specification of the uniform prior to sourcing the required school uniform items.
- 2.2 Only commence with the project once a valid purchase order has been received.
- 2.3 Deliver school uniform between 8:00 and 14:00 at specified addresses provided by SASSA, to allow sufficient time to verify the contents of the uniform pack against the specification.
- 2.4 Ensure the loading and offloading of the school uniform packs.
- 2.5 Adhere to the specifications of the school uniform items as listed in Annexure 2 & 3.
- 2.6 Ensure that items provided comply with the school uniform specification per child and does not exceed the threshold of R 5 500.00 per girl child and R 5 350.00 per boy child.
- 2.7 Package and label each school uniform pack with the details of the child as per the school uniform specification.
- 2.8 Confirm the sizes of the children, issue replacements and do alterations where necessary within five (5) working days of the delivery of the school uniform.
- 2.9 Ensure delivery of the correct school uniform items as SASSA will not be liable for any costs incurred in returning incorrect items.

### 3. RESPONSIBILITY OF SASSA AND BIDDERS

#### 3.1. SASSA RESPONSIBILITIES

- 3.1.1. Enforcing accountability and compliance with the terms of the contract/ service level agreement (SLA) post appointment.
- 3.1.2. Conducting the Security Vetting Process of appointed bidders.
- 3.1.3. Providing the bidder with the details of the learners, uniform specifications and requirements (Name and address of School, list of learners, quantity, quality, age, gender, sizes, colours, learners with special needs and correct dress code, delivery place, date and time) to supply uniforms as confirmed by the relevant school delegated authority.
- 3.1.4. Coordination with the school to allow entry of the service provider to take learners' measurements, including size, age, gender, colours, special needs, and the appropriate dress code. This process ensures that the bidder collects accurate information regarding the school uniforms before manufacturing and delivery.
- 3.1.5. SCM: Demand Management Unit (DMU) will verify the current position of the service provider on the rotation register and identify the next eligible bidder.
- 3.1.6. Process payments for satisfactory delivered and confirmed items within 30 days of receipt of a valid invoice.
- 3.1.7. SASSA reserves the right to make price adjustments and quantities based on available financial resources which would be communicated in writing prior.
- 3.1.8. SASSA reserves the right to cancel the Purchase Order and/or terminate the contract in the event the service provider is unable to meet the terms of the contract.
- 3.1.9. SASSA will not incur any costs for returning items that do not meet the specifications.

#### 3.2. APPOINTED BIDDER RESPONSIBILITIES

**The appointed bidder shall and will be expected to:**

- 3.2.1. Enter into a service level agreement with SASSA.
- 3.2.2. Be subjected to a security vetting process at any given time.
- 3.2.3. Shall take full responsibility and accountability to execute functions attached to the signed contract.
- 3.2.4. Be fully responsible for managing their relationships with associated third parties, such as manufacturers. SASSA has no obligation to interact with these third parties.
- 3.2.5. The bidder must within a maximum of two (2) working days respond formally to confirm availability and capacity.



- 3.2.6. If no written response is received within two (2) working days, SCM: Demand Management Unit (DMU) will proceed to the next highest-ranking bidder.
- 3.2.7. Ensure that no delivery shall be made prior to receipt of official purchase order from SASSA.
- 3.2.8. Upon receipt of an official Purchase Order, the bidder in consultation with SASSA must visit the identified school(s) as per the order to confirm accurate measurements of learners before supply and delivery of the School Uniform as the sizes.
- 3.2.9. Ensure that each school uniform pack supplied is labelled as per the learners' details and school according to the specifications provided.
- 3.2.10. Ensure that a delivery note for school uniforms is signed off by both the supplier and the SASSA official as per the purchase order during the time of delivery.
- 3.2.11. Submit the invoice within a maximum of five (5) working days to SASSA post-delivery of the items as per the purchase order.
- 3.2.12. Ensure that the school uniform is supplied and delivered within 30 days from the date when the Purchase Order was issued. In the event of disaster(s), the bidder will be requested to supply school uniform(s) as an emergency with a maximum of ten (10) working days.
- 3.2.13. Ensure that any alterations required must be completed and delivered to the beneficiary within five (5) working from the date of delivery. Any costs of alterations are solely the responsibility of the bidder.
- 3.2.14. Ensure that the quality of the material used should not be inferior or sub-standard.
- 3.2.15. Treat all available information provided by SASSA in the process as strictly confidential. Such information remains the property of SASSA.
- 3.2.16. Inform SASSA of any changes in their circumstances or inability to meet contractual obligations.

#### **4. PERFORMANCE MEASURES**

- 4.1. The potential service providers will be expected to enter into a Service Level Agreement (SLA) with SASSA, which will form the basis for compliance monitoring.

