

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DALRRD EC: 003(2023/2024)	CLOSING DATE:	14 DECEMBER 2023	CLOSING TIME:	11H00
DESCRIPTION	TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) FOR THE EXPANSION OF A PANEL OF COMMISSIONERS FOR THE EASTERN CAPE TO BE APPOINTED IN TERMS OF SECTION 3 OF AMENDED ACT 111 AND 119 OF 1993 IN ORDER TO ASSIST THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT WITH REGULARISATION OF TITLE DEEDS AND DISTRIBUTION AND TRANSFER OF CERTAIN STATE LAND .				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
<p>DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT 15 COOUTTS STREET, OCEAN TERRACE VIEW BLOCK H, QUINEY EAST LONDON 5201</p> <p>TENDER BOX IS SITUATED AT THE GROUND FLOOR AND OPENED FOR 24 HRS</p>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Babalwa Lengisi or Victor Gazi		CONTACT PERSON	Mrs P. Mntukatandwa	
TELEPHONE NUMBER	043 701 8150 /043 701 8182		TELEPHONE NUMBER	043 700 7022	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Babalwa.lengisi@dalrrd.gov.za or Victor.gazi@dalrrd.gov.za		E-MAIL ADDRESS	Peliwe.mnutukutandwa@dalrrd.gov.za	
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 ENCLOSURE 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:

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

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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

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

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

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

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General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

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	<p>7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p> <p>7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.</p> <p>7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:</p> <ul style="list-style-type: none"> (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 <p>7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.</p>
8. Inspections, tests and analyses	<p>8.1 All pre-bidding testing will be for the account of the bidder.</p> <p>8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.</p> <p>8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.</p> <p>8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.</p> <p>8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.</p> <p>8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.</p> <p>8.7 Any contract supplies may on or after delivery be inspected, tested or</p>

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

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

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

14. Spare parts

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

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

15. Warranty

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

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

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

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

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

	may be due to him
25. Force Majeure	<p>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.</p> <p>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.</p>
26. Termination for insolvency	<p>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.</p>
27. Settlement of Disputes	<p>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.</p> <p>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.</p> <p>27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.</p> <p>27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.</p> <p>27.5 Notwithstanding any reference to mediation and/or court proceedings herein,</p> <ul style="list-style-type: none"> (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	<p>28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;</p> <ul style="list-style-type: none"> (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (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

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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

Js General Conditions of Contract (revised July 2010)



agriculture, land reform & rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

Directorate: Tenure Reform Implementation:
Block F, Ocean Terrace, Quigney, East London, 5200
Tel: 043 700 7000

Eastern Cape PSSC
PO Box 1958, East London, 5200
Fax: 043 722 5960

ROUTE FORM

REFERENCE NUMBER:

SUBJECT: EXPANSION OF A PANEL OF TITLE
ADJUSTEMENT COMMISSIONERS

REQUEST: FINACE AND SCM DIRECTORATE TO ASSIST WITH
THE EXPANSION OF THE PANEL AND SIGN OFF
THE TERMS OF REFERNCE

RANK	SURNAME INITIALS (ORIGIN)	AND	TO: INITIAL/DATE	FROM: DD INITIAL/DATE
SAO: TRI (ECPSSC)	M Sikwe		↓ M.S 23/11/2023	
DD: TRI – NMM & SARAH BAARTMAN RSSC	M.P. Tshikini		M.P.T 23/11/2023	
DIRECTOR: COMMUNAL LAND TENURE POLICY & SYSTEMS DEVELOPMENT	Q Filani <i>Q.F.</i>		Q.F 24/11/23	
DIRECTOR: TRI (ECPSSC)	P.Z. Mntukatandwa		 24 November 2023	↑

TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR THE EXPANSION OF A PANEL OF COMMISSIONERS FOR THE EASTERN CAPE TO BE APPOINTED IN TERMS OF SECTION 3 OF AMENDED ACT 111 AND 119 OF 1993 IN ORDER TO ASSIST THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT WITH REGULARISATION OF TITLE DEEDS AND DISTRIBUTION AND TRANSFER OF CERTAIN STATE LAND. BID NO: DALRRD EC: 003 (2023/2024)



agriculture, land reform & rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

