



## REQUEST FOR BID

The South African Qualifications Authority (SAQA) invites all interested parties to submit bids for the requirements stipulated below:

<b>RFB DOCUMENT NUMBER:</b>	<b>SAQA 04/2025</b>
<b>RFB ISSUE DATE</b>	<b>18 MARCH 2026</b>
<b>RFB CLOSING DATE AND TIME:</b>	<b>09 APRIL 2026 @11:00</b>
<b>RFB VALIDITY PERIOD</b>	<b>120 DAYS FROM THE RFB CLOSING DATE</b>
<b>DESCRIPTION OF SERVICES REQUIRED</b>	<b>THE APPOINTMENT OF A PANEL OF THREE SERVICE PROVIDERS TO RENDER LEGAL SERVICES ON AN AS AND WHEN REQUIRED BASIS.</b>
<b>PERIOD OF CONTRACT</b>	<b>36 MONTHS</b>
<b>BRIEFING SESSION</b>	<b>NONE</b>
<b>RFB RESPONSE ADDRESS</b>	<b>RESPONSES TO THIS RFB MUST BE HAND-DELIVERED TO THE FOLLOWING ADDRESS:  SAQA TENDER BOX LOCATED AT THE RECEPTION, GROUND FLOOR, LOURIE PLACE ,189 LUNNON ROAD, HILLCREST OFFICE PARK, HILLCREST 0083</b>
<b>ENQUIRIES</b>	<b>PLEASE DIRECT ALL ENQUIRIES IN WRITING THE FOLLOWING E-MAIL ADDRESS:  <a href="mailto:tenders@saqa.org.za">tenders@saqa.org.za</a></b>

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## **SECTION 1: TERMS OF REFERENCE**

### **1. INTRODUCTION**

- 1.1. The South African Qualifications Authority (SAQA) is a juristic person under the National Qualifications Framework Act, 67 of 2008 (NQF Act) and a schedule 3(A) national public entity under the Public Finance Management Act, 1 of 1999. SAQA performs its statutory functions subject to the NQF Act and is responsible for overseeing the implementation of the National Qualifications Framework (NQF) and ensuring the achievement of its objectives.
- 1.2. The objectives of the NQF are to –
- 1.2.1. Create a single integrated national framework for learning Achievements.
  - 1.2.2. Facilitate Access to, and mobility and progression within, education. training and career paths.
  - 1.2.3. enhance the quality of education and training; and
  - 1.2.4. Accelerate the redress of past unfair discrimination in education, training, and employment opportunities.
- 1.3. The NQF consists of three qualifications sub-frameworks (General and Further Education and Training, Higher Education, and Trades and Occupations), and its objectives are designed to contribute to the full personal development of each learner and to the social and economic development of the nation at large.
- 1.4. SAQA is the custodian of the NQF, coordinates the three qualifications sub-frameworks, and plays a pivotal role in the entire education and training sector.

### **2. NATURE OF SERVICES REQUIRED**

- 2.1. The purpose of this Request for Bid (RFB) is to invite experienced legal services providers that can provide appropriate, timely and value adding legal services to SAQA on an as and when required basis for a period of 36 months

### **3. BACKGROUND**

- 3.1. The South African Qualifications Authority (SAQA) is a public entity listed in Schedule 3A of the Public Finance Management Act, 1 of 1999, and must meet the requirements of that Act.
  - 3.2. From time to time, SAQA is named as a respondent in matters brought before the courts of law. As a legal entity it may also institute court proceedings. As SAQA legal personnel do not have a right of appearance before the courts of law, it therefore requires the services of a legal services provider to institute litigation proceedings and/or defend it when sued or joined in the court proceedings with other quality councils.
  - 3.3. SAQA further requires expertise and legal advice on various areas of law relevant to SAQA's operations.
  - 3.4. The objective of appointing a legal services provider for a period of three years is to ensure that the provider understands the legislative framework in which SAQA operates and is able to respond promptly and appropriately to matters requiring legal consideration as and when may be required.
  - 3.5. The legal services provider will work with the Legal and Compliance Unit as first point of contact.
  - 3.6.** The legal services provider must be operating legally in South Africa.
  - 3.7. Experience in the public education and training sector is preferred.
  - 3.8. The service provider must have footprints nationally.
  - 3.9. The service provider must allocate one personnel to any allocated matter with the necessary experience depending on the complexity of the matter. Any internal quality assurance on the work rendered will be at the expense of the service provider.
  - 3.10. The involvement of a Counsel in any allocated court matter must be approved by SAQA.
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#### **4. SCOPE OF SERVICES REQUIRED**