#### **5. REPORTING**

- 5.1. The contracted potential service providers will report to the Project Manager.
- 5.2. Meetings between SASSA and the potential service providers will be held as and when required to address any issues of interest.

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## 6. CONDITIONS OF CONTRACTING

- 6.1. The contract is valid for 36 months, subject to the Potential Bidder/s meeting all the requirements and performance measures stipulated by SASSA as outlined in the Service Level agreement.
- 6.2. SASSA reserves the right to terminate the contract in the event of non-performance.
- 6.3. The copyright of all documents (specification per child forms) given to the potential service providers may not be used outside the scope it was meant for.
- 6.4. SASSA reserves the right to temporarily defer the work or any part thereof at any stage of completion should SASSA decide not to proceed with the project.
- 6.5. Should the contract between SASSA and the potential Bidder/s be terminated by either party, no penalties will be imposed.
- 6.6. SASSA will enter in a contract with potential Bidder/s individually for the delivery of work set out in the terms of reference.
- 6.7. No partial delivery of items will be accepted.
- 6.8. The amount which may be spent per child may not exceed the one determined by SASSA.

## 7. Termination

SASSA shall be entitled to terminate this agreement if one or more of the following occur:

- Supplier decides to transfer the contract or cede the contract.
- The supplier does not honour contractual obligations, including the submission of information.
- The supplier is provisionally or finally liquidated, making it impossible for the supplier to perform its functions in terms of this transversal contract.
- The supplier enters settlement arrangements with their creditors.
- The supplier commits an act of insolvency.
- If the supplier is a member of an unincorporated joint venture or consortium and the membership of such joint venture or consortium changes.
- There is a change in ownership of the supplier that has the effect that over 50% ownership of the Supplier belongs to the new owner without prior written approval of SASSA.
- Overall poor performance rating during the contract period.
- Supplying products that are not as per the specifications and standards provided for in the contract.

*Handwritten signature/initials*

## 8. Fronting

SASSA supports the spirit of broad-based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves by the Constitution and in an honest, fair, equitable, transparent, and legally compliant manner. Against this background, SASSA does not support any form of fronting.

## 9. FEES AND PAYMENTS

9.1 SASSA undertakes to pay in full within (thirty) 30 days all valid claims for services rendered satisfactorily, upon presentation of a valid tax invoice.

9.2 The potential service providers will be paid in full after all items have been delivered. No partial payment will be accepted.

## 10 BID EVALUATION CRITERIA

10.1 The appointment of the bidder(s) will be conducted through a structured evaluation process comprising the following stages and phases:

### 10.2.1. STAGE 1

This stage focuses on determining the responsiveness of and technical capability of the bidder/s and consist of:

#### Phase 1: Mandatory Requirements

Assessment of compliance with all stipulated compulsory submission requirements. Failure to meet these requirements will result in disqualification.

#### Phase 2: Functionality Criteria

Evaluation of bidders' technical ability, experience, and capacity to execute the contract successfully, based on the predefined functionality criteria.

### 10.2.2. STAGE 2

#### Phase 1: Administrative Compliance

Verification of bidders' adherence to all administrative and regulatory requirements.

#### Phase 2: Pricing and Specific Goals

Evaluation of bids in terms of price and the allocation of points for specific goals in accordance with the Preferential Procurement Regulations, 2022.

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## STAGE 1: PHASE 1- MANDATORY REQUIREMENTS

During this phase, bids will be reviewed to determine compliance with the mandatory requirement as stated below:

MANDATORY REQUIREMENTS		
1. Attendance of compulsory briefing sessions will be conducted as follows:		
District	Venue	Address
Fezile Dabi	SASSA Kroonstad Local office	17 Reitz Street, Kroonstad
Thabo Mofutsanyane	Department of Education	22 Van Der Merwe street, Bethlehem, 9701
Mangaung Metro	Dr Rantlai Molemela Stadium	Moshoeshoe Street, Rocklands, Bloemfontein
<ul style="list-style-type: none"> <li>Bidders must attend at least one (1) briefing session</li> <li>Bidders who did not attend <u>any</u> of the briefing sessions will be disqualified.</li> <li>Annexure 1 (Briefing session certificate) must be attached to the bid document. <u>Failure to return Annexure 1 with the bid document will result in disqualification.</u></li> </ul>		
2. Bidders are required to submit a quotation/pricing specification on the <u>official company letterhead, dated and signed, including the physical address, company registration number, cost breakdown inclusive of VAT, together with VAT Registration number (where applicable), and contact information. The document must provide a detailed description of the goods and services offered and specify a validity period of 120 days</u> as per Annexure 2 for girls and Annexure 3 for boys. <u>Failure to submit quotation/pricing specification will result in disqualification.</u>		

## PHASE 2- FUNCTIONALITY CRITERIA

Bidders that qualified during the mandatory requirements phase will be evaluated on functionality. At this phase, the evaluation process will be based on the bidder's responses in respect of the bid proposal (evaluated on the minimum functional terms of reference).

