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# MPUMALANGA PROVINCIAL GOVERNMENT



## DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND & ENVIRONMENTAL AFFAIRS

**BID NUMBER: ALA/187/25/MP**

### **APPOINTMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP'S) TO ASSIST THE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIRONMENTAL AFFAIRS OF MPUMALANGA PROVINCE IN PLANNING, DESIGNING, IMPLEMENTING, MONITORING AND EVALUATING INFRASTRUCTURE PROJECTS FOR A PERIOD OF 36 MONTHS**

ISSUED BY:

Department of Agriculture, Rural Development, Land & Environmental Affairs  
Private Bag X11219  
Mbombela  
1200

NAME OF BIDDER: .....  
TOTAL BID PRICE (all inclusive) :.....  
(Also in words): .....  
.....

**PART A  
INVITATION TO BID**

|   |   |               |   |  |       |
|---|---|---------------|---|--|-------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT LAND AND ENVIRONMENTAL AFFAIRS</b>  |   |               |   |  |       |
| BID NUMBER:   | ALA/187/25/MP   | CLOSING DATE: | 10 November 2025  | CLOSING TIME:  | 12H00 |
| DESCRIPTION   | APPOINTMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP'S) TO ASSIST THE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIRONMENTAL AFFAIRS OF MPUMALANGA PROVINCE IN PLANNING, DESIGNING, IMPLEMENTING, MONITORING AND EVALUATING INFRASTRUCTURE PROJECTS FOR A PERIOD OF 36 MONTHS |               |   |  |       |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>  |   |               |   |  |       |
| MBOMBELA, Riverside Government Complex, Building No 9, Government Boulevard, Mbombela, 1200, PIET RETIEF, No. 11 Measroch Street, Piet Retief Office, KWAMHLANGA, KwaMhlanga Government Complex, Department of Finance, Building No. 12, Computer Centre. BUSHBUCKRIDGE, Bushbuckridge Advice Centre, Department of Finance, Protea building (old Telkom building), MIDDELBURG, Department of Public Works, Cnr. Lillian Ngoyi and Dr Beyers Naudé Streets – Old TPA Building, Upper ground floor, Office numbers A20, 21 and 25, MALELANE, 17 Lorenzo Street, Malelane, ELUKWATINI ,Elukwatini Sub Regional offices, Office numbers A49 and A50 (opposite Elukwatini Community Hall) Stand number 12 Extension A, Elukwatini 1192. SIYABUSWA Old Parliament Building, Building No.1, Job Skhosana Street, Siyabuswa 0472 |   |               |   |  |       |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>   |   |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                    |  |       |
| CONTACT PERSON  | Ms. NI Mbuyane / Ms. TV Dhludhlu  |               | CONTACT PERSON  | Mr. D. Zulu, Pr. Eng   |       |
| TELEPHONE NUMBER  | 013 766 6118 / 013 766 6674   |               | TELEPHONE NUMBER  | 072 029 2863   |       |
| FACSIMILE NUMBER  |   |               | FACSIMILE NUMBER  |  |       |
| E-MAIL ADDRESS  | nimbuyane@mpg.gov.za<br>vmanana@mpg.gov.za  |               | E-MAIL ADDRESS  | ZuluDT@mpg.gov.za<br>dzulu818@gmail.com  |       |
| <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  |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]  |               | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |       |
| <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   |       |
| <b>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.</b>  |   |               |   |  |       |

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

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

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

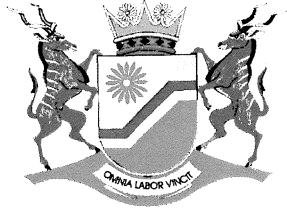
SIGNATURE OF BIDDER: .....

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

DATE: .....

**MPUMALANGA PROVINCIAL GOVERNMENT**

**DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIRONMENTAL AFFAIRS**

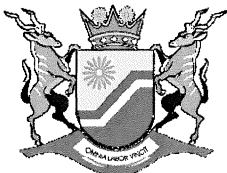


**APPOINTMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP`s) TO ASSIST THE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIRONMENTAL AFFAIRS OF MPUMALANGA PROVINCE IN PLANNING, DESIGNING, IMPLEMENTING, MONITORING AND EVALUATING INFRASTRUCTURE PROJECTS FOR A PERIOD OF 36 MONTHS.**

**NAME OF BIDDER** : \_\_\_\_\_

**TEL NUMBER** : \_\_\_\_\_

**FAX NUMBER** : \_\_\_\_\_



**HEAD OF DEPARTMENT  
MPUMALANGA DEPT OF AGRICULTURE, RURAL DEVELOPMENT,  
LAND AND ENVIRONMENTAL AFFAIRS  
PRIVATE BAG X11219  
MBOMBELA, 1200**

**ENQUIRIES** : **Mr. DT Zulu**  
**CONTACT** : **(072) 029 2863**

**CLOSING DATE: AS PER BID BULLETIN AT 12H00  
THE BID IS VALID FOR 90 DAYS**

**Appointment of Professional Service Providers (PSP`s) to Assist the Department of Agriculture, Rural Development, Land and Environmental Affairs of Mpumalanga Province in Planning, Designing, Implementing, Monitoring and Evaluating Infrastructure Projects for a period of 36 Months**

**BID NOTICE AND INVITATION TO BID**

BIDs are hereby invited for the **APPOINTMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP`s) TO ASSIST THE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIRONMENTAL AFFAIRS OF MPUMALANGA PROVINCE IN PLANNING, DESIGNING, IMPLEMENTING, MONITORING AND EVALUATING INFRASTRUCTURE PROJECTS FOR A PERIOD OF 36 MONTHS**

Bid documents will be obtainable from the following Bid Offices, **Mbombela Riverside Government Complex, Malelane No.17 Lorenzo Street, Siyabuswa Old Parliament Building, Middelburg Department of Public Works, KwaMhlanga Government Complex Department of Finance, Piet Retief no. 11 Mearsorch Street, Elukwatini Sub-Regional Offices and The Provincial Treasury, R40 Road, Bakoena Business Complex, Bushbuckridge** , on payment of a non-refundable levy of **R150.00** or can be downloaded at <https://www.etenders.gov.za>. Only cash will be accepted and the document can be collected between 7:45 and 16:00.