The appointed Legal Services Provider will be required to:

- 4.1. Provide regulatory support, drafting and legal advice relating to the National Qualifications Framework (NQF) Act, No. 67 of 2008; PFMA and Treasury Regulations and any other legislative prescripts related to SAQA's mandate.
- 4.2. Litigate and provide litigation support relating to the areas as identified below in any court of law, statutory tribunal or other body:
  - 4.2.1. Litigation
  - 4.2.2. Corporate and commercial law
  - 4.2.3. Intellectual Property Law
  - 4.2.4. Constitutional and administrative law
  - 4.2.5. Labour law
- 4.3. Practice areas will not be limited to the above list.
- 4.4. Service providers may be requested to render legal services on various areas of law relevant to SAQA's operations.
- 4.5. Service providers may also be required to render services on an ad hoc basis/ as and when required.
- 4.6. Recover the costs of litigation where appropriate; and
- 4.7. Defend or institute civil action against or by SAQA in any court.

4.8. Bidders are required to clearly indicate the Practice Area(s) in respect of which the bid is submitted. Bidders are allowed to bid for multiple practice areas.

Practice Area	Tick
1. Litigation, civil law, criminal law and dispute resolution	
2. Corporate and commercial law	
3. Intellectual Property Law	
4. Constitutional and administrative law	
5. Employment and Labour Law	

**5. SERVICES LEVELS AND APPLICABLE PENALTIES**

Service Description	Target	Penalty
Provide legal actions, opinions and reports on cases handled or under review.	100% provision on the date as agreed.	20% deduction of the total invoice amount per incident.

## 6. PENALTY MAXIMUM LIMIT AND SERVICE DISPUTES

- 6.1. The maximum penalties will be limited to 20% per month of the total monthly invoice amount, per incident.
- 6.2. Furthermore, should the 20% limit be reached four (4) times during the contract period, the SAQA reserves the right to immediately enter into a service dispute that may result in the termination of the contract.
- 6.3. Notwithstanding the aforementioned, and without prejudice to any other rights SAQA has, the SAQA reserves the right to enter into service disputes at any point in time with the view of contract cancellation. During a service dispute, the service provider shall continue to render services in accordance with these service levels.

## 7. EVALUATION OF BID

The tender evaluation process will be conducted in compliance with the relevant Supply Chain acts (including, the Public Finance Management Act of 1999, Preferential Procurement Policy Framework Act of 2022, etc.), its associated Regulations, and SAQA Procurement and Preferential Procurement Policies.

**The bids will be evaluated based on the following stages and further described below:**

- Stage 1: Administrative compliance and
- Stage 2: Mandatory requirements
- Stage 3: Price and Specific Goals Evaluation

Should a bidder fail on any of the previous stages, they will be disqualified and not considered for any of the follow-on stages. These different stages are further described below.

## **7.1. Stage 1: Administrative Evaluation**

The bidders will be evaluated on the returnable documents for administrative compliance and to confirm if the bid meets all the terms and conditions of the bid as referenced in this document.

**BIDDERS ARE TO COMPLY WITH SECTION 4: BID SUBMISSION REQUIREMENTS**

**7.2. Stage 2: Mandatory Evaluation:**

This bid will be evaluated on the Mandatory criteria. In their responses, bidders must submit a document substantiating their claim and provide a cross-reference where their quotation/proposal addresses this requirement.

**NB: Please create an index page for ease of reference. Paginate your proposal submission by using numbered file dividers or a similar system.**

If a Bidder does not comply with any requirement in the table below, they will be disqualified and not considered for further evaluation.

