

INVITATION TO BID

BID NO:
RAF/2023/00015

BID DESCRIPTION:

THE ROAD ACCIDENT FUND (RAF) HEREBY INVITES EXPERIENCED AND SUITABLE SERVICE PROVIDER/S FOR THE PROVISION OF PHYSICAL SECURITY GUARDING FOR RAF OFFICES NATIONWIDE FOR A PERIOD OF FIVE (5) YEARS.

Publication date: 11 August 2023

Briefing Session date and time: 25 August 2023 @ 11:00am

Compulsory briefing session will be held on:

CSIR International Convention Centre
Meiring Naude Road,
Brummeria
Pretoria
0184

NB: Failure to attend the Compulsory Briefing Session will lead to disqualification.

Closing date: 14 September 2023 @ 11h00 am

Note: Faxed and/or Emailed Proposals/ bids will not be accepted, only hand delivered and couriered Proposals/ bids must be deposited in the tender Box on or before the closing date and time

TABLE OF CONTENTS FOR BID RAF/2023/00015

1. PART A: INVITATION TO BID
2. PART B: TERMS AND CONDITIONS FOR BIDDING
3. SBD 3.2: PRICING SCHEDULE (SERVICES)
4. SBD 4: DECLARATION OF INTEREST
5. SBD 5: NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME
6. SBD 6.1: PREFERENCE POINTS CLAIM FORM
7. SPECIFICATION DOCUMENT
8. GENERAL CONDITIONS OF CONTRACT

IMPORTANT NOTES:

1. Bid documents are available on the website (www.raf.co.za) at no cost.
2. Submission of Proposals
 - Bid responses must be placed in the tender box clearly marked with a tender number and description; and
 - Bidders are required to submit an original Bid Document/Proposal and a soft copy (PDF) of their original Bid Document/Proposal in a USB (To be enclosed in the envelope which contains the Original Bid Document/Proposal). (To be enclosed in the envelope which contains the Original Bid Document/Proposal)
 - The proposal must be deposited in the tender box situated at the reception of RAF at the below address:

Road Accident Fund (RAF), Eco Glades 2 Office Park, 420 Witch-hazel Avenue, Centurion, 0046

3. Validity Period

The proposal submitted by the supplier must be valid for a period of 90 days, from the closing date for the submission of proposals.

4. Enquiries

All enquiries regarding this bid must be directed to the Supply Chain Management Office:

Bid Enquiries: Physical Security email.

E-mail address: physicalsecurity@raf.co.za.

Note: No telephonic enquiries will be entertained.

Closing date and time for Bid questions and enquiries: **30 August 2023**

Publication date for Questions & Answers: **05 September 2023**

Questions and Answers will be published on the RAF website

Important Notes:

1. All questions/enquiries must be forwarded in writing to the e-mail address above;
and
2. Questions/enquiries received after the above-stated date and time will not be entertained.

MANDATORY/ LEGISLATIVE REQUIREMENTS

This stage checks and validates the bidders' compliance to the legal requirements to conduct business in South Africa, as well as to the industry requirement for the supply of goods and services.

Returnable Documents / Information	Check list ✓ Tick each box
SBD 1: Completed, attached and signed	
SBD 3.2 Completed, attached and signed	
SBD 4: Completed, attached and signed	
SBD 5: Completed, attached and signed	
SBD 6.1: Completed, attached and signed	
Proof of Private Security Industry Regulatory Authority (PSIRA) registration,	
Specification document: Completed, attached and signed	
General Condition of contract: Initialled and attached	
Provide Tax TCS Pin to verify Tax Status: Attached (In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.)	
If the bidder is a joint venture, consortium or other unincorporated grouping of two or more persons/ entities, a copy of the joint venture agreement between the members should be provided.	
Registered on the Central Supplier Database of National Treasury. (For registration information, go to https://secure.csd.gov.za/)	

Note: Some requirements may not be applicable to international suppliers/ bidders and only those suppliers/ bidders will be exempted from these mandatory/ legislative requirements. All SBDs must be submitted (signed) noting where it is not applicable. If any specific SBD is not submitted, documentary proof, clearly stating the reason must be attached.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RAF/2023/00015	CLOSING DATE:	14 September 2023	CLOSING TIME:	11:00 am
DESCRIPTION	THE ROAD ACCIDENT FUND (RAF) HEREBY INVITES EXPERIENCED AND SUITABLE SERVICE PROVIDER/S FOR THE PROVISION OF PHYSICAL SECURITY GUARDING FOR RAF OFFICES NATIONWIDE FOR A PERIOD OF FIVE (5) YEARS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Road Accident Fund					
Eco Glades 2 Office Park					
420 Witch -Hazel Avenue					
Centurion					
0046					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Matome Ramathoka		CONTACT PERSON		
TELEPHONE NUMBER	012 649 2015		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	physicalsecurity@raf.co.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
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]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO 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 – FIRM PRICES (PURCHASES)

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

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

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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-
- Required by:
 - At:
.....
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/not firm
 - Delivery basis

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

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

*Delete if not applicable

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 interest¹ 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 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**

¹ 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.

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 consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of 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

² 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.

This document must be signed and submitted together with your bid

THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
 - (a) Any single contract with imported content exceeding US\$10 million.
or
 - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.
or
 - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.
or
 - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at Elias@thedti.gov.za for further details about the programme.

4 PROCESS TO SATISFY THE NIP OBLIGATION

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
- a. the contractor and the DTI will determine the NIP obligation;
 - b. the contractor and the DTI will sign the NIP obligation agreement;
 - c. the contractor will submit a performance guarantee to the DTI;
 - d. the contractor will submit a business concept for consideration and approval by the

- DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
 - f. the contractor will implement the business plans; and
 - g. the contractor will submit bi-annual progress reports on approved plans to theDTI.
- 4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor)and, therefore, does not involve the purchasing institution.