Bidders should score a minimum of seventy percent (70%) or more on functionality to be evaluated further. The functional evaluation criteria are as follows: Bid proposal will be evaluated on a scale of 0-5 in accordance with the criteria below. The rating will be as follows: 0= non-submission; 1=Poor; 2=Average; 3=Good; 4=Very good and 5=Excellent.

*W. R.*

NO.	FUNCTIONALITY CRITERIA	WEIGHT																					
1.	<p><b>EXPERIENCE IN THE SUPPLY AND DELIVERY OF SCHOOL UNIFORM OR CLOTHING ITEMS.</b></p> <p>Bidder/s must demonstrate relevant experience in supply and delivery of school uniform or clothing items by submitting <u>reference letters with matching purchase order together with the invoice or delivery note</u> for the supply and delivery of school uniform or clothing items from contactable referees on the <u>referee's letterhead</u>. The reference letter must have a description of the service that was provided, the period of delivery, the value, and it must be dated and signed). <i>The date of the signature in the reference letter must not be older than six months from the closing date of the bid.</i></p> <p><i>If the reference letter/s do not meet all the conditions stated above they will be regarded as non-submission and will therefore be scored at zero (0).</i></p> <p><i>Experience in the school uniform or clothing items will be scored as follows:</i></p> <table border="1" data-bbox="264 857 1270 1469"> <thead> <tr> <th>Number of letters</th><th>Rating</th><th>Points</th></tr> </thead> <tbody> <tr> <td>Non-Submission</td><td>0</td><td>0</td></tr> <tr> <td>1 (one) reference letter matching the purchase order, together with the invoice or delivery note</td><td>1</td><td>4</td></tr> <tr> <td>2 (two) reference letters matching the purchase order, together with the invoice or delivery note</td><td>2</td><td>8</td></tr> <tr> <td>3 (three) reference letters matching the purchase order, together with the invoice or delivery note</td><td>3</td><td>12</td></tr> <tr> <td>4 (four) reference letters matching the purchase order, together with the invoice or delivery note</td><td>4</td><td>16</td></tr> <tr> <td>5 (five) and above reference letters, matching the purchase order, together with the invoice or delivery note</td><td>5</td><td>20</td></tr> </tbody> </table>	Number of letters	Rating	Points	Non-Submission	0	0	1 (one) reference letter matching the purchase order, together with the invoice or delivery note	1	4	2 (two) reference letters matching the purchase order, together with the invoice or delivery note	2	8	3 (three) reference letters matching the purchase order, together with the invoice or delivery note	3	12	4 (four) reference letters matching the purchase order, together with the invoice or delivery note	4	16	5 (five) and above reference letters, matching the purchase order, together with the invoice or delivery note	5	20	(20 points)
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2.	<p><b>EXPERIENCE IN THE SUPPLY AND DELIVERY OF GOODS AND SERVICES.</b></p> <p>Bidder/s must demonstrate relevant experience in the supply and delivery of goods and services by submitting <u>reference letters with matching purchase order together with the invoice or delivery note</u> for the supply and delivery of goods and services from contactable referees on the referee's letterhead. The reference letter must have a description of the service that was provided, the period of delivery, the value, and it must be dated and signed). <i>The date of the signature in the reference letter must not be older than six months.</i></p> <p><i>If the reference letter/s do not all meet the conditions stated above they will be regarded as non-submission and will therefore be scored zero (0).</i></p>	(20 points)																					

Experience in the supply and delivery of goods and services:		
Number of letters	Rating	Points
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4 (four) reference letters matching the purchase order, together with the invoice or delivery note	4	16
5 (five) and above reference letters, matching the purchase order, together with the invoice or delivery note	5	20

  