No.	Mandatory Evaluation Criterion	Comply	Comments or cross-references in the Proposal
1.	Proof of registration for the company with the Legal Practice Council (Practise number)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.	Fidelity Fund Certificate for the Lead Attorney issued in terms of the Attorneys Act, 53 of 1979 (To be valid at time of submission).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.	<p>Experience of bidder’s Lead Attorney that will be assigned to the contract:</p> <p>(The bidder must attach Curriculum Vitae (CV) of the Lead Attorney with 5 or more years of relevant working experience, legal qualifications and Certified valid letter of good standing with the Legal Practice Council)</p> <p><b>N/B: Bidders to use provided compulsory Template. Failure to use the compulsory CV Template will result in a disqualification</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.	Certified valid letter of good standing with the Legal Practice Council, for atleast three Legal Practitioners who forms part of the team that will attend to SAQA matters	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<p><b>5.</b></p>	<p>Bidder's relevant experience for the assignment:          (The bidder must attach at least five signed and dated reference letter(s) not older than five (5) years in the following areas practise areas:</p> <ol style="list-style-type: none"> <li>1. <b><i>Litigation</i></b></li> <li>2. <b><i>Corporate and commercial law</i></b></li> <li>3. <b><i>Intellectual Property Law</i></b></li> <li>4. <b><i>Constitutional and administrative law</i></b></li> <li>5. <b><i>Labour Law</i></b></li> </ol> <p><b>N/B: At least 2 Reference letters must be from the public sector</b></p>	<p><input type="checkbox"/> <b>Yes</b>   <input type="checkbox"/> <b>No</b></p>	
<p><b>6.</b></p>	<p>The bidder must attach atleast one (1) Summary of judgements / evidence of successful engagement for services rendered per area bid for, in the past 5 years in the following areas, bidders to attach relevant case reports / award:</p> <ol style="list-style-type: none"> <li>1. Litigation</li> <li>2. Corporate and commercial law</li> <li>3. Intellectual Property Law</li> <li>4. Constitutional and administrative law</li> <li>5. Labour Law</li> </ol>	<p><input type="checkbox"/> <b>Yes</b>   <input type="checkbox"/> <b>No</b></p>	

### 7.3. Stage 3 - Price and Specific Goals Evaluation

All Bidder(s) that pass all previous stages of evaluation (acceptable Bidder(s)) will qualify to be further evaluated on Price and Specific Goals (80/20).

The hours are for evaluation purposes only, **Only the top Three highest scoring service providers** on the Price and Preference Points Evaluation will be appointed as part of the panel.

Panel members will be required to render services based on the rates stipulated in the pricing schedule.

Description	Points
Price	80
Specific Goals	20
Total Points for Price and Specific Goals	100

No	Specific Goal	Supporting Evidence	Preference Points	Number of points claimed. (To be completed by the bidder)
1	Black-owned enterprises	Proof of B-BBEE status level of contributor, specifically in line with the respective Sector Codes in which the company operates – SANAS Approved certificate or Commissioned affidavit or Shareholding certificate.	<b>Total Points: 15</b> At least 51% Black Ownership – 15 Points	
2	Black Women-owned enterprises;	Proof of B-BBEE status level of contributor, specifically in line with respective Sector Codes which the company operates – SANAS Approved certificate or Commissioned affidavit or Shareholding certificate	Total Points: 5 At least 30% Black women ownership– 5 Points	
<b>Total Points for Specific Goals</b>			<b>20</b>	

**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 specific goal stipulated below and provide supporting evidence in the form of a valid B-BBEE Certificate/Sworn Affidavit.**

**SECTION 2: PRICING**

**1. PRICING**

**THE OFFER TO BE VALID FOR 240 DAYS FROM THE CLOSING DATE OF BID.**

1. The SAQA bid box shall be locked at exactly 11h00 on the bid closing date. Bids arriving late will not be accepted under any circumstances. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.
2. The accompanying information must be used for the formulation of proposals.
3. Bidders are required to indicate a ceiling price based on the total estimated time for completion of the Contract and including all expenses inclusive of all applicable taxes for the project.