Bid number Closing date:.....

Name of bidder.....

Postal address

.....

Signature..... Name (in print).....

Date.....

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.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) \end{array}$$

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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)
South African citizen who had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 200 of 1983) or the Constitution of the Republic of South Africa, 1996. (minimum 51% ownership or more)	05			
Women (minimum 51% ownership or more)	04			
Persons with disabilities (minimum 51% ownership or more)	01			

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

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

**BID SPECIFICATION – APPOINTMENT OF A SERVICE PROVIDER/S FOR THE
PROVISION OF PHYSICAL SECURITY GUARDING FOR RAF OFFICES
NATIONWIDE FOR A PERIOD OF FIVE (5) YEARS.**

1. BACKGROUND TO THE ROAD ACCIDENT FUND

The Road Accident Fund (RAF) is a schedule 3A public entity established in terms of the Road Accident Fund Act, 1996 (Act No. 56 of 1996), as amended. Its mandate is the provision of compulsory social insurance cover to all users of South African roads, to rehabilitate and compensate persons injured as a result of the negligent driving of motor vehicles in a timely and caring manner, and to actively promote the safe use of our roads.

The customer base of the RAF comprises not only the South African public, but all foreigners within the borders of the country. The RAF head office is in Centurion, and the RAF has a national footprint. There will however be Customer Experience Centers in each Province in the country, in the near future.

2. SPECIAL INSTRUCTION TO BIDDERS

- 2.1 The bidder must be an eligible, registered service provider in terms of the applicable laws of the country and included in the National Treasury Central Supplier Database (CSD).
- 2.2 The bidder must have a business continuity management programme, which must be available for inspection by the RAF during the subsistence of rendering services to the RAF.
- 2.3 Bidders are required to provide full and accurate responses to the mandatory requirements as stated in this document, and, where required, explicitly state either “Comply/Not Comply” and where applicable, substantiate the responses with the necessary supporting documents.
- 2.4 Bidders are informed that failure to comply fully with the mandatory requirements will nullify their bids for further evaluation.
- 2.5 Bid Proposals must be clearly indexed, and cross referenced to a Table of Contents.
- 2.6 The evaluation criteria that were published with the Request for Proposal/Bids will be used to assess bidders’ responses and no amendment after the closing of a bid will be allowed.

- 2.7 It is expected of bidders to have their tax matters in order when the proposals are submitted. The RAF reserves the right to confirm bidders' tax matters on the CSD prior to the award. Only tax-compliant bidders will be awarded contracts.
- 2.8 Companies or Director/s that are included on the National Treasury register of Restricted Suppliers and/or Tender Defaulters will be automatically disqualified from the bidding process.
- 2.9 As prescribed, all Standard Bidding Documents (SBD) Forms – *Returnable Documents*) must be fully completed and duly signed. All Returnable Documents must be submitted with the proposal at the closing of a bid.
- 2.10 The successful service provider will be required to provide police clearance for security officers to be employed. The RAF reserve the right to conduct security screening/ vetting for company Directors and security officers provided.
- 2.11 The company Directors and security officers provided will be required to sign Non-Disclosure Agreements.

3. BACKGROUND OF THE BID

The Road Accident Fund (RAF) seeks to appoint security service provider(s) to render 24/7 physical security services at its offices nationwide for a period of five (5) years. Any of the locations may change in future, any changes will be negotiated at the time.

Bidders must select the relevant office they are bidding for. Please clearly indicate with a CROSS (X) or TICK (✓).

Province	Offices	Tick relevant rows
Gauteng	Centurion (Head Office)	
	Menlyn Regional Office	
	Johannesburg Regional Office	
Eastern Cape	East London Regional Office	
	Port Elizabeth CSC	
Western Cape	Cape Town Regional Office	
Kwa Zulu Natal	Durban Regional Office	
Mpumalanga	Nelspruit CSC	

Limpopo	Polokwane CSC	
	Tzaneen CSC	
Free State	Bloemfontein CSC	
Northern Cape	Kimberley CSC	
North West	Mafikeng CSC	

NOTE: Bidders must submit separate bids for each office they are bidding for and clearly mark the bid document. Take note that locations may change in future.

4. SCOPE OF WORK

1. Shifts

Day Shift	06:00 to 18:00 (Monday to Sunday, Weekends and Public Holidays included)
Night Shift	18:00 to 06:00 (Monday to Sunday, Weekends and Public Holidays included)

2. Security Equipment, Aids and Facilities

- a. Occurrence books and electronic occurrence book,
- b. Pocket Books (notebooks),
- c. Security registers and visitor's identification stickers,
- d. Identity Book or Driver's license scanning machines,
- e. Have a fully equipped 24/7 security control room for constant communication with security officers on site, i.e., reporting on duty, hourly/two-hourly security status report, emergency situations, etc.