Directorate: Tenure Reform Implementation:
Block F, Ocean Terrace, Quigney, East London, 5200
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TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR THE EXPANSION OF A PANEL OF COMMISSIONERS FOR THE EASTERN CAPE TO BE APPOINTED IN TERMS OF SECTION 3 OF AMENDED ACT 111 AND 119 OF 1993 IN ORDER TO ASSIST THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT WITH REGULARISATION OF TITLE DEEDS AND DISTRIBUTION AND TRANSFER OF CERTAIN STATE LAND. BID NO: DALRRD EC: 003 (2023/2024)

1. PURPOSE OF THE PROJECT

1.1. The Department of Agriculture, Land Reform and Rural Development (DALRRD) seeks to expand the existing Panel of suitably qualified and experienced service providers to be appointed as Commissioners in terms of Section 3 of Land Title Adjustment Act, Number 111 of 1993 and Distribution and Transfer of Certain State Land Act, Number 119 of 1993 who may be contractually engaged for a period no longer than 36 months after such appointment to render professional services with regards to Land Title Adjustment and Distribution of Certain State Land Acts where a need has been expressed across the Eastern Cape.

2. BACKGROUND AND PROBLEM STATEMENT

2.1. During the 1970's some of the families in South Africa were forcibly removed from their land and relocated to other areas. Amongst the first cases that the country had to deal with are in north of KwaZulu Natal in areas such as Madadeni and Osizweni Townships situated around Newcastle and other areas in KwaZulu Natal. Some of the people whose land was expropriated were compensated with land in other areas in line with the group area laws. Similar forceful removals were also witnessed in the Province of the Eastern Cape.

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- 2.2. Some African people had title deeds to their land a practice that was an exception as black people were prevented by law from registering property in their names. But when the holder of the title deed died the title was not updated to reflect the successor or heir and this continued for generations resulting in the need to have state intervention as the costs to have the title adjusted would in some cases be more than the value of the land. It also made it difficult for the heirs to enter into agreements regarding the land as there was no proof that they are the owners.
- 2.3. In 1991 the then apartheid government developed a White Paper Policy on Land Reform and this resulted in the passing of the Distribution and Transfer of Certain State land Act 119 of 1993 and Land Title Adjustment Act 111 of 1993.
- 2.4. Act 119 of 1993 seeks to provide title to the land allocated to the individuals whose land was expropriated around the late 1960's on one hand, and Act 111 of 1993 seeks to adjust the title deeds in the name of the deceased owners to reflect the names of their heir/s.
- 2.5. In December 1992, the State President granted an in-principle approval to a recommendation by the Advisory Commission on Land Allocation (ACLA) for the restoration of land to former residents of Charlestown and other similar communities. The approval of the ACLA recommendation predates the restitution legislation (Restitution of Land Rights Act, Act 22 of 1994), and these projects were initially dealt with by the then Land Affairs Department.
- 2.6. Prior 1994 the then Development and Services Board in Kwazulu Natal, the responsible local authority for these areas together with the assistance of the community began preliminary planning and processing of the applications by people wishing to return to the areas where they were forcibly removed.

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- 2.7. Post 1994 a process to distribute and transfer these categories of land in terms of the Distribution and Transfer of Certain State Land Act, No. 119 of 1993 is in progress though fraught with challenges such as land invasions and deceased claimants.
- 2.8. Members who approach the Department for assistance with land title adjustment often cite the need for a secure tenure, improvement of land marketability, and development interventions often initiated by state organs as the reasons for wanting to have their names reflected as the current owners of the land.
- 2.9. The Department of Agriculture, Land Reform and Rural Development in order to implement both Act 111 and 119 of 1993 to regularize title deeds and to distribute and transfer certain state land requires dedicated professionals with legal qualifications and experience.
- 2.10. To this end the Department has to establish a panel of service providers with qualifications and experience in law. The individual must have practiced as a judge, magistrate or practices as an advocates or attorneys for an uninterrupted period of 5 years or more.
- 2.11. Project specific detailed terms of reference will be issued by the Department to the appointed panel of Commissioners.