3.	<p><b>CAPACITY TO UNDERTAKE THE SUPPLY AND DELIVERY OF SCHOOL UNIFORM</b></p> <p>The potential Bidder/s must demonstrate capacity to supply and deliver school uniform by submitting <u>reference letters with matching purchase order together with the invoice or delivery note</u> for the supply and delivery of school uniform from contactable referees on the referee's letterhead. The reference letter must have a description of the service that was provided, the period of delivery, the value, and it must be dated and signed). <b>The date of the signature in the reference letter must not be older than six months.</b></p> <p><b>If the reference letter/s do not meet all the conditions stated above they will be regarded as non-submission and will therefore be scored zero (0).</b></p> <table border="1"> <thead> <tr> <th>Value</th> <th>Rating</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Non-Submission</td> <td>0</td> <td>0</td> </tr> <tr> <td>R1.00- R100 000</td> <td>1</td> <td>7</td> </tr> <tr> <td>R100 001- R200 000</td> <td>2</td> <td>14</td> </tr> <tr> <td>R200 001- R300 000</td> <td>3</td> <td>21</td> </tr> <tr> <td>R300 001- R400 000</td> <td>4</td> <td>28</td> </tr> <tr> <td>R400 001 and above</td> <td>5</td> <td>35</td> </tr> </tbody> </table>	Value	Rating	Points	Non-Submission	0	0	R1.00- R100 000	1	7	R100 001- R200 000	2	14	R200 001- R300 000	3	21	R300 001- R400 000	4	28	R400 001 and above	5	35	(35 points)
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R400 001 and above	5	35																					
4.	<p><b>LOCALITY WITHIN THE FREE STATE PROVINCE</b></p> <p>Bidder/s must provide proof of residence within the Free State Province in the form of:</p> <ul style="list-style-type: none"> <li>• Municipal utility bill in the name of the company or one of the directors/ member/ partner / owners.</li> <li>• Lease agreement accompanied by the lessor's utility bill.</li> <li>• Signed letter from traditional authority with a traditional leader stamp.</li> </ul>	(10 points)																					

	<table><tr><th>Locality</th><th>Rating</th><th>Points</th></tr><tr><td>Locality within the Free State</td><td>5</td><td>10</td></tr><tr><td>Locality in other provinces</td><td>2</td><td>4</td></tr><tr><td>Non submission</td><td>0</td><td>0</td></tr></table>	Locality	Rating	Points	Locality within the Free State	5	10	Locality in other provinces	2	4	Non submission	0	0										
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5.	<p><b>MANUFACTURING EQUIPMENT/SEWING MACHINES</b></p> <p>Bidder/s must display capability of producing school uniforms on site by confirming the equipment required to produce school uniform items.</p> <p>5.1 Bidder/s must complete and sign <b>Annexure 5</b> (List of manufacturing equipment).</p> <p>5.2 Bidder/s sourcing goods from a third party are required to submit an authorization letter (<b>Annexure 4</b>) in a third-party letterhead outlining all relevant goods or services. The authorization letter must include but not limited to the following: List and description of items, dated and signed, must be for school uniform and must include the contact details and physical address of the third party.</p> <p>5.3 Fully completed <b>Annexure 5</b> (List of manufacturing equipment) must accompany the third-party authorization letter.</p> <table><tr><th>Machines</th><th>Rating</th><th>Points</th></tr><tr><td>No Machine</td><td>0</td><td>0</td></tr><tr><td>1-5 Sewing Equipment</td><td>1</td><td>3</td></tr><tr><td>6-10 Sewing Equipment</td><td>2</td><td>6</td></tr><tr><td>11-15 sewing Equipment</td><td>3</td><td>9</td></tr><tr><td>16-20 Sewing Equipment</td><td>4</td><td>12</td></tr><tr><td>21 Sewing Equipment and more</td><td>5</td><td>15</td></tr></table> <p><b>Bidders will be evaluated based on the information provided on Annexure 4 and Annexure 5.</b></p>	Machines	Rating	Points	No Machine	0	0	1-5 Sewing Equipment	1	3	6-10 Sewing Equipment	2	6	11-15 sewing Equipment	3	9	16-20 Sewing Equipment	4	12	21 Sewing Equipment and more	5	15	(15 points)
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No Machine	0	0																					
1-5 Sewing Equipment	1	3																					
6-10 Sewing Equipment	2	6																					
11-15 sewing Equipment	3	9																					
16-20 Sewing Equipment	4	12																					
21 Sewing Equipment and more	5	15																					
	<b>TOTAL</b>	<b>100</b>																					

- To qualify to the next phase of evaluation bidders must score a minimum of 70 points on Functionality Evaluation Criteria.
- SASSA reserves the right to conduct unannounced site inspection at addresses provided by the bidder, during any stage of the evaluation process to confirm the information submitted by the bidder. The site inspection may be conducted with the bidders who scored 70 points or more.

## STAGE 2 - PHASE 1: ADMINISTRATIVE COMPLIANCE

Bidders must submit the following documents below to comply with the policy to guide uniformity in procurement reform processes.