Site	Equipment and services	Quantity
Centurion (Head Office)	Rechargeable torches	4
	Handheld two-way radios	9
	Base radio	1
	Guard track patrol monitoring equipment together with 15 patrol checkpoints	1
	Handheld metal detectors	3
	Firearms (including ammunition and one extra magazine)	2
	24/7-Armed response	1
	Identification/ License scanner	4
Menlyn Regional Office	24/7-Armed response	1
	Rechargeable torches	4

	Guard track patrol monitoring equipment together with 15 patrol checkpoints	1
	Handheld two-way radios	8
	Base radio	1
	Handheld metal detectors	2
	Identification/License scanner	2
Polokwane CSC	24/7-Armed response + install and monitor alarm system	1
	Guard track patrol monitoring equipment together with 5 patrol checkpoints	1
	Handheld metal detectors	2
	Handheld radios	4
	Identification/License scanner	1
Nelspruit CSC	24/7-Armed response + install and monitor alarm system	1
	Guard track patrol monitoring equipment together with 5 patrol checkpoints	1
	Handheld two-way radios	4
	Identification/License scanner	1
	Handheld metal detectors	2
Tzaneen CSC	24/7-Armed response + install and monitor alarm system	1
	Guard track patrol monitoring equipment together with 5 patrol checkpoints	1
	Handheld metal detectors	2
	Identification/License scanner	1
	Handheld radios	4
Mafikeng CSC	24/7-Armed response + install and monitor alarm system	1
	Guard track patrol monitoring equipment together with 5 patrol checkpoints	1
	Handheld metal detectors	2
	Identification/License scanner	1
	Handheld radios	4
Johannesburg Regional Office	24/7-Armed response + install and monitor alarm system	1
	Handheld two-way radios	9
	Base radio	1
	Handheld metal detectors	2
	Guard track patrol monitoring equipment together with 8 patrol checkpoints	1
	Identification/License scanner	2
Kimberley CSC	24/7-Armed response + install and monitor alarm system	1
	Guard track patrol monitoring equipment together with 5 patrol checkpoints	1
	Handheld two-way radios	2
	Base radio	1
	Handheld metal detectors	2
	Identification/License scanner	1

Bloemfontein CSC	24/7-Armed response + install and monitor alarm system	1
	Guard track patrol monitoring equipment together with 5 patrol checkpoints	1
	Handheld two-way radios	2
	Base radio	1
	Handheld metal detectors	2
	Identification/License scanner	1
Durban Regional Office	24/7-Armed response + install and monitor alarm system	1
	Base radio	1
	Handheld two-way radios	7
	Handheld metal detectors	4
	Identification/License scanner	2
Cape Town Regional Office	24/7-Armed response + install and monitor alarm system	1
	Identification/License scanner	1
	Handheld two-way radios	4
	Rechargeable torches	2
East London Regional Office	24/7-Armed response	1
	Rechargeable torches	1
	Base Radio	1
	Handheld two-way radios	4
	Identification/license scanner	1
Port Elizabeth CSC	24/7-Armed response + install and monitor alarm system	1
	Handheld metal detectors	1
	Handheld two-way radios	1
	Rechargeable torches	1
	Identity book or driver's license scanning machine	1

Mafikeng CSC	24/7-Armed response + install and monitor alarm system	1
	Guard track patrol monitoring equipment together with 5 patrol checkpoints	1
	Handheld metal detectors	2
Tzaneen Walk-in Centre	24/7-Armed response + install and monitor alarm system	1
	Guard track patrol monitoring equipment together with 5 patrol checkpoints	1
	Handheld metal detectors	1
Nelspruit CSC	24/7-Armed response + install and monitor alarm system	1
	Guard track patrol monitoring equipment together with 5 patrol checkpoints	1
	Handheld two-way radios	1
	Base radio	1
	Handheld metal detectors	2
Johannesburg	24/7-Armed response + install and monitor alarm system	1
	Handheld two-way radios	4
	Base radio	1
	Handheld metal detectors	2
Kimberley CSC	24/7-Armed response + install and monitor alarm system	1
	Guard track patrol monitoring equipment together with 5 patrol checkpoints	1
	Handheld two-way radios	2
	Base radio	1
	Handheld metal detectors	2
Bloemfontein CSC	24/7-Armed response + install and monitor alarm system	1
	Guard track patrol monitoring equipment together with 5 patrol checkpoints	1
	Handheld two-way radios	2
	Base radio	1
	Handheld metal detectors	2
Durban	24/7-Armed response + install and monitor alarm system	1
	Base radio	1
	Handheld two-way radios	6
	Handheld metal detectors	4
Cape Town	24/7-Armed response + install and monitor alarm system	
	Guard track patrol monitoring equipment together with 8 patrol checkpoints	1
	Base radio	1
	Handheld two-way radios	4
	Rechargeable torches	2
East London	24/7-Armed response	1

	Rechargeable torches	4
	Base Radio	1
	Handheld two-way radios	4
Port Elizabeth CSC	24/7-Armed response + install and monitor alarm system	1
	Guard track patrol monitoring equipment together with 5 patrol checkpoints	1
	Handheld metal detectors	1
	Handheld two-way radios	1
	Rechargeable torches	1

NB: More offices may be added based on the new operating model of the RAF.

3. Requirements for Security Officers

3.1 Security Officers (Educational Level)	The security officers must be registered in terms of the Private Security Industry Regulation Act 56 of 2001 and accredited by the Security Industry Regulatory Authority.
	The security officers should be schooled to at least Grade 12 (Matric).
	Security officers shall be able to communicate, read and write in English and two other official languages.
	Security officers must not be younger than 18 years of age.
	Security officers supplied to render the guarding security services must have had at least one (1) year guarding services security experience.
3.2 General Requirements for Security personnel	Security officers must always present an acceptable image and appearance, which implies <i>inter alia</i> that they may not sit, lounge about, smoke, eat or drink while attending clients.
	They must at all times present a professional and dedicated attitude/ approach, which shall imply, <i>inter alia</i> that there shall be no unnecessary argument with visitors/ staff or discourteous behavior towards them.
	They must be physically fit and mentally capable to execute their security duties.
	The service provider or its security officers will under no circumstance divulge, furnish or disclose any sensitive information concerning the RAF or any other Stakeholders' activities to the public or news media.