3. PROJECT SCOPE

- 3.1. The Commissioner is expected to call for applications, investigate, make findings, survey, subdivide, allocate, distribute, transfer, handout title deeds of allocated land in line with the findings, comply with any other legal obligations regarding the land, submit documents and records of all meetings as prescribed in the Land Title Adjustment Act, No. 111 of 1993 and the Distribution and Transfer of Certain State Land Act, No. 119 of 1993.

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- 3.2. The Commissioner will deal with the land within the assigned projects in terms of the Land Title Adjustment Act, No. 111 of 1993 or Distribution and Transfer of Certain State Land Act, No. 119 of 1993.
- 3.3. The Commissioner shall be expected to attend regular progress meetings and submit reports within the prescribed time frames as contained in the project specific terms of reference.

4. PROJECT MANAGEMENT

- 4.1. The Director Tenure Reform Implementation in the Eastern Cape of the Department of Agriculture, Land Reform and Rural Development is the overall manager of the project/s as assigned to the Commissioner.
- 4.2. A Project Implementation Plan and a Work plan detailing timeframes, milestones, tasks and activities for the project must be developed by the Commissioner in line with terms of reference.
- 4.3. The Department will also require the Commissioner to attend regular progress and review meetings with the Project Manager, and Departmental officials at times stipulated in the terms of reference for the project. Review meetings are intended to assess the performance of the Commissioner which may lead to the cancellation of the contract should the performance be found to be below the agreed performance indicators as contained in the contract, project and work plan and the terms of reference.

5. APPLICABLE LEGAL PROVISIONS

- 5.1. The Commissioner is expected to execute his or her duties as prescribed by the Land Title Adjustment Act, No. 111 of 1993 or Distribution and Transfer of Certain State Land Act, No. 119 of 1993.

6. TIMEFRAMES

- 6.1. The duration of engagement will commence after the appointment letter has been issued, accepted and will run till end February 2026.

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7. MANDATORY REQUIREMENTS

Tenders will only be considered for acceptance (i.e. will only be regarded as responsive) if the applicants:

- 7.1 Attach a resolution letter authorising a particular person to sign the bid documents. Failure to submit such documentation will automatically disqualify the bid.
 - 7.1.1 In the case of a ONE-PERSON CONCERN submitting a bid, this shall be clearly stated on the company letter head.
 - 7.1.2 In case of a COMPANY submitting a bid, include a copy of a resolution by its board of directors authorising a director or other official of the company to sign the documents on behalf of the company.
 - 7.1.3 In the case of a CLOSED CORPORATION submitting a bid, include a copy of a resolution by its members authorising a member or other official of the corporation to sign the documents on each member's behalf.
 - 7.1.4 In the case of a PARTNERSHIP submitting a bid, all the partners shall sign the documents, unless one partner or a group of partners has been authorised to sign on behalf of each partner, in which case proof of such an authorisation shall be included in the Tender.
 - 7.1.5 In the case of a JOINT VENTURE submitting a tender, must include a resolution of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.

In the event of any legal entity, as meant above, being a private Company with shareholding, the same information / documentation as for registered principals must be provided with the tender, in respect of all Directors formally appointed to manage the business undertaking. Sole Proprietors, Partners in Partnerships, and Members of Close Corporations are principals as defined in 7.1 above and information / documentation in respect of such persons must be provided.

The information, required in respect of 7.1 above, has been provided for all Service Providers tendering in consortium / joint venture / sub-consultant/contractor agreement.

- 7.2 Compliance with all Tax requirements: Attach a Valid Tax Clearance Certificate OR provide a Compliance Tax Status Pin OR CSD report OR CSD Number on the space provided on the SBD 1 form.

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7.3 Bidder must be registered on the National Treasury Central Supplier Database and attach a report as proof or provide registration number (MAAA) on the space provided on SBD 1.