**TOTAL: R .....**

4. The ceiling price must include all applicable taxes, including value-added tax, pay as you earn, income tax, unemployment insurance fund contributions, provident fund contributions, medical aid contributions, uniforms, stationery, profit and skills development levies.
5. The bidder confirms the correctness of the prices and rates quoted in its pricing proposal and is solely responsible for and bound by the pricing proposal submitted for this bid, including all calculations. The bidder Accepts that any errors contained therein regarding prices, rates and calculations are at the bidder's own risk.

## 2. PRICING SCHEDULE

SUMMARY OF COST BREAKDOWN (THE BELOW PRICING SCHEDULE IS FOR EVALUATION PURPOSES ONLY)						
DESCRIPTION OF THE SERVICE	Duration (36 Months)	Designation	Hourly rate	Estimated Hours (for evaluation purposes only)	PRICE (including VAT and annual escalations)	
Provision of Legal Services to the South African Qualifications Authority (SAQA) for a period of three (3) years	Year 1	Partner	R	300	R	
		12 months	Attorney	R	300	R
		Other: Professional	R	300		
			Administrative	R	300	R
	Year 2	12 months	Partner	R	300	R
			Attorney	R	300	R
			Other: Professional	R	300	
			Administrative	R	300	R
		Year 3	12 months	Partner	R	300
Attorney				R	300	R
Other: Professional	R			300		
	Administrative	R	300	R		
<b>TOTAL BID PRICE FOR 1<sup>ST</sup>, 2<sup>ND</sup> AND 3<sup>RD</sup> YEAR (VAT INCLUSIVE)</b>					<b>R</b>	

### 3. VALIDITY PERIOD OF PROPOSAL

3.1. The tender proposal must remain valid in all respects for at least 120 days after the tender closing date.

### 4. ALTERED OR QUALIFIED BID PROPOSALS

4.1. If a bidder alters the wording of this RFB or the standard bid documentation in its bid proposal, SAQA will disqualify the bid proposal.

4.2. Bid proposals that are qualified by a bidder's own conditions may be disqualified by SAQA. The terms of the RFB take precedence over any of the bidder's own conditions.

### 5. REQUESTS FOR INFORMATION, PRESENTATIONS, AND DEMONSTRATIONS

5.1. SAQA may request clarification or additional information regarding any aspect of a bidder's proposal. The bidder must supply the requested information within 24 hours after the request has been made, otherwise, the bid may be disqualified.

5.2. SAQA may request a presentation or demonstration, and bidders must comply with such a request within 24 hours.

### 6. BIDDER ENQUIRIES

6.1. Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFB, queries must be addressed, in writing, to the contract SAQA person(s) listed in the invitation to bid SBD 1.

6.2. Under no circumstances may a bidder approach any other SAQA employee for any information or clarity regarding the RFB. Any such approach may result in the disqualification of the bid.

6.3. SAQA reserves the right to place any inquiry received and SAQA's corresponding response on SAQA's website.

6.4. Bidders may direct written inquiries regarding the RFB up to **25 March 2026** and SAQA will respond by **27 March 2026** by advertising the questions and answers on the SAQA website, [www.saq.org.za](http://www.saq.org.za) under the Procurement category. No inquiry (s) shall be answered by SAQA beyond that date unless considered necessary by SAQA.

**7. BRIEFING SESSION**

<b>BRIEFING SESSION</b>	None
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**8. LANGUAGE**

- 8.1. The bidder’s proposal and all correspondence and documents related to the RFB must be in English.
- 8.2. Supporting documents and printed literature furnished by the bidder with its proposal may be in another language, provided that they are Accompanied by an Accurate translation in English. For the purposes of interpretation of the bid, the English translation will prevail.

**9. CONFIDENTIALITY**

- 9.1. The information contained in the RFB, and other documents supplied by SAQA in connection with the RFB may be confidential and all copyright and Intellectual Property therein vests with SAQA.
- 9.2. Except as may be required by operation of law, by a court or by a regulatory authority with jurisdiction, no bidder may disclose any information contained in or relating to the RFB or any other documents supplied by SAQA in connection with the RFB or a bidder’s proposal.
- 9.3. No part of the RFB or any other documents supplied by SAQA in connection with the RFB may be distributed, reproduced, stored or transmitted to any party, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing the bidder’s proposal.
- 9.4. The RFB and any other documents supplied by SAQA in connection with the RFB remain proprietary to SAQA and must be promptly returned to SAQA upon request together with all copies, electronic versions, except or summaries thereof or work derived therefrom.
- 9.5. Failure to adhere to these confidentiality requirements may result in disqualification from the bid process and civil Action.

