

**PART A  
INVITATION TO BID**

**SBD 1**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>PUDP 822</b>	CLOSING DATE:	<b>30 June 2026</b>	CLOSING TIME:	<b>11h00</b>
DESCRIPTION	<b>The Development of Sekhukhune District Municipality Integrated Transport Plan (ITP) for Twelve (12) Months Period.</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>PHAMOKO TOWERS BUILDING</b>					
<b>NO 39 CORNER CHURCH AND BODENSTEIN STREET</b>					
<b>POLOKWANE</b>					
<b>0700</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Mable Bopape</b>		CONTACT PERSON	<b>Mabusa RM</b>	
TELEPHONE NUMBER	<b>015 294 8420</b>		TELEPHONE NUMBER	<b>015 295 1044</b>	
FACSIMILE NUMBER	<b>N/A</b>		FACSIMILE NUMBER	<b>N/A</b>	
E-MAIL ADDRESS	<b>bopapemm@dtcs.limpopo.gov.za</b>		E-MAIL ADDRESS	<b>mabusar@dtcs.limpopo.gov.za</b>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

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<b>SUPPLIER INFORMATION</b>					
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POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
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DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER: .....

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

DATE: .....

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

NAME OF BIDDER: .....	BID NO.: <b>PUDP 822</b>
CLOSING TIME 11:00	CLOSING DATE: <b>30 June 2026</b>

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
	-----	R-----	-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
	-----	R-----	----- days
5.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY AMOUNT
	-----	.....	..... R.....
	-----	.....	..... R.....
	-----	.....	..... R.....
	-----	.....	..... R.....

TOTAL: R.....

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

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

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

\*\* (ALL APPLICABLE TAXES INCLUDED)

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

- 6. Period required for commencement with project after acceptance of bid .....  
 .....
- 7. Estimated man-days for completion of project .....  
 .....
- 8. Are the rates quoted firm for the full period of contract? \*YES/NO
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. ....  
 .....  
 .....  
 .....

\*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

**(Mable Bopape  
 Department of Transport and Community Safety  
 No 39 Cnr Church and Bodenstein)  
 Tel:015 294 8420**

Or for technical information –  
 Mabusa RM  
**015 295 1044**

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

---

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

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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

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

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

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

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

**1. GENERAL CONDITIONS**

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

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

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

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

**4. POINTS AWARDED FOR SPECIFIC GOALS**

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

Table 1: Specific goals for the tender and points claimed are indicated per the table below.  
*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

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

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (90/10 system) (To be completed by the organ of state)</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (90/10 system) (To be completed by the tenderer)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>	<b>Means of Verification</b>
<b>Enterprises owned by at least 51% black people</b>	<b>N/A</b>	<b>2</b>	<b>N/A</b>		<b>Central Supplier Database (CSD)</b>
<b>Enterprises owned by at least 51% women</b>	<b>N/A</b>	<b>4</b>	<b>N/A</b>		<b>Central Supplier Database (CSD)</b>
<b>Enterprises owned by at least 51% youth</b>	<b>N/A</b>	<b>4</b>	<b>N/A</b>		<b>Central Supplier Database (CSD)</b>
<b>Enterprises owned by at least 51% persons with disability</b>	<b>N/A</b>	<b>2</b>	<b>N/A</b>		<b>Disability certificate issued by health professionals</b>
<b>Enterprises owned by at least 51% military veterans</b>	<b>N/A</b>	<b>2</b>	<b>N/A</b>		<b>Confirmation letter issued by Department of Military Veterans</b>
<b>Small, Medium and Micro Enterprises (SMMEs)</b>	<b>N/A</b>	<b>1</b>	<b>N/A</b>		<b>Central Supplier Database (CSD)</b>
<b>Enterprises located in rural areas or townships</b>	<b>N/A</b>	<b>2</b>	<b>N/A</b>		<b>Municipality Utility Bills or Lease Agreements or Proof of Residence from Tribal Authority or Municipality/ Municipal Council</b>
<b>Enterprises located in Limpopo Province</b>	<b>N/A</b>	<b>3</b>	<b>N/A</b>		<b>Municipality Utility Bills or Lease Agreements or Proof of Residence from Tribal Authority or Municipality/ Municipal Council</b>
<b>Total</b>		<b>20</b>			

**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.

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

# GENERAL CONDITIONS OF CONTRACT

## 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.

- i. The General Conditions of Contract will form part of all bid documents and may not be amended.
- ii. 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](http://www.treasury.gov.za)

## **4. Standards**

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. Use of contract documents and information; inspection.**

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

## **7. Performance security**

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## **8. Inspections, tests and analyses**

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the

cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

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

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

## **9. Packing**

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

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

## **10. Delivery and documents**

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

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

- 11. Insurance** 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
- 12. Transportation** 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
- 13. Incidental services** 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
- 14. Spare parts** 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
- 15. Warranty** 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising

from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16. Payment**

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

## **17. Prices**

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

## **18. Contract amendments**

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

## **19. Assignment**

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

## **20. Subcontracts**

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

later, shall not relieve the supplier from any liability or obligation under the contract.