8. TECHNICAL MANDATORY REQUIREMENTS

8.1 Attach proof of registration by the professional body the Legal Practice Council.

8.2 The Commissioner should be proficient in Afrikaans. Attach letter or CV which reflects proficiency in Afrikaans.

Note: Any bid submission that fails to comply with any of the mandatory requirements and Technical Mandatory requirements listed above will automatically be disqualified

9 PROPOSAL REQUIREMENTS

9.1 **Project Leader** of the company / consortium must be proficient in Afrikaans and must provide proof of registration / admission as a Judge, Magistrate, Attorney, or Advocate by the Legal Practice Council / Court. The Commissioner is the Project Leader and must lead and manage the project, must be the point of contact and must attend all project related meetings.

9.2 Proof of other relevant professional qualifications, certificates of service or experience and number of years of experience must be attached.

9.3 Team member's proof of other relevant professional qualifications, certificates of service or experience and number of years of experience must be attached.

9.4 Where a project leader or team member claims experience acquired from work done with other firm or organization different from the bidding firm such must be clearly stated in their CV's.

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9.5 Where a project leader claims to be proficient in Afrikaans this must be clearly stated in their CV's or letter signed by the team leader.

10 EVALUATION CRITERIA

This bid will be evaluated on three (3) stages as stipulated below.

- Stage 1 - Evaluation on Mandatory requirements
- Stage 2 - Technical Mandatory requirements
- Stage 3 - Evaluation on Functionality

10.1 Evaluation of Functionality

The evaluation of the functionality will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below functionality, criteria and values. The applicable values that will be utilized when scoring each criteria ranges from 1 being poor, 2 being average, 3 being good, 4 being very good and 5 being excellent.

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHTS
ABILITY & CAPABILITY (Proof of experience must be clearly and distinctly indicated)	The team leader must be proficient in Afrikaans (Attached letter or CV's).	35
	The team leader must be a judge of the Supreme Court of South Africa or a magistrate or a person who has held office as such a judge or such a magistrate, or an advocate or attorney who has for an uninterrupted period of at least 5	25

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	years practised as such (Attached appointment letters and CV's).	
	Project team to be utilized in the execution of the project must have experience in Research, Report Writing, Communication, Community Facilitation, Survey, Conveyance and\ or Project Management. Attach copies of qualifications, certificate of admission(s) and CVs of each member indicating knowledge, skills and experience (at least 3 years; attach CV's and certificates)	10
	Team leader with minimum of at least 3 years' experience in interpretation and implementation of land reform statutes. Management of Land Title Adjustment and Distribution and Transfer of Certain Land Projects will add as advantage (attach CV(s) indicating skills and experience).	5
	Proof of provincial footprint (Eastern Cape) clearly indicating the physical address where the business operates, contact details, telephone, and e-mails, contact person. In a case where bidders do not have Provincial presence, they must demonstrate how they are going to execute project awarded to them. (Provide valid lease agreement / municipal bill / Eskom Bill / Confirmation letter from Traditional Leader / Confirmation letter from Ward Councillor).	5

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METHODOLOGY AND PROJECT MANAGEMENT	<ul style="list-style-type: none"> • Broad proposed methodologies in line with the scope of work take into consideration the responsive time outlined in Para: 3 above. (Attach a detailed proposed methodology taking into consideration flexibility in customer service in terms of turnaround times with regard to problem solving). 	20
TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100		100

The Bidders that fail to achieve a minimum of **60** points out of 100 points for functionality will be disqualified. This means that such bidders will not be on the panel of accredited service providers.

11. ASSESSMENT CRITERIA

- ✓ The team leader must be proficient in Afrikaans and must be a judge of the Supreme Court of South Africa or a magistrate or a person who has held office as such a judge or such a magistrate, or an advocate or attorney who has for an uninterrupted period of at least 5 years practised as such (Attached appointment letters and CV's).

NB: The team leader who does not meet the above criteria will be disqualified irrespective of his/her total score.