3.3 Security Uniform and Identification	The security officers will at all times while on duty be dressed in a neat, clean and clearly identifiable corporate (not combat) uniform, which will include raincoats/ suits for rainy seasons.
	A clear identification card of the service provider or issued by PSIRA with the member's photo shall be worn conspicuously on his outer garment at all times.
3.4 Inspections by Supervisors/ Management Staff	Supervisory/ managerial staff of the service provider must inspect the security officers at least once a day i.e. one inspection during day or nightshift.

4. Duties to be performed by Security Officers:
<p>4.1 Act as authorized officers in terms of the Control of Access to Public Premises and Vehicles Act 53 of 1985 as amended, which entail requesting a person who require entry into the premises to:</p> <p>4.1.1 Furnish his/her name, address and any relevant information required by the authorized officer;</p> <p>4.1.2 Produce proof of his/her identity to the satisfaction of the authorized officer;</p> <p>4.1.3 Declare whether he/she has any dangerous object in his possession or custody or under his control;</p> <p>4.1.4 Declare what the contents of any vehicle, suitcase, attaché' case, bag, handbag, folder, envelope, parcel or container of any nature which he has in his possession or custody or under his control, and show those contents to him;</p> <p>4.1.5 Subject him/herself and anything which he/she has in his/her possession or custody or under his/her control to an examination by electronic or other apparatus in order to determine the presence of any dangerous object;</p> <p>4.1.6 Hand to an authorized officer anything which he/she has in his possession or custody or under his/her control for examination or custody until he/she leaves the premises</p> <p>4.2. Perform Access Control duties which entail:</p> <p>4.2.1 Recording visitors' particulars in a Visitors Register and booking them out on departure. This should include the driver and all passengers in a vehicle, and pedestrians.</p> <p>4.2.2 Recording details of all RAF staff members visiting the premises after normal working hours in After-hours register.</p> <p>4.2.3 Recording all events/ incidents in the prescribed Occurrence Book</p> <p>4.2.4 Advising the RAF security personnel of all access control implications, deficiencies, or imminent or perceived security crime risks occurring at the entrance gate or its vicinity.</p> <p>4.2.5 Ensuring that traffic congestion do not occur at the entrance gate during peak hours, by directing incoming visitors' vehicles into the first parking bays where access control can be completed, while making way for RAF staff members.</p> <p>4.2.6 Perform other access control duties as may be instructed from time to time.</p>

4.3 Patrol Duties:

The Service Provider shall provide a patrol monitoring equipment (Guard track) which shall be used as a patrol tool for the security officers during after-hours. Patrol duties shall entail patrolling the RAF premises regularly to:

- 4.3.1 Protect the RAF staff members against injuries, death or any other offence including Schedule 1 offence of the Criminal Procedure Act 51 of 1977, as amended.
- 4.3.2 Protect the property of RAF at the site against theft, vandalism or any other criminal activity.
- 4.3.3 Ensure that all strategic installations, vulnerable points or key areas are frequently checked to maintain their safety and security against intrusion for any unauthorized purpose.
- 4.3.4 Check for intruders, identify strangers and ascertain their right to be present in that particular area or building.
- 4.3.5 Check the perimeter fences and security lighting to ensure that both are fully operational.
- 4.3.6 Check and report on physical problems along perimeter fence such as long grass, trees overgrowing or overhanging on the fence, obstruction of illumination, materials stacked against or in the vicinity of the fence etc.
- 4.3.7 Check that all outer doors, windows and gates are secure each time the patrol passes. A physical examination of each point is required.
- 4.3.8 Check for actual or potential fire hazards and risks.
- 4.3.9 Check for potential safety hazards and report them.

4.4 Events Security

- 4.4.1 Assist RAF to coordinate and render event security as may be required from time to time.

4.5 On-site supervision and Reporting Protocol

- 4.5.1 The security officers provided and placed on site by the Service Provider shall be subject to day-to-day supervision by the RAF security department personnel. Such supervision shall include, but is not limited to:
 - i. Giving instructions and orders
 - ii. Redeploying the security officers within the premises as may be necessary.
 - iii. Perusing security registers and any other relevant material used by the security officers.

4.6 Security Operations Procedures

- 4.6.1 In addition to these specifications, the security officers provided and placed on site shall be required to discharge their duties and responsibilities in accordance with the **Security Operations Procedures** compiled and produced by the RAF.

5. Number of Security Officers per region

Site	Security grading	Quantity	Total number
Head Office	Grade B – 2 Grade C – 18	Day -10	20
		Night-05	
		Weekend/ Holiday-05	
Menlyn	Grade B – 3 Grade C – 21	Day- 12	24
		Night- 06	
		Weekend/ Holiday-06	
Polokwane CSC	Grade B – 1 Grade C – 7	Day-04	8
		Night-02	
		Weekend/ Holiday-02	
Mafikeng CSC	Grade B – 1 Grade C – 6	Day-03	7
		Night-02	
		Weekend/ Holiday-02	
Tzaneen Walk-in Centre	Grade B – 1 Grade C – 5	Day-02	6
		Night-02	
		Weekend-02	
Nelspruit CSC	Grade B – 1 Grade C – 6	Day-04	7
		Night-02	
		Weekend-01	
Johannesburg	Grade B – 2 Grade C – 12	Day-09	14
		Night-03	
		Weekend-02	
Kimberley CSC	Grade B – 1 Grade C – 3	Day-02	4
		Night-01 (and alarm)	
		Weekend/ Holiday-01	
Bloemfontein CSC	Grade B – 1 Grade C – 3	Day-04	4
		Night (Landlord security and alarm)	
		Weekend/ Holiday\ (Landlord security and alarm)	

Site	Security grading	Quantity	Total number
Durban	Grade B – 2 Grade C – 8	Day-08	10
		Night- (Landlord Security)	
		Weekend/ Holiday-02	
Cape Town	Grade B – 1 Grade C – 9	Day-04	10
		Night-02	
		Weekend/ Holiday-04	
East London	Grade B – 2 Grade C – 7	Day- 05	9
		Night-02	
		Weekend/ Holiday-02	
Port Elizabeth	Grade B – 1 Grade C – 2	Day-01	3
		Night-01	
		Weekend/ Holiday-01	

5. EVALUATION CRITERIA AND METHODOLOGY

The Evaluation Process entails the following phases:

Phase 1: Initial Screening Process: At this Phase Bidders' responses are checked for full compliance with the RAF Request for Bid (RFB) document. Bidders who comply with the screening process will be evaluated against Mandatory Requirements.