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

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

**22. Penalties**

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

**23. Termination for default**

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

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
  - (ii) the date of commencement of the restriction
  - (iii) the period of restriction; and
  - (iv) the reasons for the restriction.

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

- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and

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

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

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

**25. Force Majeure**

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

**26. Termination for insolvency**

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

**27. Settlement of Disputes**

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort

to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

## **28. Limitation of liability**

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

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

## **29. Governing language**

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

## **30. Applicable law**

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

## **31. Notices**

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

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

**32. Taxes and duties**

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

**33. National Industrial Participation (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.



**LIMPOPO**

**PROVINCIAL GOVERNMENT**  
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF  
TRANSPORT AND COMMUNITY SAFETY**

**TERMS OF REFERENCE (TOR) FOR THE DEVELOPMENT OF SEKHUKHUNE  
DISTRICT MUNICIPALITY INTEGRATED TRANSPORT PLAN (ITP).**

**1. INTRODUCTION**

Section 36 of the National Land Transport Act (Act 5 of 2009) requires that all Planning Authorities prepare an Integrated Transport Plan (ITP) covering a 5-year period and updated annually. Category A municipalities (metropolitans and cities) are required to develop Comprehensive Integrated Transport Plans (CITP). Category B municipalities (district municipalities) are required to prepare District Integrated Transport Plans (DITP). Category C municipalities (local municipalities) are required to prepare Local Integrated Transport Plans (LITP).

Sekhukhune District Municipality (SDM) is a category B municipality and does not have a DITP. A DITP must be developed to ensure that the municipality continues to meet the access and mobility needs of its communities.

The Municipal Systems Act (Act 32 of 2000) requires that every municipality prepare an Integrated Development Plan (IDP) and that the plan be reviewed annually in accordance with an assessment of its performance measured in terms of Section 41 of the Act. The ITP is a specific sector plan that feeds into the IDP and ultimately the ITP supports and forms part of the development of the Provincial Land Transport Framework (PLTF).

This ITP will serve for a period of five years from its approval date, and the transport register should be updated annually to align with changing transport circumstances. An electronic transport register database for annual updates needs to be developed and recommendations made on effective Geocoding to assist in integrated transport planning. The development of the DITP should be aligned with the Integrated Public Transport Network Plan (IPTN).

## **2. DESIRED PROJECT OUTCOMES AND DELIVERABLES**

### **OUTCOMES**

- Improved accessibility (access to services and facilities)
- Reduction of traffic congestion
- Affordable transport system
- Improved customer care and professionalism in the public transport industry
- Safe and secure transport system
- Improved travel times and service frequency
- Increased use of Non-Motorised Transport (NMT), where deemed necessary and appropriate
- Solving problems relating to parking space (e.g. ranks and holding areas)
- Integrated public transport services
- Infrastructure planning (infrastructure upgrades and maintenance, etc.)
- Land-use/spatial planning
- Facility planning
- Proactive and better-informed law enforcement

### **DELIVERABLES**

- Training and Skills transfer to SDM employees
- Detailed monthly progress reports
- A draft DITP
- Final draft DITP
- Developed DITP approved by Council (4 soft copies and 6 hard copies). The copies must be on colour, bound as a book and enclosed on hard cover
- Development of electronic transport register database for annual updates and recommendations on effective Geocoding systems to assist in integrated transport planning
- Project close-up report

### **3. PROJECT SCOPE**

The DITP should align with the National Land Transport Act (no 5 of 2009) minimum requirements for preparation of DITP (dated 29 October 2015):

#### **3.1 EXECUTIVE SUMMARY**

An executive summary must be provided which summarises the status quo, transport trends in the area, objectives, proposed projects and interventions.

#### **3.2 CHAPTER 1: INTRODUCTION**

The introduction must describe and illustrate the area covered by the DITP (Local municipalities, villages, wards, nodes, future growth areas and development corridors). The status of the plan and the period over which the plan is to be implemented must be indicated.