**The closing date for receipt of bids is as per the bid bulletin**

Duly completed Bids enclosed in a sealed envelope marked "**APPOINTMENT OF PROFESSIONAL SERVICE PROVIDERS (PSP`s) TO ASSIST THE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIRONMENTAL AFFAIRS OF MPUMALANGA PROVINCE IN PLANNING, DESIGNING, IMPLEMENTING, MONITORING AND EVALUATING INFRASTRUCTURE PROJECTS FOR A PERIOD OF 36 MONTHS**" with the name of the Bidder, shall be deposited in the clearly marked bid boxes provided at the following Bid Offices, **Mbombela, Malelane, Bushbuckridge, KwaMhlanga, Middelburg, Siyabuswa, Piet Retief and Elukwatini**.

The Bids will be opened in public.

Telegraphic, telephonic, telex, facsimile, e-mail and late bids WILL NOT be accepted.

Bidders should ensure that bids are delivered on time to the correct address. If the bid is late, it will not be accepted for consideration.

All documentation submitted in response to this bid must be in English, unless otherwise indicated under technical specification.

**COMPULSORY BRIEFING SESSION** will be held as follows:

| <b>Venue</b>   | <b>Date and Time</b>     |
|--|--------------------------|
| R40 Road, Bakoena Business Complex, Bushbuckridge                                | 20 October 2025 at 12h00 |
| Nooitgedacht Research Farm, Ermelo   | 21 October 2025 at 12h00 |
| Riverside Office Park, Cycad Building Block 4, DARDLEA Ehlanzeni District Office | 23 October 2025 at 12h00 |
| Kwa Mhlanga Government Complex   | 24 October 2025 at 12h00 |

# **Appointment of Professional Service Providers (PSP`s) to Assist the Department of Agriculture, Rural Development, Land and Environmental Affairs of Mpumalanga Province in Planning, Designing, Implementing, Monitoring and Evaluating Infrastructure Projects for a period of 36 Months**

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## **1. BACKGROUND**

The Department of Agriculture, Rural Development, Land and Environmental Affairs (DARDLEA) is established in terms of section 197 of the Constitution and read with section 7 (1) and 7 (2) of the Public Services Act of 1994. Our core mandate:

- Comprehensive development strategy linked to land and agrarian reform and food security,
- Speeding up growth and transforming the economy to create decent work and sustainable livelihoods,
- Strengthening the skills and human resource base,
- Sustainable resource management and use, and
- Building a developmental state including improvement of public services and strengthening democratic institutions

The Department has eight (8) core programmes, that contributes to the achievement of the mandate of the Department, namely: Sustainable Resource Management, Farmers Support and Development Service, Veterinary Services, Agricultural Economics and Services, Structural Agricultural Training, Rural Development Coordination and Environmental Affairs.

In the ever-advancing landscape of rural development, water resource management, rural development, agricultural training, sustainable resource management agricultural engineering is a crucial pillar in accelerating economic growth, reducing poverty levels, unemployment and reducing inequality in the socioeconomic status of the province through the integration of the engineering science and designs principles for agriculture purposes, combining the various disciplines of mechanical, civil, electrical, food science, environmental, software, and chemical engineering to improve the efficiency of farms and agribusiness enterprises as well as to ensure sustainability of natural and renewable resources.

The Department has a Project Management Unit (PMU) that function as an implementing agent for the eight (8) core programmes of the Department to assist with agricultural engineering expertise in for agricultural activities pertaining to infrastructure development and operational maintenance of existing systems, machineries, etc within the agricultural engineering fraternity. The PMU is to be augmented with resources, skills and experience to carry out the mandate of the Department as required. The objective of the Employer is to achieve the mandate and capacitate its internal staff.

# **Appointment of Professional Service Providers (PSP`s) to Assist the Department of Agriculture, Rural Development, Land and Environmental Affairs of Mpumalanga Province in Planning, Designing, Implementing, Monitoring and Evaluating Infrastructure Projects for a period of 36 Months**

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## **2. PURPOSE**

The purpose of this invitation is to obtain bids from eligible consulting engineering firms (hereinafter referred to as "PSP`s") to assist the Department with the required technical services in the implementation of infrastructure projects, training and mentoring of Engineers in the Department.

The required and envisaged services are elaborated below.

### **2.1 Projects Management Unit (PMU) Support**

To provide support to the Project Management Unit (PMU) in the Department and to the PMU in general, in order to ensure the efficient and effective functioning of the PMU, with respect to its mandate, functions and roles. Such support will include, but not be limited to the following;

- The setting up of systems and procedures for project management.
- Establishment of proper monitoring, evaluation and reporting processes for projects implemented, including field work and site meetings in conjunction with project management and CIDB guidelines.
- The development of standard contract documentation.
- Capacity building for existing or identified Departmental employees.
- Ensuring adherence to the national and provincial supply chain management regulations in the procurement of services.
- Ensuring compliance with the Construction Industry Development Board (CIDB) requirements in the procurement of services.
- Ensuring adherence to Occupational Health and Safety Requirements and Labour Law in all projects.
- Ensuring adherence, where required, to the Expanded Public Works Programme guidelines in the implementation of Departmental infrastructure.
- Ensuring adherence and compliance with relevant built environment industries.

### **2.2 Feasibility Assessment and Technical Report Preparation**

Undertake feasibility assessment of the selected projects and preparation of the required Technical Reports.