### Administrative Compliance

- **Proof of registration on Central Supplier Database** - A copy of a valid Central Supplier Database (CSD) Registration Report.
- **Originally Certified copies of company registration documents** issued by Company Intellectual Property Commission (CIPC). In a case where the shareholding percentage is not indicated on the CIPC registration documents, an additional **shareholding certificate** issued by the relevant authority detailing the shareholding of the bidder must be submitted. **The certification on the documents must not be older than six months.**
- **Originally Certified copies of Identity Documents** of all directors/ owners/trustees/shareholders/members, certification must not be older than six months. The certification on the documents must not be older than six months.
- **Written Confirmation to disclose tax status** – Bidders must submit a **Tax Pin issued by SARS**. This tax pin is deemed as confirmation that on an ongoing basis during the bid evaluation and the duration of the contract, SASSA may access the bidder's tax compliance status.
- **Authority to sign bid documents** - Letter of authority to sign standard bidding documents on the company letterhead. This is proof that the company representative has been given authority by the company to sign bid documents on their behalf as required on SBD 1.
- Fully Completed and signed Standard Bidding Documents (SBD) forms:
  - **SBD 1** - Invitation to bid,
  - **SBD 3.1** – Pricing schedule (Firm Prices),
  - **SBD 4** – Bidders disclosure,
  - **SBD 6.1** – Preference points claim form in terms of the preferential procurement regulation 2022. For bidders to claim points
  - **SBD 6.1** must be completed supported by a valid BBBEE certificate or sworn affidavit signed by commissioner of oaths to substantiate their BBBEE rating claims. In case of a trust consortium or joint venture, a

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### Administrative Compliance

consolidated BBBEE status level verification certification must be submitted,

- **SBD 6.2** - The Declaration Certificate for Local Production and Content together with:
  - **Annexures C** (Local content Declaration: Summary Schedule) must be fully completed and submitted with SBD 6.2.
  - **Annexures D** (Imported Content Declaration: supporting Schedule to annexure C) and
  - **Annexures E** (Imported Content Declaration: supporting Schedule to annexure C) must be fully completed and duly signed and submitted by the bidder at the closing date and time of the bid.
  - The stipulated minimum threshold percentage for local production and content for the Textiles, Clothing, Leather and Footwear sectors is 100%.

***Failure to complete, sign, and submit the above-mentioned documents after being offered an opportunity to resubmit, will lead to disqualification of the bid.***

Bidders who do not fully comply with the Administrative Compliance requirements will be afforded an opportunity to rectify any deficiencies. Such bidders will be granted a maximum period of seven (7) calendar days to address and resubmit the outstanding information. Failure to comply within the stipulated timeframe will result in the disqualification of the bid.

## PHASE 2: PRICE AND SPECIFIC GOALS

### Pricing

- The Bid prices charged should include direct costs and overheads plus VAT if applicable.
- The bid price submitted will be fixed for the duration of the contract.
- Due diligence on market related pricing reasonability may be conducted.
- SASSA reserves the right to disqualify bid offers that are under quoted and/or above market value.
- In this case the bidder may be required to submit supporting documentation to SASSA to prove that the pricing is not under quoted or above market value.
- Conditional discounts offered will not be taken into consideration during evaluation.

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### Preference Point System

The pricing evaluation will be in terms of the Preferential Procurement Regulations 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on 80/20 preference point system based on:

	Points
<b>Bid price (Maximum)</b>	<b>80</b>
<b>Specific Goals (B-BBEE Status Level of Contribution)</b>	<b>20</b>
<b>Total Points for Price and Specific Goals</b>	<b>100</b>

The following formula will be used to calculate the points for the price in respect of bidders with Rand value up to R 50 000 000:

80/20

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

Where

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

*WPA*

Points will be awarded to a bidder for specific goals in accordance with the table below:

**Note to bidders: The bidders 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20	
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18	
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16	
B-BBEE Status Level 1 - 2 contributor	14	
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12	
B-BBEE Status Level 3 - 4 contributor	8	
B-BBEE Status Level 5 - 8 contributor	4	
Others (Non-Compliant)	0	

- To claim the preference points bidders are required to complete and sign Standard Bidding Document (SBD 6.1), only bidders who have completed and signed the declaration part of SBD 6.1 will be considered for pricing and preference points.
- The bidder's Central Supplier Database report (CSD), CIPC registration document/s, share certificate and directors/ members Identity document/s (certified copy/s) will serve as proof of ownership and directorship of the company.
- Failure on the part of the bidder to submit proof or documentation in terms of this bid to claim points for specific goals will result in non-allocation of points claimed.

*Handwritten signature/initials*

- NB: Failure to submit Original and valid B-BBEE Status level Verification Certificates or certified Copies thereof/Sworn Affidavit signed by the Commissioner of Oaths will be interpreted to mean that preference points for BBBEE status level of contribution are not claimed.
- Proof of Medical report from a registered Medical Practitioner confirming disability status when claiming points based on disability.
- Points scored will be rounded off to the nearest 2 decimal places.