**10. MEDIA RELEASES**

- 10.1. Bidders or their agents shall not make any media statements, comment or releases concerning this RFB or the awarding of the tender or any resulting Contract without the prior written consent of SAQA.

## **11. BIDS BY CONSORTIUMS, JOINT VENTURES AND SUB-CONTRACTING**

- 11.1. In the case of bids submitted by a consortium, joint venture or with a sub-Contracting proposal, bidders must provide a copy of the signed consortium, joint venture or sub- Contracting agreement stipulating the work split between the parties and must complete the information in SBD 1 in respect of each party.
- 11.2. A consortium or joint venture (including unincorporated consortiums and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate to qualify to claim B-BBEE status level points.
- 11.3. If SAQA awards the bid to a consortium, joint venture or with a sub -Contracting proposal, the bid will be awarded to the primary bidder, and no separate agreements shall be concluded by SAQA with other members of the consortium or joint venture or with the subcontractors of the primary bidder. The primary bidder shall solely be responsible, Accountable, and liable for the fulfilment of the responsibilities and obligations of the Contract. Any subcontracting shall be subject to SAQA's prior written approval.

## **12. AWARD OF TENDER**

- 12.1. SAQA reserves the right to shortlist bidders and to enter into negotiations regarding the terms and conditions of Contract, including prices, before awarding the tender.
- 12.2. SAQA may, in its sole discretion, not Accept lower bid and reserve the right to not award the tender.
- 12.3. SAQA may, on reasonable and justifiable grounds, award the tender to a bidder that does not score the highest number of points in terms of the Preferential Procurement Regulations, 2022.
- 12.4. The tender will be deemed awarded only by signature by the authorized representatives of SAQA and the successful bidder in the form of an acceptance letter.

### **SECTION 3: SPECIAL CONDITIONS OF CONTRACT**

The following special conditions shall apply to the award of this bid:

#### **1. BIDDER'S WARRANTIES**

**The bidder warrants and represents to SAQA that:**

- 1.1. The bidder has adequate personnel, resources and facilities to carry out the services.
- 1.2. The bidder shall carry out the services in professional and diligent manner and in Accordance with Best Industry practices. Without derogating from the generality of this warranty, the bidder shall assign performance of the services to personnel having the skills, experience, and expertise, capacity, and knowledge required to perform the services.
- 1.3. The bidder should not engage in any activities that would detract from the proper performance of the services.
- 1.4. The bidder shall avoid any material conflict between its interests and those of SAQA and, where such conflict is unavoidable, will disclose the details of such conflict to SAQA.
- 1.5. The bidder shall provide the services in a cost-effective manner that ensures that SAQA receives value for money.
- 1.6. All information that the bidder provides to SAQA in relation to the services shall be Accurate in all respects;  
and
- 1.7. The bidder shall always act reasonably, honestly and in good faith in its dealings with SAQA.

## **2. SARS GOOD STANDING AND B-BBEE RATING**

2.1. The bidder shall remain in good standing with the South African Revenue Services and maintain or improve its B-BBEE rating, failure of which will result in SAQA being entitled to terminate the Contract.

## **3. CO-OPERATION WITH SAQA AND ITS REPRESENTATIVES**

3.1. The bidder shall furnish to SAQA or its authorized representatives any information, records, documents, Accounts, letters and papers within the bidder's possession or under its control relating to the services, within 7 days of written notice from SAQA to do so.

3.2. The Service Provider shall co-operate fully with any request of the Auditor-General of South Africa relating to the services.

## **4. CONTRACT PAYMENTS**

4.1. Invoices submitted by the bidder shall comply with all SAQA's requirements.

4.2. All amounts payable by SAQA to the bidder for delivery of the services shall be paid by electronic transfer into the official bank Account of the bidder as reflected on the **National Treasury Central Supplier Database ("CSD")**.