### **2.3 Projects Planning and Preparation Processes**

Project planning and preparation processes in the Department would normally be carried out by the appointed service providers in the Department. It will be the duty of the PSP`s to carry out this process to ensure that the standard and quality of work done meets professional requirements, is functional and sustainable, is cost efficient, acceptable, meets the expectations of the Department and the community and is delivered within the time frame agreed for further implementation processes. Such planning and preparation work will include,

## **Appointment of Professional Service Providers (PSP`s) to Assist the Department of Agriculture, Rural Development, Land and Environmental Affairs of Mpumalanga Province in Planning, Designing, Implementing, Monitoring and Evaluating Infrastructure Projects for a period of 36 Months**

but not be limited to feasibility assessments, engineering surveys, geotechnical assessments, EIA reports, environmental management plans and applications, preliminary designs, detailed designs and drawings, project specifications, bid documentation, cost assessment, etc.

### **2.4 Construction Procurement Processes**

Provide support, guidance, facilitation and management of the construction procurement processes carried out in the Department for the purpose of implementing approved projects for which the planning and preparation processes have been completed. Work in this area will include preparation of bid documentation, coordination of the bid processes and evaluation of bids or assessment thereof etc.

Such procurement will be managed and implemented within the existing Supply Chain Policies and mandate of the Department, relevant legislation and professional good practice guidelines.

### **2.5 Project Implementation**

Provide support, guidance and management of the project implementation and construction processes, as a lead agent of the Department, in line with existing guidelines in the construction industry, good practice and existing Departmental guidelines. Such work will include, but not be limited to;

- Monitor construction processes and procedures as well as rate of progress, particularly against the agreed construction program and budget. Hold monthly project progress meetings with relevant stakeholders.
- Present designs, specifications, and drawings for review to the Department
- Attend, present and contribute to departmental relevant meetings, as and when required.
- Carry out project administration, including measurement of progress, compiling or checking payment certificates and following up on payment of same in consultation with the Technical/PMU Managers in the Department.
- Ensure that the requirements of the Occupational Health and Safety Act are adhered to by all contractors, in all projects.
- Monitor and ensure the quality of work done.
- Monitor the cost of projects and activities in relation to the budget and scope.
- Manage the scope of work.
- Monitor project commissioning, compilation of as-built plans and operation & management manuals, attendance to snag-list etc and;
- Compile Project Completion reports as well as Programme Closure Report.
- Skills transfer to the internal engineers/programmes
- Provide project files in a hardcopy and electronic format.
- Submit supporting documents for work done.
- Submit a project schedule as expected.



## **Appointment of Professional Service Providers (PSP`s) to Assist the Department of Agriculture, Rural Development, Land and Environmental Affairs of Mpumalanga Province in Planning, Designing, Implementing, Monitoring and Evaluating Infrastructure Projects for a period of 36 Months**

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### **2.6 Mentoring and training of Engineers**

- Mentor and train candidate engineers to become professional engineers as per ECSA guidelines.
- Continually transfer skills to candidate and professional engineers within the Department

### **2.7 Project Evaluation**

On request, evaluate whether the project has met the initial intended purpose and report to the Department, with recommendations.

### **2.8 Engineering, Procurement and Construction Contract (EPC) i.e turnkey solutions**

This type of works, a Professional Service Provider may be required to design and plan the infrastructure project to meet the objectives and outcomes specified by the Department, procure the necessary plant, materials and subcontracts, and construct, test and commission the work. The expectation is that the Service Provider must provide a “turnkey” solution, where the full responsibility of the project i.e. the full design, procurement, and construction of the project is at the hands of the Service Provider. In such an arrangement, the Department will provide a performance-based output or outcome specifications that the Service Provider must achieve to justify completion. The Department will manage risks through compensation events, early warning registers and programming/ scheduling provisions.

NB: This provision shall apply only in instances where a turnkey solution is required for a specific project. Turnkey solutions will not be applicable to all projects. In such cases, the Department shall determine and define the scope of work and services of the consultant/PSP, with the terms of reference clearly stipulated. The appointed panel of consultant/ PSPs will be invited to compete for scope of works based on the clearly defined terms of reference.

The Professional Service Provider (PSP) appointed under the “**Appointment of professional service providers (psp`s) to assist the Department of Agriculture, Rural Development, Land and Environmental Affairs of Mpumalanga Province in planning, designing, implementing, monitoring and evaluating infrastructure projects for a period of 36 months**” shall deliver the project in the following stages:

In addition to his/her normal functions as consulting engineer/ PSP, appointed as the client’s principal agent for the purposes of procurement and construction on a multi-disciplinary project, the consulting engineer/ PSP is also responsible for the following:

## **Appointment of Professional Service Providers (PSP`s) to Assist the Department of Agriculture, Rural Development, Land and Environmental Affairs of Mpumalanga Province in Planning, Designing, Implementing, Monitoring and Evaluating Infrastructure Projects for a period of 36 Months**

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- Manage procurement process for contractors, subcontractors and suppliers on behalf of the department
- Arrange site handover to the contractors/ subcontractors
- Construction monitoring
- Monitor, review and issue payment certificates
- Conduct and record regular site meetings
- Prepare and submit progress reports
- Coordinate, monitor and issue practical completion certificate and completion certificate
- Preparation of maintenance manuals guarantees and warranties
- Preparation of as-built drawings and documentation
- Prepare and present the project close-out report

### **3 KEY QUALIFICATION INDICATORS**

#### **3.1 Expertise of the Project Team**

The Project Management team complement shall have proven expertise and experience including but not limited to the following fields, as it relates to the agricultural environment:

- project management
- construction management
- contracts management
- farm energy
- civil works design and construction
- farm mechanisation
- farm buildings
- irrigation systems design and development
- bulk water infrastructure design and construction
- roads infrastructure design and construction
- borehole development
- water reticulation and purification
- solid waste management
- construction materials testing/investigations
- labour intensive works

## **Appointment of Professional Service Providers (PSP`s) to Assist the Department of Agriculture, Rural Development, Land and Environmental Affairs of Mpumalanga Province in Planning, Designing, Implementing, Monitoring and Evaluating Infrastructure Projects for a period of 36 Months**

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- engineering surveys
- preparation of project plans, and
- town planning and survey
- Stakeholder engagement and facilitation

### **3.2 Professional Status**

- It is compulsory that the Consulting firms submitting proposals should have a fulltime overall Project Manager registered as a Professional Agricultural/Civil Engineer, with Engineering Council of South Africa (ECSA), or a similar statutory body.
- Other Project Management Team members with appropriate qualifications and experience, where necessary, must be registered with the relevant professional bodies.
- Consulting firms should have an appropriate Professional Indemnity Insurance for the company, and commit to put in place a Professional Indemnity Insurance for the project.
- Consulting firms submitting proposals will have an added advantage if they are members of Consulting Engineering of South Africa (CESA) or SBTACO, SAIAE, SABI or a similar recognized voluntary association.