Phase 2: Mandatory Evaluation: At this Phase Bid Responses are evaluated, as per the valuation criteria specified in the RFB document. Non-compliance to the Mandatory Requirements will lead to disqualification.

Phase 3: The phase comprises of two sections i.e. Functionality/Technical Evaluation and Site Visit.

Section 1: Evaluation of bid responses as per the evaluation criteria specified in the RFP document, i.e., Functional / Technical Requirements. (Bidder/s who score the

minimum stipulated threshold of **50** out of **70** points for Functionality/Technical Requirements will be further evaluated on Site visit.

Section 2: Site Visit (Bidders must score a **minimum of 20 out of 30** points for Site Visit in order to be evaluated further on Price and Specific Preference Points Goals). Total points for functionality evaluation are 100.

Phase 4: Price and Specific Preference Point Goals – At this phase the bid(s) will be assessed as per the preferential point system specified in the RFB document.

5.1 MANDATORY REQUIREMENTS

All bidders who do not comply with the mandatory requirements will be disqualified and will not be considered for further evaluation on the functional requirements.

Bidders must indicate compliance with this requirement as follows by ticking or crossing the relevant box on “Comply” or “Not Comply”.

5.1.1. Mandatory	Comply	Not Comply
<p>Bidders must attach a valid operating Private Security Industry Regulatory Authority (PSIRA) Certificate and a valid letter of good standing from PSIRA for the company and directors.</p> <p>Note: The letter of good standing must not be older than three (3) months from date of closing of this bid.</p>		
5.1.2 Mandatory	Comply	Not Comply
<p>The bidder must attach a valid certificate of good standing from the Compensation Commissioner to comply with the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993 (COIDA) clearly indicating security services. The successful bidder will be required to comply with the requirements of Occupational Health and Safety Act, Act 85 of 1993.</p> <p>Note: The COIDA certificate of good standing must not be older than twelve (12) months from date of closing of this bid.</p>		
5.1.3 Mandatory	Comply	Not Comply

<p>The bidder must have established offices in the province in which the RAF Offices reside. Please furnish documentary proof on the name of the bidder indicating physical address such as:</p> <ul style="list-style-type: none"> • Municipality Statement (Utility bill) not older than 3 months • Valid Lease Agreement/invoices. <p>Where the documentary proof does not clearly match the identity of the bidder, the bidder may submit an explanation on an affidavit for consideration by the RAF.</p> <p>NB: The bidder's offices must not be in excess of 50 km from the RAF offices they are bidding for. This will be verified during the site visits.</p>		
5.1.4 Mandatory	Comply	Not Comply
<p>Firearm Competency</p> <p>The bidder must provide 2 Grade C security Officers with firearm competency certificates.</p> <p>The bidder must provide copies of valid firearm business purpose competency certificate.</p> <p>This requirement is applicable for Head Office only.</p>		
5.1.5 Mandatory	Comply	Not Comply
<p>Firearm Licenses</p> <p>The bidder must provide copies of 2 firearm licenses (in the bidders 'name) for the firearms to be issued to the security officers.</p> <p>NB: This requirement is applicable for Head Office only.</p>		

NOTE: BIDDERS WHO DO NOT COMPLY WITH THE MANDATORY REQUIREMENTS WILL NOT BE CONSIDERED FOR THE TECHNICAL/FUNCTIONAL CRITERIA EVALUATION.

5.2. TECHNICAL / FUNCTIONAL CRITERIA

With regards to technical / functional criteria, the following criteria shall be applicable, and the maximum points of each criterion are indicated in the table below:

Technical/Functional Criteria			Weight											
5.2.1 TRACK RECORD			30											
The bidder must have a minimum of three (3) years' experience providing security services. Please indicate on the table below the list of previous clients and period.														
Previous Clients	Contract Value (only applicable for Menlyn and Centurion (Head Office))	Period/Duration												
1.														
2.														
3.														
4														
Note: Bidders bidding for Menlyn and Centurion (Head Office) offices must provide contract value on the table above. The RAF will consider projects with a minimum contract value of R 5 000 000 for each project submitted.														
Provide proof by submitting reference letters from previous clients on their company letterhead and signed by the client. The reference letter must include the following:														
<ul style="list-style-type: none">• Client name• Client Contact person• Client Contact details (contact number and/ or email)• The service rendered (security services)• Contract period• For on-going projects, bidders are requested to indicate when the contract will end.• Contract Value (Applicable to Menlyn and Centurion (Head Office))														
Note: The reference letters to be submitted must meet all the requirements stated above.														
<table><tr><th colspan="2">Track Record: Scoring Matrix</th></tr><tr><td>Years of experience of the company</td><td>Score</td></tr><tr><td>Less than 3 years</td><td>0</td></tr><tr><td>3 years but less than 5 years</td><td>15</td></tr><tr><td>5 but less than 7 years</td><td>25</td></tr><tr><td>7 years or more</td><td>30</td></tr></table>			Track Record: Scoring Matrix		Years of experience of the company	Score	Less than 3 years	0	3 years but less than 5 years	15	5 but less than 7 years	25	7 years or more	30
Track Record: Scoring Matrix														
Years of experience of the company	Score													
Less than 3 years	0													
3 years but less than 5 years	15													
5 but less than 7 years	25													
7 years or more	30													