Returnable documents to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration report	
4. Directors/ members Identity document/s	
5. Company registration documents issued by CIPC	
6. Share certificate / members equity ownership / share register / partnership declaration letter	

- Bidders who score the highest points on Pricing and Specific goals will be appointed to supply and deliver school uniform for Free State region for a period of thirty-six (36) months.
- The bidders will be ranked according to their highest combined scores on pricing and specific goals. No bidders who quoted within the threshold will be prejudiced or disqualified in terms of pricing and specific goals.
- The allocation of work will be done on a rotational basis and amongst the appointed bidders for the region subject to supplier capacity and availability, acceptable performance, compliance with the specification and delivery timelines.
- Where a bidder is unable or unwilling to execute an order or where performance concerns exist, SASSA reserves the right to allocate the work to the next service provider in rotation.

#### The ranking of bidders when appointing multiple bidders

The pricing will be scored as follows to rank bidders:

Contract Value	System	Price points	Specific goals points
≤ R50 million	80/20	80	20

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Lowest acceptable bid:

- Scores full price points on pricing and
- Becomes the benchmark (P min) this applies even when multiple bidders are appointed.

The price scoring formula as per PPPFA

$$P_s = 80 \times (1 - (P_t - P_{min}) / P_{min})$$

Where:

- $P_s$  = points for price
- $P_t$  = price of bidder being evaluated
- $P_{min}$  = lowest acceptable bid price

Specific goals will be scored as per the bidders B-BBEE Status Level contribution and ownership, and bidders will have to complete SBD 6.1 and produce supporting documents to prove ownership where the bidders who claim a maximum of 20 points will be B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership.

Bids will be evaluated and ranked in accordance with the Preferential Procurement Policy Framework Act (PPPFA), 2000 and the Preferential Procurement Regulations, 2022, based on the combined total of price and preference points.

Bidders will be ranked from the highest to the lowest total points scored. The bidder with the highest combined score for price and specific goals (preference points) will be ranked first.

The Regional Bid Evaluation Committee (RBEC) will recommend for appointment at their discretion the maximum number of bidders that comply will meet all the requirements and conditions of the bid.

In the event of a tie (equal total points), the ranking will be determined as follows:

- The bidder scoring the highest points for specific goals will be ranked higher.
- If the points for specific goals are equal, the bidder with the highest functionality score will be ranked higher.
- If bidders remain equal in all respects, the ranking will be determined by drawing lots.

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**The ranking of bidders**

Bidders will be ranked from the highest to the lowest total points scored. The bidder with the highest combined score for price and specific goals (preference points) will be ranked first.

M. S. P.

## 11. FORMAT AND SUBMISSION OF BIDS

11.1 Bidders must submit their bids on the stipulated closing date, place and time. Late and emailed bids will not be considered.

11.2 Bids must be submitted at the following address:

SASSA Free State Regional Office

Ground Floor

Iustitia Building

Corner St Andrews and Aliwal Street

Bloemfontein

9300

11.3 To evaluate and adjudicate bids effectively, all bids must be responsive.

11.4 To ensure a bid will be regarded as responsive, it is imperative to comply with all conditions pertaining to mandatory requirements and compliance criteria.

11.5 Each bidder must attach all applicable documents in support of its bid.

11.6 Each bid, once submitted, constitutes a binding and irrevocable offer to provide the services on the terms set out in the bid, which offer cannot be amended or withdrawn after its date of submission.

11.7 SASSA is not obliged to accept or consider any bid in full or in part or any responses or submissions in relation thereto and SASSA may reject any bid.

11.8 SASSA reserves the right to appoint more than one bidder whose bid successfully conforms to the criteria and the requirements as well as aligns to the terms and conditions contained in SASSA's terms of reference. SASSA may, for any reason and at any time during the selection process, request any Bidder to supply further information and/or documentation.

11.9 The appointment of the successful Bidder is subject to the conclusion of Service Level Agreement between SASSA and the successful Bidder governing all rights and obligations related to the required services.

N/A R

11.10 The SLA shall be prepared by SASSA to include such terms and conditions commonly included in agreements of such nature, together with any other terms and conditions which are required by SASSA (whether arising from the specifications of the successful Bidder's proposal or otherwise).

11.11 After careful consideration and thorough examination of the proposals, SASSA shall select the successful Bidders whose proposal most closely satisfy the criteria and the requirements.

## 12. GENERAL CONDITIONS OF CONTRACT

12.1 The bid is subject to the General Conditions of Contracts (GCC) as set out by the National Treasury will be applicable in all instances.

## 13. ENQUIRIES

<b>Contact Persons</b>	<b>Telephone</b>	<b>Email address</b>	<b>Location</b>
Phathisiwe Vilakazi- Project Manager	051 410 8595	PhathiV@sassa.gov.za	Regional Office
Gift Ziyeka- Supply Chain	051 410 8407	GiftZ@sassa.gov.za	Regional Office

Mr. PV



**Annexure 1**

Bidder number: \_\_\_\_\_

**CERTIFICATE OF ATTENDANCE OF COMPULSORY BRIEFING SESSION FOR THE SUPPLY AND  
DELIVERY OF SCHOOL UNIFORM FOR FREE STATE REGION OVER A PERIOD OF THIRTY-SIX (36)  
MONTHS**

This is to certify that \_\_\_\_\_ of  
Representative(s) \_\_\_\_\_ [name of  
entity] has attended the compulsory briefing session.