## **5. PERFORMANCE PENALTIES**

5.1. SAQA shall be entitled, without prejudice to any other remedies, to deduct from any monies payable to the bidder an amount equivalent to the value of any substandard performance or non-performance of any or all the services by the bidder. SAQA, acting reasonably, shall in its own discretion determine the amount of the deduction.

## **6. CONFIDENTIALITY**

6.1. SAQA may disclose or make Accessible Confidential Information to the bidder for purposes of providing the services. The bidder agrees that the sole purpose of the Confidential Information being disclosed or made Accessible to it, is in connection with the services and undertakes not to use the Confidential Information for any other purpose or in any manner that is adverse or detrimental to the interests of SAQA.

6.2. The bidder shall not disclose, in whole or in part, any Confidential Information to any third party without the prior written approval of SAQA.

6.3. The bidder shall only disclose so much of the Confidential Information and at such times may be strictly

necessary to enable any of its employees, agents, associates, or professional advisors to fulfil their function as such and only after advising them of the bidder's confidentiality obligations and obtaining from them a signed undertaking of confidentiality restricting the use of the Confidential Information. The bidder warrants that such employee, agent, associate, or professional advisor shall comply with the confidentiality undertaking.

## **7. INTELLECTUAL PROPERTY**

- 7.1. All rights, title and ownership of any code, forms, algorithms, methodologies, frameworks, or materials developed by the bidder for SAQA shall become the sole property of SAQA and form part of SAQA's Intellectual Property.
- 7.2. All intellectual property embodied in any services rendered by the bidder shall vest in SAQA and form part of SAQA's Intellectual Property. bidder shall deliver to SAQA all codes, forms, algorithms, methodologies and materials relating to such services.
- 7.3. The bidder shall not use or disclose to any third party, in whole or in part any of SAQA's Intellectual Property aforesaid, without the prior written approval of SAQA.

## **8. INDEMNITY**

- 8.1. The bidder indemnifies and holds SAQA harmless, against any claims that may arise from any Acts and omissions of the bidder and that of the bidder's employees, consultants, agents, representatives or sub-Contractors in rendering the services.

## **9. SUB-CONTRACTING**

- 9.1. The bidder shall not sub-Contract any of its obligations to a third party, unless it has received the prior written approval of SAQA.
- 9.2. Any sub-Contracting so approved by SAQA shall not absolve the bidder from complying with its obligations and the bidder indemnifies and holds SAQA harmless against any loss, harm or damage which SAQA may suffer as a result of such subcontracting.

## **10. TERMINATION OF CONTRACT**

10.1. SAQA shall be entitled, at its own discretion, and without prejudice to any other remedies, to –

10.1.1. terminate the Contract or temporarily suspend all or part of the services by at least 60 days' written notice to the bidder, should funds no longer be available to pay for the services.

10.1.2. terminate or temporarily suspend the Contract in whole or in part for convenience and without cause at any time by at least 60 days' prior written notice to the bidder.

10.2. SAQA, when giving written notice, shall specify the extent of the termination or suspension, and the effective date of the termination or suspension.

10.3. The bidder, upon receipt of written notice, shall discontinue the rendering of services under the Contract to the extent specified, and on the date specified in the notice.

10.4. If SAQA terminates or suspends the Contract, in whole or in part, under this clause, SAQA shall pay the bidder for services already satisfactorily rendered under the Contract, up to and including the date of termination or suspension specified in the notice.

10.5. SAQA shall not be liable for any consequential loss resulting from the termination or suspension of this Contract under this clause, including, without limitation, any loss of profits or any costs associated with the termination or suspension of any subcontracts entered into by the bidder.