Technical/Functional Criteria				Weight													
5.2.2 EXPERIENCE OF RESOURCES (SUPERVISOR)				20													
The bidder to propose a senior security officer (Supervisor) with a minimum of two (2) years' experience in a supervisory position or role (Bidders to attach valid Grade B PSIRA certifications of the supervisor to be utilized for this project).																	
<div>Note: Applicable for all offices.</div>																	
<table><tr><td>PSIRA Grading</td><td>Minimum Years of Experience as a supervisor</td><td>Points</td><td>Total Points</td></tr><tr><td>Grade B</td><td>Less than 2 years</td><td>0</td><td rowspan="3">20</td></tr><tr><td>Grade B</td><td>2 to 4 Years</td><td>10</td></tr><tr><td>Grade B</td><td>More than 4 Years</td><td>20</td></tr></table>					PSIRA Grading	Minimum Years of Experience as a supervisor	Points	Total Points	Grade B	Less than 2 years	0	20	Grade B	2 to 4 Years	10	Grade B	More than 4 Years
PSIRA Grading	Minimum Years of Experience as a supervisor	Points	Total Points														
Grade B	Less than 2 years	0	20														
Grade B	2 to 4 Years	10															
Grade B	More than 4 Years	20															
Note: Bidders must provide CV's showing supervisors experience and a valid Grade B PSIRA certificates. Bidders must propose a resource per office. For Centurion and Menlyn offices bidders will be required to propose two Grade B Supervisors and the score of the proposed resources CV's will be calculated and averaged to obtain a total score out of 20 points.																	
5.2.3 EXPERIENCE OF RESOURCES (SECURITY OFFICER)				20													
The bidder to propose security officers with a minimum of two (2) years' experience in the security industry as a guarding officer (Bidders to attach valid Grade C PSIRA certifications of the security officers to be utilized for this project).																	
<div>Note: Applicable for all the offices.</div>																	
<table><tr><td>PSIRA Grading</td><td>Minimum Years of Experience as security officer</td><td>Points</td><td>Total Points</td></tr><tr><td>Grade C</td><td>Less than 2 years</td><td>0</td><td rowspan="3">20</td></tr><tr><td>Grade C</td><td>2 to 4 years</td><td>10</td></tr><tr><td>Grade C</td><td>More than 4 Years</td><td>20</td></tr></table>					PSIRA Grading	Minimum Years of Experience as security officer	Points	Total Points	Grade C	Less than 2 years	0	20	Grade C	2 to 4 years	10	Grade C	More than 4 Years
PSIRA Grading	Minimum Years of Experience as security officer	Points	Total Points														
Grade C	Less than 2 years	0	20														
Grade C	2 to 4 years	10															
Grade C	More than 4 Years	20															
Note: The bidder must provide CV's showing two (2) years' experience and a valid Grade C PSIRA certificates for resources to be deployed to the RAF offices. The score of proposed resources CV's will be averaged to obtain a total score out of 20 points.																	

Technical/Functional Criteria	Weight
The number of security officers must match the required quantities for each Office. In a case where the bidder has provided less than resources, the bidder will score zero.	
Total	70

Bidders scoring a minimum of 50 points out of 70 points on functional /technical criteria will further be evaluated on site visits.

5.2.4 TECHNICAL REQUIREMENTS: TECHNICAL / FUNCTIONAL CRITERIA (SITE VISIT).

Bidders scoring a minimum of 20 points out of 30 points on site visits will be evaluated further on Price and Specific Goals.

5.2.4.1 The below checklist is applicable to all offices excluding Head Office

Technical Requirements: Technical / Functional Criteria (Site Visit) Note: Bidders will be evaluated on a site visit on the following:	Total Points								
5.2.4.1.1 An Office within 50km distance with a fully functional 24/7 control room that has the following:	15								
• Base radios (3 points)									
• Desk and computer (3 points)									
• Fully functioning Vehicle/s (3 points)									
• Fully functioning landline telephone (3 points)									
• Fully Branded (Company logo) Security Uniform from Head to Toe (3 Points)									
5.2.4.1.2 Distance in Kilometres from RAF Offices	15								
Note: Bidders office must not be more than 50km away from the RAF office(s) they are bidding for. This scoring Matrix is applicable for all offices excluding Head Office									
<table><tr><td>Kilometers</td><td>Points</td></tr><tr><td>0 to 40 km</td><td>15</td></tr><tr><td>41 to 50</td><td>10</td></tr><tr><td>More than 50km</td><td>Bidder will be eliminated</td></tr></table>		Kilometers	Points	0 to 40 km	15	41 to 50	10	More than 50km	Bidder will be eliminated
Kilometers		Points							
0 to 40 km		15							
41 to 50	10								
More than 50km	Bidder will be eliminated								
SUBTOTAL	30								