#### **3.3 CHAPTER 2: TRANSPORT VISION AND OBJECTIVES**

The vision statement for transportation in the ITP area should be formulated within the framework of the *White Paper on National Transport Policy, 1996* and *Draft Revised White Paper on National Land Transport Policy, 2017* and other approved national, provincial, local transport policies and strategies.

The vision statement should be a concise statement guiding transport development in the area in terms of both the long and short-term components of the transport plan.

Specific objectives should be formulated, related to the overall vision. Objectives should be specific, measurable, understandable and achievable.

#### **3.4 CHAPTER 3: TRANSPORT REGISTER**

The transport register should cover the full spectrum of data collection necessary for the planning of all types of transport infrastructure and operations.

The following should be included:

- Demographic and socio-economic profile
- General overview of transportation system

- Description of the regular, daily public transport system
- Description of other public transport services and modes of transport
- Description of institutional and organisational make-up of public transport industry
- Roads and traffic information from pavement management system and traffic counting program
- Freight transport
- Financial Information

### **3.5 CHAPTER 4: SPATIAL DEVELOPMENT FRAMEWORK**

A Spatial Development Framework (SDF) is a mandatory component of every Integrated Development Plan (IDP), spatially expressing the municipality's strategy for the sustainable and cost-effective provision of infrastructure and services. In developing an Integrated Transport Plan (ITP/ITO), it is essential to take the SDF into account, as transport and travel constitute a significant and unavoidable cost for individuals, households, businesses, and government. Aligning transport planning with the spatial vision of the SDF ensures improved transport efficiency by promoting more compact, accessible, and well-structured spatial patterns. This alignment supports reduced travel distances, optimised infrastructure investment, and enhanced accessibility, thereby contributing to a more sustainable and economically efficient transport system.

The Spatial Development Framework (SDF) must be closely aligned with the Integrated Transport Plan (ITP) for the area, and its spatial proposals must be explicitly reflected in the ITP. This alignment should clearly indicate existing and proposed transport corridors and nodes, as well as areas designated for mixed land use and densification in support of an efficient public transport system. Furthermore, the SDF should articulate municipal land use strategies aimed at curbing urban sprawl and preventing the fragmentation of activities, which often results in increased dependence on private motor vehicle travel.

### 3.6 CHAPTER 5: TRANSPORT NEEDS ASSESSMENT

This chapter must determine and adequately describe the transport-related issues, problems, and needs of the municipality and its residents based on the following:

- Assessment of issues, problems, trends and performance standards revealed by the Transport Register;
- Processes of public participation and stakeholder feedback aimed at identifying the needs of the community;
- Present and future transport demand estimation, determined by extrapolation from current trends, modelling, and/or other estimations (see the Guidelines in this regard).
- The upgrading and maintenance needs of all roads and public transport facilities for which the planning authority is responsible, must be identified. The need for new roads and facilities must also be identified. This should include reference to any pavement management system (PMS) and other infrastructure management systems which may be employed by the authority.

### 3.7 CHAPTER 6: PUBLIC TRANSPORT PLAN (PTP)

The PTP must comprise six parts:

**(a) Policies and strategies:** This should cover–

- A broad perspective of the future development of the public transport system in practical terms, including a policy and strategy for the role of each public transport mode;
- Policies in relation to the packaging of contracts, the type of contracting that will be employed, rail service level agreements, levels of service, modal integration, land use development and the fare system;
- Determining where and to what extent subsidies should be paid;

- A description must be included on relevant policies and principles guiding the disposal of operating licences, including but not limited to roles of modes and preferred modes, parallel-subsidised services and commercial service contracts;
- Policies in relation to the regulation of non-regular modes of transport such as metered taxis, e-hailing services, two or three-wheeler vehicles such as tuk-tuks, and long-distance services;
- Public transport fleet policy in relation to reducing carbon emissions.

### **3.8 CHAPTER 7: TRANSPORT INFRASTRUCTURE STRATEGY**

The transport infrastructure strategy must deal with the development and maintenance of all types of transport infrastructure, including major roads, public transport facilities, airport facilities, depots, freight corridor measures, non-motorised transport infrastructure, etc.

It should incorporate a summary of transport infrastructure proposals from the local integrated transport plans or integrated development plans of the local municipalities and the district municipality.

### **3.9 CHAPTER 8: TRAVEL DEMAND MANAGEMENT**

The objective of Travel Demand Management (TDM) is to alleviate congestion by reducing the use of private vehicles during peak periods, particularly single-occupancy vehicles. It also seeks to promote environmental sustainability by decreasing reliance on private car travel. TDM measures are principally designed to influence and modify the travel behaviour of transport system users.