## **11. RETURN OF DOCUMENTS AND CLOSE OUT REPORT**

The bidder shall upon termination of the Contract, furnish SAQA with any and all records, documents, Accounts, letters and papers within its possession or under its control relating to the services and where required by SAQA, a close out report

## **SECTION 4: BID SUBMISSION REQUIREMENTS**

1. An original plus one copy of the bid, i.e., two documents in total, must be deposited in the SAQA bid box at the address indicated in the invitation to bid SBD1 before the bid closing date and time. The SAQA bid box can be reached during office hours 07h30 – 16h30 South African time.  
**NB:** Bidders are to indicate on the cover of each document whether it is the original or a copy.
2. Bids should be in a single sealed envelope, marked on the cover with:
  - Bid number: **SAQA 04/2025**
  - Bid closing date and time: **09 APRIL 2026@11H00**
  - The name and address of the Bidder:  
.....  
.....
3. The SAQA bid box shall be locked at exactly **11h00** on the bid closing date. Bids arriving late will not be accepted under any circumstances. A bid will be considered late if it arrives only one second after 11h00 or any time thereafter. Bidders are therefore strongly advised to ensure that bids are dispatched, allowing enough time for any unforeseen events that may delay the delivery of the bid.
4. Bidders must complete all the necessary bid documents and undertakings required in this bid document.
5. Bidders are advised that their bid proposals should be concise, written in plain English and simply presented.
6. Bidders must complete and submit all required Standard Bid Documents: SBD 1, SBD 3.1, SBD 4, and SBD 6.1.
7. Bidders must state their National Treasury (CSD) Central Supplier Database's Supplier Number or Unique number and Tax Pin in their bids in order to enable SAQA to confirm their tax status.  
**NB. Bidders should submit a recent CSD report with their bids.**
8. Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their pricing to substantiate their B-BBEE rating claims. However, bidders who qualify as EMEs may submit a sworn affidavit signed by the EME representative and attested by a Commissioner of Oaths.

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

## **SECTION 5: GENERAL CONDITIONS OF (GCC)**

### **GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT JULY 2010**

#### **NOTES**

The purpose of this document is to:

- Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- 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

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 anything 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 are 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 markets 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" mean 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 labor, 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 that 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 be extended 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 with 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 purchaser or an organization Acting on behalf of the purchaser.
- 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 maybe 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 supply 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 Arcto 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 detailed operations and maintenance manual for each appropriate unit of the supplied goods.
  - d) Performance or supervision or maintenance and/or repair of the supplied goods, for a period agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this Contract; and
  - e) Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2. Prices charged by the supplier for incidental services, if not included in the Contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

### **14. Spare parts**

- 14.1. As specified in SCC, the supplier may be required to provide any or all 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 those they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The supplier further warrants that all goods supplied under this Contract shall have no defect, arising from

design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any defect 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 Actions 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 the SCC.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the Contract.
- 16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

**17.** Payment will be made in Rand unless otherwise stipulated in the SCC

## **18. Prices**

- 18.1. 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.

## **19. Contract amendments**

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

## **20. Assignment**

- 20.1. 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.

## **21. Subcontracts**

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

## **22. Delays in the supplier's performance**

- 22.1. 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.
- 22.2. 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.
- 22.3. 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.
- 22.4. 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.
- 22.5. 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.

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

### **23. Penalties**

- 23.1. 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.

### **24. Termination for default**

- 24.1. 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 If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- 24.2. In the event the purchaser terminates the Contract in whole or in part, the purchaser may procure, upon such terms 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.
- 24.3. 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 ten (10) years.

- 24.4. 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.
- 24.5. 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.
- 24.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- a. The name and address of the supplier and / or person restricted by the purchaser.
  - b. The date of commencement of the restriction
  - c. The period of restriction; and
  - d. 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. 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.

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

- 25.1. When, after the date of bid, provisional payments are required, or antidumping 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 favorable 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.

## **26. Force Majeure**

- 26.1. 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.
- 26.2. 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.

## **27. Termination for insolvency**

- 27.1. 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.

## **28. Settlement of Disputes**

- 28.1. 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.
- 28.2. 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.

- 28.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 28.4. Mediation proceedings shall be conducted in Accordance with the rules of procedure specified in the SCC.
- 28.5. 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 to the supplier.

### **29. Limitation of liability**

- a. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6 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.

### **30. Governing language**

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

### **31. Applicable law**

- 31.1. The Contract shall be interpreted in Accordance with South African laws, unless otherwise specified in the SCC.

### **32. Notices**

- 32.1. 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.

- 32.2. The time mentioned in the Contract documents for performing any Arcto after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

### **33. Taxes and duties**

- 33.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 33.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the Contracted goods to the purchaser.
- 33.3. 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.