5.2.4.2 The below checklist is applicable to Head office only:

Technical Requirements: Technical / Functional Criteria (Site Visit) Note: Bidders will be evaluated on a site visit on the following:	Total Points								
15.3.2 An Office within 50km distance from the RAF office with a fully functional 24/7 control room that has the following:	15								
• Base radios (3 points)									
• Firearms and Firearm safe (3 points)									
• Desk and computer (2 points)									
• Fully functioning Vehicle/s (3 points)									
• Fully functioning landline telephone (2 points)									
• Full Branded (Company logo) Security Uniform from Head to Toe (2 Points)									
15.3.2 Distance in Kilometres from RAF Offices Note: Bidders office must not be more than 50km away from the RAF office(s) they are bidding for.	15								
<table><tr><td>Kilometers</td><td>Points</td></tr><tr><td>0 to 40 km</td><td>15</td></tr><tr><td>41 to 50</td><td>10</td></tr><tr><td>More than 50km</td><td>Bidder will be eliminated</td></tr></table>		Kilometers	Points	0 to 40 km	15	41 to 50	10	More than 50km	Bidder will be eliminated
Kilometers		Points							
0 to 40 km		15							
41 to 50		10							
More than 50km	Bidder will be eliminated								
SUBTOTAL	30								

NOTE: Bidders must score a minimum of 70 points and more out of 100 points from both technical evaluation and site visit evaluation to be considered for Price and Specific Preference Point Goal

6. PRICE AND SPECIFIC PREFERENCE POINTS EVALUATION

The evaluation for Price and Specific Preference Point Goals shall be based on the 90/10 preference point system and points will be allocated as follows:

Evaluation criteria					Points
1.	Price				90
2.	Specific Preference Goals				10
	#	Specific Preference Goal	Proof	Points Allocation	
	1	South African citizen who had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 200 of 1983) or the Constitution of the Republic of South Africa, 1996. (minimum 51% ownership or more)	CSD Report	05	
	2	Women (minimum 51% ownership or more)	ID copy / CSD report	04	
	3	Persons with disabilities (minimum 51% ownership or more)	Valid medical certificate issued by an accredited medical practitioner	01	

7. ANNEXURE H: PRICING SCHEDULE

This annexure should be completed and signed by the Bidder's authorized personnel as indicated below:

Please indicate your total bid price here (Compulsory)

Important: It is mandatory to indicate your total bid price as requested above. This price must be the same as the total bid price you submit in your pricing schedule. Should the total bid prices differ, the one indicated above shall be considered the correct price.

Bidders must price on the following and must submit separate pricing schedules as per the regions they are bidding for both the security personnel per site and the security equipment's:

7.1 Number of security personnel per site:

Site	Quantity		Grade	Days	Price per resource per month VAT Inclusive	Total Monthly Price Inc VAT
	Day	Night				
Centurion (Head Office)	1		B	Monday to Sunday	R	R
		1	B	Monday to Sunday	R	R
	9		C	Monday to Friday	R	R
		4	C	Monday to Friday	R	R
	3		C	Weekend/Public Holiday	R	R

	Quantity		Grades	Days	Price per resource per month VAT Inclusive	Total Monthly Price Inc VAT
	Day	Night				
		2	C	Weekend/Public Holiday	R	R
Menlyn	2		B	Monday to Sunday	R	R
		1	B	Monday to Sunday	R	R
	10		C	Monday to Friday	R	R
		5	C	Monday to Friday	R	R
	3		C	Weekend/Public Holiday	R	R
		3	C	Weekend/Public Holiday	R	R
Polokwane CSC	1		B	Monday to Sunday	R	R
	3		C	Monday to Friday	R	R
		2	C	Monday to Friday	R	R
	1		C	Weekend/Public Holiday	R	R
		1	C	Weekend/Public Holiday	R	R
Tzaneen Walk-in Centre	1		B	Monday to Sunday	R	R
	2		C	Monday to Friday	R	R
		2	C	Monday to Sunday	R	R
	1		C	Weekend/Public Holiday	R	R
Nelspruit CSC	1		B	Monday to Sunday	R	R
	3		C	Monday to Friday	R	R
		2	C	Monday to Sunday	R	R
	1		C	Weekend/Public Holiday	R	R

Site	Quantity		Grades	Days	Price per resource per month VAT Inclusive	Total Monthly Price Inc VAT
	Day	Night				
Mafikeng CSC	1		B	Monday to Sunday	R	R
	2		C	Monday to Friday	R	R
		2	C	Monday to Sunday	R	R
	1		C	Weekend/Public Holiday	R	R
Johannesburg	1		B	Monday to Sunday	R	R
		1	B	Monday to Sunday	R	R
	8		C	Monday to Friday	R	R
		2	C	Monday to Friday	R	R
	1		C	Weekend/Public Holiday	R	R
		1	C	Weekend/Public Holiday	R	R
Kimberley CSC	1		B	Monday to Friday	R	R
	1		C	Monday to Friday		R
		1	C	Monday to Sunday	R	R
	1		C	Weekend/Public Holiday	R	R
Bloemfontein CSC	1		B	Monday to Friday	R	R
	3		C	Monday to Friday	R	R

Site	Quantity		Grades	Days	Price per resource per month VAT Inclusive	Total Monthly Price Inc VAT
	Day	Night				
Durban	1		B	Monday to Sunday	R	R
	7		C	Monday to Friday	R	R
	2		C	Weekend/Public Holiday	R	R
Cape Town	1		B	Monday to Friday	R	R
	3		C	Monday to Friday	R	R
		2	C	Monday to Friday	R	R
	2		C	Weekend/Public Holiday	R	R
		2	C	Weekend/Public Holiday	R	R
East London	1		B	Monday to Sunday	R	R
		1	B	Monday to Sunday	R	R
	4		C	Monday to Friday	R	R
		1	C	Monday to Friday	R	R
	1		C	Weekend/Public Holiday	R	R
		1	C	Weekend/Public Holiday	R	R
Port Elizabeth CSC	1		B	Monday to Friday	R	R
		1	C	Monday to Friday	R	R
	1		C	Weekend/Public Holiday	R	R