### **3.10 CHAPTER 9: FREIGHT TRANSPORT STRATEGY**

The planning authority is required to prepare a freight transport strategy addressing the movements of goods to, from and through its area by both road or rail. The strategy must identify appropriate freight routes to facilitate the efficient and uninterrupted movement of goods and, in the case of road freight, to minimise conflicts with other road users.

The freight transport strategy must incorporate a plan for the transportation of hazardous substances contemplated in section 2(1) of the Hazardous Substances Act 15 of 1973. This plan must designate specific road routes for the movement of hazardous substances in

accordance with section 37(3) and 37(4) of the NLTA and must align with the relevant strategy or plan contained in the Provincial Land Transport Framework.

### **3.11 CHAPTER 10: OTHER TRANSPORT-RELATED STRATEGIES**

This should include the following:

- Non –Motorised Transport (NMT ) strategy, where appropriate.
- Public Transport Safety and Security
- Road user safety
- Law Enforcement (Road Traffic and Transport Regulation)
- Tourism: the strategy must describe transport improvements and measures that will serve tourists specifically and facilitate an increase in tourism in the area.
- Establish new institutional arrangements to create the network authority envisaged in the Public Transport Strategy, with responsibility for managing and regulating the public transport system.
- Accessible Transport System: All municipalities must describe their proposed strategies to implement universally accessible transport services on their public transport networks in terms of infrastructure, systems, passenger information, and vehicles.

### **3.12 CHAPTER 11: SUMMARY OF LOCAL INTEGRATED TRANSPORT PLANS PREPARED BY THE CONSTITUENT LOCAL MUNICIPALITIES OF THE DISTRICT MUNICIPALITY.**

This Chapter is a summary of the transport implementation budgets and programmes (including construction and maintenance of their transport infrastructure) over a five-year period, as prepared by the constituent local planning authorities (local municipalities).

### **3.13 CHAPTER 12: FUNDING STRATEGY AND SUMMARY OF PROPOSALS AND PROGRAMMES**

This Chapter must contain the following components:

#### **12.1 Summary of proposals**

It must contain a summary of all the proposals, projects and programmes provided for in the plan, together with the financial implications of each, including subsidies and operational costs. Proposals and programmes should be realistic in financial terms and with regard to the capacity of the authority. Where appropriate, projects should be phased over a realistic period or relegated to a future year or planning cycle.

The proposals and programmes must link with the IDP process of the municipality concerned and form the sectoral transport component of the IDP as required by section 31 of the NLTA.

#### **12.2 Funding strategy**

This part of Chapter 12 must deal with sources of income and funding constraints.

The funding strategy must include a financial programme giving expected sources of revenue and estimates of expenditure arising out of the preparation, implementation and operation of the different transport strategies, proposals, projects and plans, over the five-year period in which the plan is to be implemented. The focus must be on actions that are possible in the light of secured financial resources.

#### **12.3 Prioritisation of projects**

All actions identified in the different strategies and plans must be subject to a process of prioritisation and allocation of funds, which will depend on budgetary constraints.

#### **12.4 Budget per project and programme**

The funding strategy must be concluded by the preparation of a budget and programme for a five-year period, of which the first year will be in substantially greater detail than the following four years of this period.

### 3.14 CHAPTER 13: STAKEHOLDER CONSULTATION

The extent of and the results of consultation with all stakeholders, including operators, commuters and communities must be described. Interaction and consultation with government institutions and other organs of state, such as the Provincial Department, PRE, SANRAL etc. must be included. Small Bus Operators providing non-contracted services must be included in consultations, and not only larger contracted operators.

The preparation of a transport plan or transport programme must include the consultation and participation of interested and affected parties required for the preparation of IDPs in terms of Chapter 4 and section 29(1)(b) of the Municipal Systems Act or replacing legislation. There must also be compliance with the Promotion of Administrative Justice Act 3 of 2000 (PAJA) and other relevant legislations.

The public participation process must provide for adequate advertising and presentation of the draft ITP and allow all stakeholders an adequate opportunity to make representations or objections. The authority must consider all representations and objections received, and revise the draft ITP, if necessary, before finalising it.

## 4 PROJECT DURATION

The duration of the entire study and the compilation of a comprehensive ITP will be twelve(12) months after awarding of tender as follows:

<b>PHASE</b>	<b>DURATION</b>	<b>DELIVERABLES</b>
Phase 1	1 <sup>st</sup> - 8 <sup>th</sup> months	Developed ITP Final Report with detailed Transport Register, Operating Licence Strategy, Rationalisation Plan and PTP as annexures.
Phase 2	9 <sup>th</sup> – 12 <sup>th</sup> months	Finalisation of the developed ITP through stakeholders and presentations to Executive Management of the Department and then processes leading to adoption and approval by Council, MEC or the Ministry.