### **3.3 Experience**

Firms submitting proposals should demonstrate their experience and track record in the management of infrastructure projects in agricultural related projects, an understanding of the agricultural environment and agricultural infrastructure project guidelines and processes.

A summary of projects implemented in the different expertise (refer to subsection 3.1) in the last five financial years with proof and contactable references must be provided.

Details of past experience that could demonstrate the technical ability of the consulting or project team should be included. Specific attention should be given to the experience of the different team members as proposed.

Experience and expertise as Principal Consultant and / or Principal agent with experience in undertaking duties of Engineering management nature on behalf of the Client as well as the procurement management in multi-disciplinary projects.

Consulting firms submitting proposals will have an added advantage if they are registered with Construction Industry Development Board for turnkey solutions (CIDB). CIDB grading certificate must be provided

**Appointment of Professional Service Providers (PSP`s) to Assist the Department of Agriculture, Rural Development, Land and Environmental Affairs of Mpumalanga Province in Planning, Designing, Implementing, Monitoring and Evaluating Infrastructure Projects for a period of 36 Months**

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**4. SPECIAL CONDITION OF CONTRACT**

- The Department reserves the right to appoint professional engineering firms to work on projects throughout the province according to their own discretion and needs.
- The department reserves a right to appoint more than one service provider.
- To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- The Department reserves the right NOT to appoint any Service Providers if the bid is deemed non-responsive.
- To correct any mistakes at any stage of the bid that may have been in the Bid documents or occurred at any stage of the bid process.
- To cancel and/or terminate the bid process at any stage, including after the Closing Date and/or after presentations have been made, and/or after bids have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- The Department reserves the right to appoint Service Providers based on the agreed negotiated rates.
- The Department is not obliged to make any purchases from the contracted Service Provider if the conditions of the contract no longer serve the best interests of the Department.
- The original bid documents must be completed in black ink, and any use of correction fluid will nullify the bid.
- The Pricing Schedule must be fully completed. Any blank spaces or use of correction fluid in the bid document will result in disqualification.
- Alterations or the use of a custom-designed Bill of Quantities (BoQ) will result in disqualification.
- The Department reserves the right to review and amend the list of items in the BoQ as deemed necessary to include new items in line with applicable procurement practices.
- Any new items will be negotiated with the respective Service Providers and priced at a market-related rate.
- Escalation percentages will be linked to the Consumer Price Index (CPI) and it will be concluded during the price negotiation process.

**Appointment of Professional Service Providers (PSP`s) to Assist the Department of Agriculture, Rural Development, Land and Environmental Affairs of Mpumalanga Province in Planning, Designing, Implementing, Monitoring and Evaluating Infrastructure Projects for a period of 36 Months**

- Price escalations will take effect from the second year until the end of the three-year contract term.
- No services or deliveries will be accepted without an approved purchase order or confirmation letter.
- To use departmental templates for preparation and submission of departmental documents.

**5. PRICING INSTRUCTIONS**

The fees for engineering services rendered in accordance with the Scope of Work must be calculated in accordance with the Guideline Scope of Services and Tariff of Fees for Persons Registered in Terms of the Engineering Profession Act, 2000 (Act 46 of 2000), published in terms of Board Notice No. 176 of 2009, (“Indicative Time Based Fees Rates”) as amended, for the relevant work description. The Department intends paying on a Time and Cost basis only for work done.

Rates for persons not registered in terms of the Engineering Profession Act, should be in accordance with their relevant professional bodies and registered with the South African Council for Natural Scientific Professions (SACNASP), according to the Natural Scientific Professions Act, 2003 (Act No. 27, 2003), where applicable.

Please note that all the categories of staff listed below, may not be required for the implementation of the projects to be allocated to the appointed consultants during the duration of the contract.

**PROJECT TEAM**

**Professional Fees – Time Based Fee Rates**

**NB: Rates must be inclusive of VAT**

| <b>Staff Member</b>  | <b>RATE (Per hour)</b> |
|--|------------------------|
| <b>Key Personnel</b>   |                        |
| Project Manager (registered professional Agricultural/Civil engineer with 5 or more years of experience post registration) |                        |
| Hydrologist/Hydrogeologist / Water Engineer  |                        |
| Dam Approved Professional Person   |                        |
| Geotechnical Engineer  |                        |
| Mechanical Engineer  |                        |

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| <b>Staff Member</b>                     | <b>RATE (Per hour)</b> |
|---|------------------------|
| Agricultural Engineer                   |                        |
| Civil / Structural Engineer             |                        |
| Electrical Engineer                     |                        |
| Civil / Construction Technician         |                        |
| Engineering Technologist                |                        |
| Engineering Technician                  |                        |
| Construction Supervisor / Manager       |                        |
| Quantity Surveyor                       |                        |
| Land Surveyor                           |                        |
| Environmental Specialist                |                        |
| <b>Other team members</b>               |                        |
|   |                        |
| Architect                               |                        |
| Senior Town Planner                     |                        |
| Junior Town Planner                     |                        |
| Architect Assistant                     |                        |
| GIS Professional                        |                        |
| GIS Technician                          |                        |
| Animal Crop Production Specialist       |                        |
| Agronomist / Horticulturist             |                        |
| Soil Scientist                          |                        |
| Farm Planning Specialist                |                        |
| Agricultural Economist                  |                        |
| Stakeholder engagement and facilitation |                        |