Poor (score 1)	N/A
Average (score 2)	N/A
Good (score 3)	N/A
Very Good	N/A

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(score 4)	
Excellent	Team leader who is able to read, write and speak Afrikaans.
(score 5)	

- **Team Leader** of the company / consortium must provide proof of registration / admission as a Judge, Magistrate, Attorney, or Advocate by the Legal Practice Council / Court. The Commissioner is the Project Leader and must lead and manage the project, must be the point of contact and must attend all project related meetings.

Poor (score 1)	Team leader who is not a judge, magistrate, attorney or advocate or has not practiced as such for an uninterrupted period of 5 years.
Average (score 2)	N/A
Good (score 3)	Team leader who is a judge, magistrate, attorney or advocate or has practiced as such for an uninterrupted period of 5 years.
Very good (score 4)	Team leader who is a judge, magistrate, attorney or advocate or has practiced as such for an uninterrupted period of 6 to 10 years.
Excellent (score 5)	Team leader who is a judge, magistrate, attorney or advocate or has practiced as such for an uninterrupted period of 11 years and above.

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- Project team to be utilized in the execution of the project must have experience in Research, Report Writing, Communication, Community Facilitation, Survey, Conveyance and\ or Project Management. Attach copies of qualifications, certificate of admission(s) and CVs of each member indicating knowledge, skills and experience (at least 3 years; attach CV's and certificates)

Poor (score 1)	No project team member or team member without a minimum of 3 years experience in Research, Report Writing, Communication, Community Facilitation, Survey, Conveyance and\ or Project Management.
Average (score 2)	Provide 01 project team member with a minimum of 3 years experience in Research, Report Writing, Communication, Community Facilitation, Survey, Conveyance and\ or Project Management.
Good (score 3)	Provide 02 project team members with a minimum of 3 years experience in Research, Report Writing, Communication, Community Facilitation, Survey, Conveyance and\ or Project Management.
Very good (score 4)	Provide 3 project team members with a minimum of 3 years experience in Research, Report Writing, Communication, Community Facilitation, Survey, Conveyance and\ or Project Management.
Excellent (score 5)	Provide 4 project team members with a minimum of 3 years experience in Research, Report Writing, Communication, Community Facilitation, Survey, Conveyance and\ or Project Management.

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- Team leader with minimum of at least 3 years' experience in interpretation and implementation of land reform statutes. Management of Land Title Adjustment and Distribution and Transfer of Certain Land Projects will add as advantage (attach CV(s) indicating skills and experience).

Poor (score 1)	No team leader.
Average (score 2)	Team leader without a minimum of at least 3 years' experience in interpretation and implementation of land reform statutes. Management of Land Title Adjustment and Distribution and Transfer of Certain Land Projects will add as advantage (attach CV(s) indicating skills and experience).
Good (score 3)	Team leader with a minimum of at least 3 years' experience in interpretation and implementation of land reform statutes. Management of Land Title Adjustment and Distribution and Transfer of Certain Land Projects will add as advantage (attach CV(s) indicating skills and experience).
Very good (score 4)	Team leader with 4 to 10 years' experience in interpretation and implementation of land reform statutes. Management of Land Title Adjustment and Distribution and Transfer of Certain Land Projects will add as advantage (attach CV(s) indicating skills and experience).
Excellent (score 5)	Team leader with 11 years experience and above in interpretation and implementation of land reform statutes. Management of Land Title Adjustment and

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	Distribution and Transfer of Certain Land Projects will add as advantage (attach CV(s) indicating skills and experience).
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- Proof of provincial footprint clearly indicating the physical address where the business operates, contact details, telephone, and e-mails, contact person. In a case where bidders do not have Provincial presence, they must demonstrate how they are going to execute project awarded to them. (Provide valid lease agreement / municipal bill / Eskom Bill / Confirmation letter from Traditional Leader / Confirmation letter from Ward Councillor).