**FOR / ON BEHALF OF SASSA**

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

SCM official

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

**Acknowledgement**

This is to certify that the bidder has familiarized themselves with the contents of the bid document for the supply and delivery of school uniform for Free State region over a period of thirty-six (36) months.

THUS, DONE and SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**DULY AUTHORISED SIGNATORY(IES)**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**WITNESSES**

Name \_\_\_\_\_

Name \_\_\_\_\_

**ANNEXURE 2: PRICING SCHEDULE**

**LIST OF SCHOOL UNIFORM ITEMS FOR GIRLS-MAXIMUM TOTAL COST IS R5,500 (THE BID PRICES CHARGED SHOULD INCLUDE DIRECT COSTS AND OVERHEADS PLUS VAT IF APPLICABLE)**

DESCRIPTION	MATERIAL TO BE USED	DELIVERY LEAD TIME IN DAYS	QUANTITY	UNIT PRICE R	TOTAL R
Pair of Girls shoes	Genuine leather		1		
Pair of socks	Nylon		3		
Tunics or skirts or culottes or short pants	65% Polyester, 35% Viscose		2		
Girls' Long pants/Trouser (if require)	65% Polyester, 35% Viscose		2		
Shirts/golf shirts (as per required school uniform)	80% Polyester, 20% Cotton		2		
Jersey	100% Acrylic		1		
Girls' underwear (Panties)	100% Cotton		3		
Vests	100% Cotton		2		
Tie (If applicable)	100% Polyester		1		
Track Suit (if applicable)	100% Polyester		1		
Short tights	100% Nylon, 100% Polyester		2		
Drimac (If required as part of the uniform)	Genuine leather		1		
Pull over Jersey	80% Polyester, 20% Cotton		1		
School bag (30Lx13Wx45H)	100% Acrylic		1		
Rain coat	100% Canvas, 100% Nylon or 100%PVC		1		
Gumboots	20% PVC, 80% Polyvinyl chloride		1		
Blazer	100% Natural Rubber or Polyvinyl		1		
Sport short	100% Polyester		1		
Sport T-shirt/ Golf shirt	100% Cotton		1		
School Batch/logo inclusive- as prescribed for the school uniform where applicable at schools.					
<b>TOTAL EXCLUSIVE OF VAT (if applicable)</b>					
<b>VAT at 15%</b>					
<b>TOTAL INCLUSIVE OF VAT (if applicable)</b>					

The Bid prices charged should include direct costs and overheads plus VAT if applicable. The bid price submitted will be fixed for the duration of the contract. Due diligence on market related pricing reasonability may be conducted. SASSA reserves the right to disqualify bid offers that are under quoted and/or above market value. In this case, the bidder may be required to submit supporting documentation to SASSA to prove that the pricing is not under quoted or above market value.

## ANNEXURE 3: PRICING SCHEDULE

**LIST OF SCHOOL UNIFORM ITEMS FOR BOYS' MAXIMUM TOTAL COST IS R5 3,00 (THE BID PRICES CHARGED SHOULD INCLUDE DIRECT COSTS AND OVERHEADS PLUS VAT IF APPLICABLE)**

DESCRIPTION	MATERIAL TO BE USED	DELIVERY LEAD TIME IN DAYS	QUANTITY	UNIT PRICE R	TOTAL R
Pair of Boys shoes	Genuine leather		1		
Pair of socks	Nylon		3		
Short pants	65% Polyester, 35% Viscose		2		
Long pants with 1 Belt (School pants)	65% Polyester, 35% Viscose		2		
Boys Shirts (long and/or short sleeves)	80% Polyester, 20% Cotton		2		
Boys Jerseys	100% Acrylic		1		
Boys' underwear (Underpants)	100% Cotton		3		
Vests	100% Cotton		2		
Tie (if applicable)	100% Polyester		1		
Tracksuit	100% Polyester		1		
Belt	Genuine leather		1		
Drinac (if required as part of uniform)	80% Polyester, 20% Cotton		1		
Pull over	100% Acrylic		1		
School bag (30Lx13Wx45H)	100% Canvas, 100% Nylon or 100% PVC		1		
Rain coat	20% PVC, 80% Polyvinyl chloride		1		
Gumboots	100% Natural Rubber or Polyvinyl		1		
Blazer	100% Polyester		1		
Sport short	100% Cotton		1		
Sport T-shirt/ Golf shirt	100% Cotton		1		
School Batch/logo inclusive- as prescribed for the school uniform where applicable at schools.					
<b>TOTAL EXCLUSIVE OF VAT (if applicable)</b>					
<b>VAT at 15%</b>					
<b>TOTAL INCLUSIVE OF VAT (if applicable)</b>					

The Bid prices charged should include direct costs and overheads plus VAT if applicable. The bid price submitted will be fixed for the duration of the contract. Due diligence on market related pricing reasonability may be conducted. SASSA reserves the right to disqualify bid offers that are under quoted and/or above market value. In this case, the bidder may be required to submit supporting documentation to SASSA to prove that the pricing is not under quoted or above market value.