7.2 Security Equipment

Site	Equipment and services	Quantity	Unit Price per month VAT Inclusive	Total Monthly Price Inc VAT
Centurion (Head Office)	Rechargeable torches	4		
	Handheld two-way radios	9		
	Base radio	1		
	Guard track patrol monitoring equipment together with 15 patrol checkpoints	1		
	Handheld metal detectors	3		
	Firearms (including ammunition and one extra magazine)	2		
	24/7-Armed response	1		
	Identification/ License scanner	4		
Menlyn Regional Office	24/7-Armed response	1		
	Rechargeable torches	4		
	Guard track patrol monitoring equipment together with 15 patrol checkpoints	1		
	Handheld two-way radios	8		
	Base radio	1		
	Handheld metal detectors	2		
	Identification/License scanner	2		
Polokwane CSC	24/7-Armed response + install and monitor alarm system	1		
	Guard track patrol monitoring equipment together with 5 patrol checkpoints	1		
	Handheld metal detectors	2		
	Handheld radios	4		
	Identification/License scanner	1		

Site	Equipment and services	Quantity	Unit Price per month VAT Inclusive	Total Monthly Price Inc VAT
Nelspruit CSC	24/7-Armed response + install and monitor alarm system	1		
	Guard track patrol monitoring equipment together with 5 patrol checkpoints	1		
	Handheld two-way radios	4		
	Identification/License scanner	1		
	Handheld metal detectors	2		
Tzaneen Walk-in Centre	24/7-Armed response + install and monitor alarm system	1		
	Guard track patrol monitoring equipment together with 5 patrol checkpoints	1		
	Handheld metal detectors	2		
	Identification/License scanner	1		
	Handheld radios	4		
Mafikeng CSC	24/7-Armed response + install and monitor alarm system	1		
	Guard track patrol monitoring equipment together with 5 patrol checkpoints	1		
	Handheld metal detectors	2		
	Identification/License scanner	1		
	Handheld radios	4		
Johannesburg Regional Office	24/7-Armed response + install and monitor alarm system	1		
	Handheld two-way radios	9		
	Base radio	1		
	Handheld metal detectors	2		
	Guard track patrol monitoring equipment together with 8 patrol checkpoints	1		
	Identification/License scanner	2		
Kimberley CSC	24/7-Armed response + install and monitor alarm system	1		
	Guard track patrol monitoring equipment together with 5 patrol checkpoints	1		
	Handheld two-way radios	2		

	Equipment and services	Quantity	Unit Price per month VAT Inclusive	Total Monthly Price Inc VAT
	Base radio	1		
	Handheld metal detectors	2		
	Identification/License scanner	1		
Bloemfontein CSC	24/7-Armed response + install and monitor alarm system	1		
	Guard track patrol monitoring equipment together with 5 patrol checkpoints	1		
	Handheld two-way radios	2		
	Base radio	1		
	Handheld metal detectors	2		
	Identification/License scanner	1		
Durban Regional Office	24/7-Armed response + install and monitor alarm system	1		
	Base radio	1		
	Handheld two-way radios	7		
	Handheld metal detectors	4		
	Identification/License scanner	2		
Cape Town Regional Office	24/7-Armed response + install and monitor alarm system	1		
	Identification/License scanner	1		
	Handheld two-way radios	4		
	Rechargeable torches	2		
East London Regional Office	24/7-Armed response	1		
	Rechargeable torches	1		
	Base Radio	1		
	Handheld two-way radios	4		
	Identification/license scanner	1		
Port Elizabeth CSC	24/7-Armed response + install and monitor alarm system	1		
	Handheld metal detectors	1		
	Handheld two-way radios	1		
	Rechargeable torches	1		

	Equipment and services	Quantity	Unit Price per month VAT Inclusive	Total Monthly Price Inc VAT
	Identity book or driver's license scanning machine	1		

7.3 Total Cost

Monthly value of each of the offices for labour and equipment – the total must be multiplied by 12 to get the cost per year up to five (5) years.

Office	Year 1	Year 2	Year 3	Year 4	Year 5	Total Cost VAT Inclusive
Centurion (Head Office)						
Menlyn						
Johannesburg						
Cape Town						
Durban						
East London						
Polokwane CSC						

Office	Year 1	Year 2	Year 3	Year 4	Year 5	Total Cost VAT Inclusive
Tzaneen Walk-in Centre						
Mafikeng CSC						
Nelspruit CSC						
Kimberley CSC						
Bloemfontein CSC						
Port Elizabeth CSC						

7.4 RAF Events (Ad-Hoc)

RAF Events	
Grade	Cost per guard per shift (12hrs)
Grade A	
Grade B	
Grade C	
Grade D	
Grade E	

7.5 VIP protection (Ad-Hoc)

VIP personnel	Cost per protector per shift (12hrs)
Driver	
Armed VIP protector	

VIP protection vehicles	Cost per shift (12hrs)
Vehicle 4x4	
Vehicle sedan	
Vehicle minibus	
Note: Kilometres will be as per SARS rates.	

NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR)

THE NATIONAL TREASURY

Republic of South Africa



**GOVERNMENT PROCUREMENT: GENERAL
CONDITIONS OF CONTRACT**

July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

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

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 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 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

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. Incident al 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.

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.

- 21.4 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.
- 21.5 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.
- 21.6 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.

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.

23.3 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. Governin g 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. Applicabl e law	30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	<p>31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice</p> <p>31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.</p>
32. Taxes and duties	<p>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.</p> <p>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.</p> <p>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.</p>
33. Nation al Industrial Participation (NIP) Programme	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	<p>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).</p> <p>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.</p>

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)