Poor (score 1)	No valid proof of address attached.
Average (score 2)	N/A
Good (score 3)	N/A
Very good (score 4)	N/A
Excellent (score 5)	Proof of provincial footprint clearly indicating the physical address where the business operates, contact details, telephone, and e-mails, contact person attached. In a case where bidders do not have Provincial presence, they must demonstrate how they are going to execute project awarded to them. (Provide valid lease agreement / municipal bill / Eskom Bill / Confirmation letter from Traditional Leader / Confirmation letter from Ward Councillor).

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- Broad proposed methodologies in line with the scope of work take into consideration the responsive time outlined in Para: 3 above. (Attach a detailed proposed methodology taking into consideration flexibility in customer service in terms of turnaround times with regard to problem solving).

Poor (score 1)	No methodology or methodology does not outline the requirements as specified in the TOR.
Average (score 2)	Proposed methodology inadequately and poorly addresses requirements in the TOR.
Good (score 3)	Proposed methodology adequately specified all requirements in the TOR and is acceptable for implementation.
Very good (score 4)	Proposed methodology specifies the way the project will be delivered and indicate additional value adds.
Excellent (score 5)	Proposed methodology exceptionally specifies the way the project will be delivered and indicate additional value adds.

12 TERMS AND CONDITIONS

- 12.1 Awarding of the bid will be subject to the Service Provider's acceptance of the Department's Terms and Conditions.
- 12.2 The appointed Service Provider will enter into a service level agreement with the Department, prior to commencement of the contract.
- 12.3 The Department reserves the right to terminate the contract in the event that there is clear evidence of non-performance, by the Commissioner.

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12.4 This proposal is not an offer to purchase any services or materials, and the Department will not incur or be liable for any costs associated with the preparation of this proposal.

12.5 The Terms of Reference (ToR) have been prepared by the Department and will be furnished to those potential Commissioners who might prepare a proposal to address the business requirements. The information contained in these ToR, has been prepared to guide interested parties in making their own evaluation, and does not purport to contain all the information that a potential Commissioner may require. While every attempt will be made to provide thorough, accurate information, the Department shall have no liability for any inaccuracies that may be contained in this document, or any accidental omissions. Nothing contained in these ToR can be relied upon as a commitment, guarantee or representation regarding further events or performance.

12.6 Apart from any special conditions stipulated herein, the conditions of the General Conditions of Contact (GCC) shall apply.

12.7 Bidders who applied previously are encouraged to re-apply if their Commissioner is proficient in Afrikaans.

13 CONTACT PERSONS FOR TECHNICAL ENQUIRIES

13.1 All enquiries related to this bid / call must be forwarded to:

Attention: Ms Peliwe Mntukatandwa
Telephone: 043 700 7000 / 082 577 5541
Email: peliwe.mntukatandwa@dalrrd.gov.za

14. CONTACT PERSONS FOR BID ENQUIRIES

Name of SCM person: Mr Victor Gazi
Telephone: 043 701 8182
Email: victor.gazi@dalrrd.gov.za

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15. APPROVAL

The Terms of Reference have been supported and approved as follows:

15.1 SUPPORTED/NOT SUPPORTED/ COMMENTS



MR M SIKWE

MEMBER OF BSC

DATE: 23/11/2023

15.2 SUPPORTED/ NOT SUPPORTED/COMMENTS



MS M TSHIKINI

MEMBER OF BSC

DATE: 23/11/2023

TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR THE EXPANSION OF A PANEL OF COMMISSIONERS FOR THE EASTERN CAPE TO BE APPOINTED IN TERMS OF SECTION 3 OF AMENDED ACT 111 AND 119 OF 1993 IN ORDER TO ASSIST THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT WITH REGULARISATION OF TITLE DEEDS AND DISTRIBUTION AND TRANSFER OF CERTAIN STATE LAND. BID NO: DALRRD EC: 003 (2023/2024)

15.3 SUPPORTED/ NOT SUPPORTED/COMMENTS



MS Q FILANI
MEMBER OF BSC
DATE: 24/11/23

15.4 APPROVED/ NOT APPROVED/COMMENTS.


MS. PZ. MNTUKATANDWA
CHAIRPERSON OF BSC
DATE: 24 November 2023