**Bidders are expected to submit CVs of the key personnel proposed for the above positions, to indicate experience and suitability. Each member should sign his/her CV with certification, to indicate availability. The bidders may opt to sub-contract or hire other team members.**

**REIMBURSABLE EXPENSES**

**NB: Rates must be inclusive of VAT**

| <b>DESCRIPTION</b>      | <b>RATE</b>  |
|-------------------------|--|
| Accommodation per night | Use the National Cost Containment measures related to travel and subsistence published by National |

**Appointment of Professional Service Providers (PSP`s) to Assist the Department of Agriculture, Rural Development, Land and Environmental Affairs of Mpumalanga Province in Planning, Designing, Implementing, Monitoring and Evaluating Infrastructure Projects for a period of 36 Months**

|   |  |
|---|--|
|   | Treasury rates   |
| Travelling Costs (max. of 800 km return trip to a project will be reimbursed) | Use monthly rates published by Department of Public Works, Roads and Transport |
| Typing, Duplicating and Printing costs (self)                                 | Attach breakdown costs/page (rates will be renegotiated after appointment)     |
| Toll Fees   | As per receipts  |
| Telephone, cell-phone and data  | (max R 2000/month/company, attached breakdown)                                 |

**DISBURSEMENTS**

**NB: Rates must be inclusive of VAT**

| DESCRIPTION  | RATE |
|--|------|
| Printing (colour) A4 and binding Contract Documents per page |      |
| Typing, Duplicating per page                                 |      |
| Printing drawings A3 (colour) per page                       |      |
| Printing drawings A1 (colour) per page                       |      |

**SKILLS TRANSFER AND TRAINING**

**NB: Rates must be inclusive of VAT**

| DESCRIPTION  | RATE (Per hour) |
|--|-----------------|
| Transfer of skills to internal engineers/programme                         |                 |
| Development of assessment tools/programme                                  |                 |
| Development of skills transfer report/programme                            |                 |
| Training of candidate engineers for registration as Professional Engineers |                 |

**N.B: ALL PROGRAMMES TO BE APPROVED BY DEPARTMENT.**

| NO                             | ITEM  | AMOUNT (RATE) |
|--------------------------------|---|---------------|
| 1                              | TOTAL RATE PER HOUR FOR STAFF MEMBERS       | R             |
| 2                              | TOTAL RATE FOR DISBURSEMENTS                | R             |
| 3                              | TOTAL RATE FOR SKILLS TRANSFER AND TRAINING | R             |
| <b>GRAND TOTAL (BID OFFER)</b> |   | <b>R</b>      |

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**6. EVALUATION PROCESS**

The valuation process comprises of the following phases:

**Phase I: Initial Screening Process**

During this phase, bid documents will be reviewed to determine compliance with the following:

- Bidders must attend the compulsory briefing session and must sign the attendance register;
- SBD forms (SBD 1, SBD 4 and SBD 6.1) must be honestly, fully completed and signed by the bidder.
- The Bill of Quantities (BoQ) must be fully completed and signed by the bidder.
- Bidders must indicate the total bid offer(rates) on the cover page as per the grand total on the Bill of quantity.
- Signed Joint Venture Agreement and Power of Attorney in case of Joint Ventures must be submitted.
- Bidders must submit a company profile which includes a list of previous contract work done, value of the work and contactable references per contract.
- Bidder must have Valid Professional Indemnity Insurance

**All bidders must be registered with the Central Supplier Database (CSD), failure to do so will be automatically disqualified.**

NB: It is the responsibility of the bidder to ensure that the following key information is in order to avoid any disqualification during the bid evaluations:

- The business registration status
- Bid restrictions and defaulters status
- Identification number and the service of the state status

**A bidder must comply with all Phase I requirements in order to qualify for the next phase of evaluation process.**

**Failure to submit or adhere to the above “Phase I” requirements will lead to automatic disqualification.**



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**Phase II Functionality evaluation as per attached Terms of Reference**

- a) Bidders must as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel responsible for scoring for the respective bids will evaluate and score all bids based on their submissions and the information provided.
- b) Bidders will not rate themselves, but need to ensure that all information is supplied as required. The Bid Evaluation committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.
- c) The BEC members will individually evaluate the responses received against the following criteria as set out below:

| <b>Evaluation criteria</b>   | <b>Evidence</b>   | <b>Value</b> | <b>Weight</b> |
|--|---|--------------|---------------|
| <b>1. ABILITY AND EXPERIENCE</b><br><b>Details of staff available for this Contract</b><br><br>1. Professional Engineer / Technologist (Agricultural/Civil) <b>(Proof of Registration with ECSA)</b><br>2. Professional Quantity Surveyor <b>(Proof of registration with SACQSP)</b><br>3. Professional Project Manager <b>(Proof of registration with SACPCMP)</b><br>4. Professional Land Surveyor <b>(Proof of registration with SAGC)</b><br>5. Professional Safety Officer <b>(Proof of registration with SAIOSH)</b><br><br><b>Proposed technical personnel to be utilized in the execution of the project per specialised category. Attached certified qualifications, certified proof of registration, signed consent letter from the relevant</b> | No information or inadequate information submitted to determine the scoring level or One (1) of the stipulated personnel with 5 years' experience post registration | 1            | 40            |
|  | Two (2) of the stipulated personnel with 5 years' experience post registration  | 2            |               |
|  | Three (3) of the stipulated personnel with 5 years' experience post registration  | 3            |               |
|  | Four (4) of the stipulated personnel with 5 years' experience post registration   | 4            |               |
|  | Five (5) of the stipulated personnel with 5 years' experience post registration   | 5            |               |