### **34. National Industrial Participation (NIP) Programme**

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

### **35. Prohibition of Restrictive practices**

- 35.1. In terms of section 4 (1) (b) (iii) of the Competition Arcto 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).
- 35.2. 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 Arcto No. 89 of 1998.
- 35.3. 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



**PART A**

**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)</b>					
BID NUMBER:	SAQA 04-2025	CLOSING DATE:	09 APRIL 2026	CLOSING TIME:	11:00
DESCRIPTION	PROVISION OF LEGAL SERVICES TO THE SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA).				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>SAQA HOUSE</b>					
<b>SAQA TENDER BOX - RECEPTION, GROUND FLOOR, LOURIE PLACE ,189 LUNNON ROAD,</b>					
<b>HILLCREST OFFICE PARK, HILLCREST 0083</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr Benedict Tefu		CONTACT PERSON	Ms Nomfundiso Kgomo	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Tenders@saqa.org.za		E-MAIL ADDRESS	Tenders@saqa.org.za	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [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>					

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**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>

<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....	BID NO.: ...SAQA 04/2025.....
CLOSING TIME 11:00	CLOSING DATE 09 APRIL 2026

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
-----	R-----	-----

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

-----	R-----	----- days

5.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc.). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----	.....	.....	R.....
-----	.....	.....	R.....
-----	.....	.....	R.....
-----	.....	.....	R.....

TOTAL: R.....

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

5.2 Other expenses, for example accommodation (specify, e.g. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid .....

7. Estimated man-days for completion of project .....

8. Are the rates quoted firm for the full period of contract? \*YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.  
 .....

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

\*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

(Benedict Tefu – Supply Chain Management) [tenders@saqa.org.za](mailto:tenders@saqa.org.za)

Or for technical information –

(Ms Nomfundiso Kgomo –Legal services) [tenders@saqa.org.za](mailto:tenders@saqa.org.za)

## 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 State institution

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

<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 DECLARATIONS**

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.



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

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

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

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest Acceptable tender will be used to determine the Accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

P<sub>t</sub> = Price of tender under consideration

P<sub>min</sub> = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

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 or 90/10 preference point system will apply and that the highest Acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest Acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
At least 51% Black Ownership		15		
At least 30% Black women ownership		5		

**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 authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I Acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in Accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a Contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the Contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of Contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process.
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
- (c) cancel the Contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation.
- (d) recommend that the tenderer or Contractor, its shareholders and directors, or only the shareholders and directors who ARCted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *Audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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

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

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

.....

**COMPULSORY CV TEMPLATE FOR UNIFORMITY**

Bidders must clearly indicate the practice area in the CV template.

**Bidders must replicate the template for all roles**

(As per Mandatory requirement).

Proposed role in the SAQA project	Please tick relevant role✓	
	Lead Attorney	<input type="checkbox"/>
	Team member 1	<input type="checkbox"/>
	Team member 2	<input type="checkbox"/>
	Team member 3	<input type="checkbox"/>
First Name and Surname		
Date of birth		
Nationality		
Professional Membership		
Present position		
Years with the bidder's organisation or Company		

**Education**

Institution	Duration (Date from - Date to)	Qualification Obtained (e.g., Degree(s) or Diploma(s)  (Start from the most recent, Copies of each qualification to be included in the CV pack)  <b>NB: Failure to attach documents will result in a disqualification.</b>

**Professional Experience (Relevant to the Area of Practice)**

Professional Experience (Relevant to the Area of Role)	
<b>Start from the most recent Experience</b>	
Organisation	
Date (From – To)	
Position	
Location	
Description of duties (listed)	

Organisation	
Date (From – To)	
Position	
Location	
Description of duties (listed)	

Organisation	
Date (From – To)	
Position	
Location	
Description of duties (listed)	

Organisation	
Date (From – To)	
Position	
Location	
Description of duties (listed)	

Organisation	
Date (From – To)	
Position	

Location	
Description of duties (listed)	

**List of similar projects (relevant to the Role)**

Description	Organisation

**References (relevant to the Role)**

Name	Organisation	Contact details