## ANNEXURE 4

## AUTHORISATION DECLARATION

NAME OF THE BIDDER: \_\_\_\_\_

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO SUPPLY AND DELIVER SCHOOL UNIFORM FOR FREE  
STATE REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

CLOSING DATE: \_\_\_\_\_

Are you sourcing the goods or services from a third party?

Please tick the applicable box

YES	
NO	

\* If you have answered YES to the above question, please provide full details in the table below of the third party(ies) from whom you are sourcing the goods or services.

1. Declaration by the bidder where the bidder is sourcing goods or services from a third party.

The bidder hereby declares the following: -

- 1.1 The bidder is sourcing the goods or services listed in the 4.1 attached, from a third party in order to comply with the terms and conditions of the bid.
- 1.2 The bidder has informed the third party of the terms and conditions of the bid and the third party is acquainted with the said terms and the description of the goods or services listed in the 4.1.
- 1.3 The bidder has received the attached, unconditional written undertaking from the third party to supply the goods or services listed in the 4.1 in accordance with the terms and conditions of the bid document for the duration of the transversal contract. A template has been attached (4.1) that is to be used for the purpose of the third-party undertaking. Should the unconditional written undertaking from the third party not be for the full tenure of the transversal contract, the items concerned will be disqualified.
- 1.4 The bidder confirms that all financial and supply arrangements for goods or services have been mutually agreed upon between the bidder and the third party.
2. The bidder declares that the information contained herein is true and correct.
3. The bidder acknowledges that the State reserves the right to verify the information contained therein and if found to be false or incorrect may invoke any remedies available to it in the bid documents.

**SIGNATURE BY THE BIDDER**

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature \_\_\_\_\_ Full name \_\_\_\_\_

Designation \_\_\_\_\_

MCA

**4.1: List of goods or services offered**

Bid Item	Material to be used	Name of the company from where the goods or services will be sourced	Address and contact details of the company from where the goods or services will be sourced
Pair of Girls shoes			
Pair of Boys shoes			
Pair of socks			
Tunics or skirts or culottes or short pants			
Short pants			
Long pants with 1 Belt (School pants)			
Girls' Long pants/Trouser (if require)			

South African Social Security Agency  
Free State Region

SASSA • Justitia Building c/o St Andrew & Aliwal Street  
Private Bag X20553 • BLOEMFONTEIN • 9300  
Tel: +27 051 410 8300  
www.sassa.gov.za

*Mipa*

Bid Item	Material to be used	Name of the company from where the goods or services will be sourced	Address and contact details of the company from where the goods or services will be sourced
Belt			
Shirts/golf shirts (as per required school uniform)			
Boys Shirts (long and/or short sleeves)			
Jersey			
Girls underwear (Panties)			
Boys underwear (underpants)			
Vests			
Tie (if applicable)			
Track Suit (if applicable)			

Bid Item	Material to be used	Name of the company from where the goods or services will be sourced	Address and contact details of the company from where the goods or services will be sourced
Short tights			
Drimac (If required as part of the uniform)			
Pull over Jersey			
School bag (30Lx13Wx45H)			
Rain coat			
Gumboots			
Blazer			
Sport short			
Sport T-shirt/ Golf shirt			

(Should the table provided not be sufficient for all the items offered, please provide additional information as an attachment and it must be properly referenced to this document)

*M. P.*

ANNEXURE 5

28

LIST OF MANUFACTURING EQUIPMENT

DESCRIPTION	QUANTITY
Overlock 5 thread Machine	
Overlock 4 thread Machine	
Straight Machine	
Bartack Machine	
Cutting Machine	
Cutting Tables	
Embroidery Machine	
Cover Seam Machine	
Elastic Machine	
Roller Heat Machine	
Buttonhole Machine	
Button Sewer Machine	
Blind Stitch Machine	
Jersey Knitting Machine	
Industrial Irons	
Piping Sewing Machine	

I \_\_\_\_\_ the undersigned hereby confirm that the manufacturing equipment/s listed above is a true reflection and is owned/belongs to the company: \_\_\_\_\_

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

*M.P.*