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|  |  |          |           |
|--|--|----------|-----------|
| <p><i>personnel, referring to this bid document and signed CV's clearly indicating skills, knowledge, experience. Certification should not be more than 6 months by the closing of bid. SAQA verification certificate will be required for qualifications obtained outside South Africa</i></p>  |  |          |           |
| <p><b>2.CAPABILITY (Company) Track Record.</b><br/> <b>Firm (s) has proven expertise in consultancy works (attach appointment letter and reference letter signed by Employer confirming completion of projects).</b><br/> <i>(Attach appointment letters and signed reference letters detailing the stages as per ECSA guidelines of work previously done by the PSP for similar projects. Each reference letter must indicate whether the project was completed and must be signed by the client's representative).</i></p> | <p>The company has proven expertise in consultancy work (refer to section 3.1)<br/>0-5 different areas of expertise</p>        | <p>1</p> | <p>40</p> |
|  | <p>The company has proven expertise in consultancy work (refer to section 3.1)<br/>6-10 different areas of expertise</p>       | <p>2</p> |           |
|  | <p>The company has proven expertise in consultancy work (refer to section 3.1)<br/>11-15 different areas of expertise</p>      | <p>3</p> |           |
|  | <p>The company has proven expertise in consultancy work (refer to section 3.1)<br/>16-20 different areas of expertise</p>      | <p>4</p> |           |
|  | <p>The company has proven expertise in consultancy work (refer to section 3.1)<br/>20 or more different areas of expertise</p> | <p>5</p> |           |
| <p><b>3. Experience and expertise as Principal Consultant and / or Principal agent with experience in undertaking duties of Engineering management nature on behalf of the Client as well as the procurement management in multi-disciplinary project (Project management turnkey solution)</b><br/><br/> <i>(Attach appointment letters and</i></p>   | <p>No information or inadequate information submitted to determine the scoring level.</p>                                      | <p>1</p> | <p>20</p> |
|  | <p>One (1) Appointment Letter letter and one (1) signed reference letter attached.</p>   | <p>2</p> |           |
|  | <p>Two (2) Appointment Letters and two (2) signed reference letters attached.</p>  | <p>3</p> |           |
|  | <p>Three (3) Appointment Letters and three signed reference letters attached.</p>  | <p>4</p> |           |
|  | <p>Four or more Appointment Letters and four or more signed reference letters attached.</p>                                    | <p>5</p> |           |

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|   |  |  |            |
|---|--|--|------------|
| <p><i>signed reference letter). The signed reference letter must indicate the following:</i></p> <ul style="list-style-type: none"> <li>• <b>Contract number, project name, project description and nature of the project, scope of professional services rendered</b></li> </ul> |  |  |            |
| <b>TOTAL</b>  |  |  | <b>100</b> |

**Only bidders who attain a minimum of 70 percent on Functionality will qualify to proceed for further evaluation on Price and Preference points.**

NB: The Department reserves the right to verify the authenticity of all CVs and qualifications submitted as part of the bid.

The bid evaluation committee will conduct physical verification during the evaluation process.

Service Providers accredited on the panel should note that, being on the panel does not guarantee any project allocated to them.

d) Each panel member will rate each individual criterion on the score sheet using the following scale:

**1-Poor, 2- Below average, 3- Good, 4- Very good, 5- Excellent**

- e) Individual value scores will be multiplied with the specified weighting for the criterion to obtain the marks scored for all elements. These marks will be added and expressed as a fraction of the best possible score for all criteria. This score will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 70% for functionality will be evaluated and scored in terms of pricing and socio-economic goals as indicated hereunder.
- f) The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- g) This score will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 70 percent for functionality will be evaluated and scored in terms of pricing and socio-economic goals as indicated hereunder.
- h) Any proposal not meeting a minimum score of 70% functionality will be disqualified.
- i) The price will not be evaluated at this stage.

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**Phase III: Price / Financial stage**

- a) Price / Financial proposal must be submitted in South African Rand.
- b) The following formula will be used to calculate the points for price in respect of this bid:

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

Where

P<sub>s</sub>= Points scored for comparative price of bid under consideration

P<sub>t</sub>= Comparative price of bid under consideration

P<sub>min</sub> = Comparative price of lowest acceptable bid

- c) The responsive bids will be adjudicated by the State on the 80/20 preference point system based on price points and preference point:
  - The bid price (maximum 80 points)
  - Specific goals (maximum 20 points)
- d) The department reserves the right to arrange contracts with more than one contractor.
- e) The Preferential Procurement Policy Framework Act 2000 (PPPFA) Preferential Procurement Regulations 2022, Regulations were gazetted on 4 November 2022 (No. 47552) Vol.689 and effective from 16 January 2023. These bid will be evaluated as per above mentioned regulations. Bidders are required to submit evidence by which preference points can be claimed based on the specific goals determined by the Department. In case of a Joint Venture, the average score of the joint companies will be considered for determining preference point score.
- f) A maximum of 20 points may be awarded to a bidder for full complying with specific goals requirements stipulated in the table below. For this bid the maximum number preference points that could be allocated to a bidder are indicated below:

| <b>Specific Goal</b>                               | <b>Maximum Preference Points Allocated</b> | <b>Minimum Proof required for claiming preference points</b>   |
|--|--|--|
| An Enterprise owned by black people                | 4  | CIPC enterprise registration certificate, certified ID copies of company owners and certified Accredited B-BBEE status level contributor certificate or signed sworn affidavit |
| An Enterprise owned by youth (35 years or younger) | 4  | CIPC enterprise registration certificate, certified ID copies of company owners and certified Accredited B-BBEE status level contributor certificate or signed sworn affidavit |
| An Enterprise owned women                          | 4  | CIPC enterprise registration certificate, certified ID copies of company owners and certified  |

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|  |           |   |
|--|-----------|---|
|  |           | Accredited B-BBEE status level contributor certificate or signed sworn affidavit  |
| An Enterprise owned by persons with disability | 4         | CIPC enterprise registration certificate, certified ID copies of company owners, a certified accredited BBEE status level contributor certificate or a fully completed sworn affidavit. Proof of disability (Certificate from a medical doctor that specifies the nature of the disability)   |
| An Enterprise owned by Military Veterans       | 4         | CIPC enterprise registration certificate, certified ID copies of company owners, a certified accredited BBEE status level contributor certificate or a fully completed sworn affidavit. Confirmation letter from the Department of Military Veterans confirming the individual status as military veteran and that they have not been dishonably charged or honourably discharged from the military organisation or force |
| <b>TOTAL POINTS</b>                            | <b>20</b> |   |

**Failure to submit the required evidence will lead to allocation of zero (0) preference**

- a) The Certified copies should not be made more than 6 months by the closing of the bid.
- b) The points scored by a bidder in respect of the points indicated above will be added to the points scored for price.
- c) Supply Chain Management may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard specific goals.
- d) Points scored will be rounded off to the nearest 2 decimals.
- e) In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number on specific goals. Should two or more bids be equal in all respects, the award shall be decided by drawing lots.

NB: It is the responsibility of the service provider to ensure that tax is compliant during the appointment stage and have a valid bank account.

- Where the recommended bidder is not tax compliant, the bidder will be notified by email or in writing of their non-compliant status and the bidder will be requested to provide written proof from SARS on their compliance status or proof that they have made an

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arrangement to meet their outstanding tax obligation, within 7 working days. The bidder should thereafter provide the Department with proof of their tax compliance status which should be verified via the Central Supplier Database.

- Should the recommended bidder fail to provide written proof of their tax compliance status within seven (7) working days for bids; the Accounting Officer or Accounting Authority must reject the bid submitted by the bidder.
- Where goods and services have been delivered satisfactorily without any dispute the department must not delay the processing of payments as a result of outstanding tax matters.
- Bidders are advised to register for Value Added Tax (VAT) if the total value of taxable goods or services awarded is more than R1 million in a 12-month period or is expected to exceed this amount.
- Project allocation: The rotational policy will be used to allocate projects to fully qualifying service providers depending on the nature of work.

### **7. CLIENT BASE**

The information submitted concerning the experience may be verified in terms of contactable references which are on the company profile. The references may include the names of relevant persons as well as their phone numbers and email addresses.

DARDLEA may utilize this data to obtain information during the evaluation and adjudication process.

### **8. INDEMNITY IMPLICATIONS**

Successful service providers must be prepared to enter into a service level agreement with the DARDLEA.

DARDLEA reserves the right to award this bid on a non-exclusive basis, i.e. DARDLEA may procure similar services outside this bid with the view of securing the best service and value for money.

### **9. COMMUNICATION**

Supply Chain Management will communicate with bidders for, among others. Where bid clarity is sought, to obtain information or to extend the validity period. Any communication either by facsimile, letter or electronic mail or any other form of correspondence to any government official, department or representative of a testing institution or a person acting in an advisory capacity for DARDLEA in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

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**10. COUNTER CONDITIONS**

Bidders' attention is drawn to the fact that amendments to any of the Special Conditions by bidders will result in invalidation of such bids.

**11. PROHIBITION OF RESTRICTIVE PRACTICES**

In terms of the Competition Act No. 89 of 1998, all applicable sections of the relevant Acts will be covered under the Service Level Agreement (SLA).

**12. FRONTING**

DARDLEA supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conduction themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background, DARDLEA condemns any form of fronting.

DARDLEA, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and industry be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist.

Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder/contractor to conduct business with public sector for a period not exceeding ten years, in addition on any other remedies DARDLEA may have against the bidder/contractor concerned.

Fronting is prohibited. Any bidder found to have fronted shall automatically be disqualified. For contracts already awarded, the contract shall be cancelled and any costs borne shall be for the account of the defaulting Bidder. These costs shall include the costs of appointing another Bidder to complete the work.

**13. COMPLETION PERIOD**

The successful Bidder(s) will be expected to offer the services as and when required for a period of 36 months.

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**14. MONITORING**

Bidders are to note that the Department will monitor and evaluate the project through delegated official. All payment claims are to be certified by the delegated official through a delivery note, before payment can be realised.

**15. PRICE NEGOTIATION**

- The market-related prices will serve as the basis for negotiating agreed market rates.
- A standard rate, aligned with the market-related price, will be negotiated and applied to all successful service providers.
- If bidders do not agree to the proposed rates, they must provide written reasons for rejecting the offer, supported where applicable by proof of relevant market rates.
- A service level agreement will be signed with the bidders who accept the negotiated rates.
- If the successful service providers do not agree to the market-related price as envisaged, the department will cancel the bid.

**16. RIGHT OF DARDLEA TO INVESTIGATE AND SEEK CLARIFICATION**

- The Department may, in its sole discretion, seek clarification, during the process. In the process of clarification, no change in the substance of the Technical Section or in the Financial Section shall be sought, offered or permitted.
- The Department shall, seek all clarifications in writing and the bidders responses shall also be in writing. Without limiting the information above, the Department may, in its sole discretion;
- Investigate evidence of the ability and experience of a Bidder under consideration, including joint venture partners, proposed sub-contractors, and parties otherwise related to the Bidder or the Bidder's Proposal; and
- Require or seek out confirmation from other parties of information furnished by a Bidder.

**17. SIGNATURE OF AUTHORITY.**

Only persons duly authorized by a company shall sign the documents that are to be submitted to the Department. A letter of authorization must accompany bid documents. In terms of joint ventures, a document of establishment of the venture must accompany bid documents. Representatives of all the parties in the joint venture shall sign the establishment document.

**18. ACCEPTANCE AND REJECTION**

The Department may reject any bid document if it deviates from the set criteria and reserves the right to accept or reject any bid if it does not meet the necessary requirements.



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**19. TIME SCHEDULE**

All bids will be valid for **90 days** after closing date. In cases where the bidder fails to sign the contract of agreement or produce the required security within the required time, be unable to undertake work given or withdraw during the appointment period, the bidder shall repay the full expenses of re-advertising and preparing of new bids. This shall not apply if the Department accepts another bidder from the list.

**20. JURISDICTION**

The applicable legislation of the Republic of South Africa shall apply to each contract on its acceptance as domicilium citandiet executandi, where any legal process may be resumed on the contractor.

Each bidder binds itself to the jurisdiction and the stipulated laws of the Republic of South Africa.

**21. PAYMENTS**

Payments shall be as stipulated in the Service Level Agreement entered into between the department and the successful bidder.

**22. MEDIATION AND ARBITRATION**

Mediation and Arbitration proceedings shall be in terms of rules laid by the Law Society of South Africa.

**23. ENQUIRIES AND CLOSING DATE**

**Technical Enquiries** : Mr D. Zulu, Pr. Eng at Tel No:  
Contact : (072) 029 2863  
Email : [ZuluDT@mpg.gov.za](mailto:ZuluDT@mpg.gov.za) / [dzulu818@gmail.com](mailto:dzulu818@gmail.com)  
**Administrative Enquiries** : Ms NI Mbuyane or Ms TV Dhludhlu  
Contact : 013 766 6118 / 013 766 6674  
Email : [nimbuyane@mpg.gov.za](mailto:nimbuyane@mpg.gov.za) /  
[vmanana@mpg.gov.za](mailto:vmanana@mpg.gov.za)



### Application for a Tax Clearance Certificate

**Purpose**

Select the applicable option .....Tenders ..... Good standing

If "Good standing", please state the purpose of this application

**Particulars of applicant**

Name/Legal name  
(Initials & Surname  
or registered name)

Trading name  
(if applicable)

ID/Passport no

Company/Close Corp.  
registered no

Income Tax ref no

PAYE ref no 7

VAT registration no 4

SDL ref no L

Customs code

UIF ref no U

Telephone no

Fax  
no

E-mail address

Physical address

Postal address

**Particulars of representative (Public Officer/Trustee/Partner)**

Surname

First names

ID/Passport no

Income Tax ref no

Telephone no

Fax  
no

E-mail address

Physical address

**Particulars of tender** (If applicable)

Tender number

Estimated Tender amount R

Expected duration of the tender year(s)

**Particulars of the 3 largest contracts previously awarded**

| Date started | Date finalised | Principal | Contact person | Telephone number | Amount |
|--------------|----------------|-----------|----------------|------------------|--------|
|--------------|----------------|-----------|----------------|------------------|--------|

**Audit**

Are you currently aware of any Audit investigation against you/the company? YES NO  
If "YES" provide details

**Appointment of representative/agent (Power of Attorney)**

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct SARS the applicable Tax Clearance Certificate on my/our behalf. to apply to and receive from

Signature of representative/agent

Date

Name of representative/agent

**Declaration**

I declare that the Information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer

Date

Name of applicant/Public Officer

**Notes:**

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
  - falls or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
  - without just cause shown by him, refuses or neglects to-
    - furnish, produce or make available any information, documents or things;
    - reply to or answer truly and fully, any questions put to him ...
 As and when required in terms of this Act ... shall be guilty of an offence ...
- SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
- Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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.

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.

| Full Name | Identity Number | Name of<br>institution | State |
|-----------|-----------------|------------------------|-------|
|           |                 |                        |       |
|           |                 |                        |       |
|           |                 |                        |       |
|           |                 |                        |       |
|           |                 |                        |       |
|           |                 |                        |       |
|           |                 |                        |       |
|           |                 |                        |       |
|           |                 |                        |       |
|           |                 |                        |       |

2.2 Do you, or any person connected with the bidder, have a relationship

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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.

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;
- 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.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

<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.

**SBD4**

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.

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

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

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

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) Either the 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

|  | <b>POINTS</b> |
|--|---------------|
| <b>PRICE</b>                                     | 80            |
| <b>SPECIFIC GOALS</b>                            | 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.

**Appointment of Professional Service Providers (PSP's) to Assist the Department of Agriculture, Rural Development, Land and Environmental Affairs of Mpumalanga Province in Planning, Designing, Implementing, Monitoring and Evaluating Infrastructure Projects for a period of 36 Months.**

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- 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 PREFERENCE POINT SYSTEMS**

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

**80/20**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender



**Appointment of Professional Service Providers (PSP`s) to Assist the Department of Agriculture, Rural Development, Land and Environmental Affairs of Mpumalanga Province in Planning, Designing, Implementing, Monitoring and Evaluating Infrastructure Projects for a period of 36 Months.**

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**3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

**3.2.1. POINTS AWARDED FOR PRICE**

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

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

**4. POINTS AWARDED FOR SPECIFIC GOALS**

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

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

**Appointment of Professional Service Providers (PSP`s) to Assist the Department of Agriculture, Rural Development, Land and Environmental Affairs of Mpumalanga Province in Planning, Designing, Implementing, Monitoring and Evaluating Infrastructure Projects for a period of 36 Months.**

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| <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> |
|--|--|--|
| An Enterprise owned by black people                                | 4  |  |
| An Enterprise owned by youth (35 years or younger)                 | 4  |  |
| An Enterprise owned by women                                       | 4  |  |
| An Enterprise owned by persons with disability                     | 4  |  |
| An enterprise owned by Military veterans                           | 4  |  |

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

**Appointment of Professional Service Providers (PSP`s) to Assist the Department of Agriculture, Rural Development, Land and Environmental Affairs of Mpumalanga Province in Planning, Designing, Implementing, Monitoring and Evaluating Infrastructure Projects for a period of 36 Months.**

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- 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.

|                                    |       |
|------------------------------------|-------|
| .....                              |       |
| <b>SIGNATURE(S) OF TENDERER(S)</b> |       |
| <b>SURNAME AND NAME:</b>           | ..... |
| <b>DATE:</b>                       | ..... |
| <b>ADDRESS:</b>                    | ..... |
|                                    | ..... |
|                                    | ..... |
|                                    | ..... |

**THE NATIONAL TREASURY**

**Republic of South Africa**



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**GOVERNMENT PROCUREMENT:  
GENERAL CONDITIONS OF CONTRACT**

**July 2010**

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

**NOTES**

The purpose of this document is to:

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

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

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

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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 security**

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

**8. Inspections, tests and analyses**

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

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

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