## **5. PROJECT TEAM**

The project team members should have qualifications, experience and skills in the following:

- Civil Engineering (The Civil Engineer should be an expert in transport planning)
- Town and Regional Planning
- Transport Economics (with Research Background)
- Environmental Management Scientist
- Public Relations/ Public Participation Specialist
- Information Technology Specialist
- GIS Specialist

The proposed project team should collectively possess the necessary qualifications, experience, and technical competencies in the disciplines listed above. Curriculum Vitae of team members should be submitted with proposals.

Project team members must be available for the entire duration of the project. In case of termination of a member, the service provider must inform the department in writing and must be replaced by a team member of the same status e.g. Qualification and experience.

## **6. PROJECT STAKEHOLDERS (amongst others)**

- Local municipalities (Planning and Development, Technical /Civil Engineering and Community Services Departments)
- Limpopo Department of Transport and Community Safety
- South African National Roads Agency Limited (SANRAL)
- Roads Agency Limpopo (RAL)
- Department of Public Works, Roads and Infrastructure
- Department of Rural Development and Land Reform
- Road Freight Association
- Registered meter taxi operators
- Registered minibus-taxi operators
- Registered bus operators

- Department of Education
- Department of Health
- Cross Boarder Road Transport Agency (CBRTA)
- Road Traffic Management Corporation (RTMC)
- Registered Driving School Companies operating in the District
- Registered scholar transport operators
- Freight transport companies operating in the District
- Traditional Authorities

## **7. REPORTING**

- The successful service provider shall provide the Department with the Project Plan within seven (7) working days after appointment.
- The service provider shall provide the Department and the District Municipality with monthly progress reports on the project.
- The successful service provider shall liaise with all relevant stakeholders for:
  - ✓ Meetings and presentations
  - ✓ Consultations on information gathering exercises
  - ✓ Data collection exercises etc

## **8. PROJECT REFERENCE DOCUMENTS**

### **Land Transport**

- White Paper on National Land Transport Policy, 1996
- Draft Revised White Paper on National Transport Policy, 2017
- National Land Transport Act, no 5 of 2009
- National Land Transport Amendment Act, no 23 of 2023
- National Road Traffic Act, no 93 of 1996
- Any other relevant Land Transport Legislation

### **Strategic Development Plans**

- National Development Plan
- Limpopo Provincial Development Plan
- Provincial Spatial Development Framework (SDF)
- Provincial Land Transport Strategic Framework

- Moving South Africa: The Action Agenda
- Sekhukhune District Municipality IDP with Detailed SDF
- Fetakgomo-Tubatse Local Municipality IDP with Detailed SDF
- Makhuduthamaga Local Municipality IDP with Detailed SDF
- Ephraim Mogale Local Municipality IDP with Detailed SDF
- Elias Motsoaledi Local Municipality IDP with Detailed SDF
- Public Transport Strategy.96

### **Integrated Transport Plans**

- ITPs within Sekhukhune District

### **Spatial Planning**

- Spatial Planning and Land Use Management Act, no 16 of 2013

### **Environmental Management**

- National Environmental Management Act, no 107 of 1998

### **Rural Transport**

- Rural Transport Strategy of South Africa, 2003
- Integrated Sustainable Rural Development Programme, 2000

### **Road Infrastructure Documents**

- Road Infrastructure Strategic Framework for South Africa (RISFSA),
- Technical Methods for Highways (TMH) and Technical Recommendations for Highways (TRH) Manuals
- Road Master Plans (Local Municipalities)

### **Scholar Transport**

- National Learner Transport Policy

### **Freight Transport**

- National Freight Logistics Strategy
- Provincial Freight Transport Strategy

## **9. SERVICE LEVEL AGREEMENT**

The successful service provider will be required to sign a service level agreement which outlines the agreed duties of each party, as well as the required deliverables, remuneration, mutual delegations, and terms and conditions of the appointment. The service level agreement will be for a period of 12 months.

## **10. CO-ORDINATION AND QUALITY CONTROL**

Sekhukhune District Municipality, in conjunction with the Project Steering Committee, will be responsible for co-ordinating the process with all other spheres of government and relevant stakeholders, including Transport Forums, and the Technical Task Team.

The Project Steering Committee will also be responsible to monitor the process, and the Service Provider remains responsible for the quality of the final output. Regular project meetings should be held with relevant stakeholders to obtain necessary inputs into the development process.

## **11. PAYMENT TERMS**

Payments shall be in terms of the phases of the project as shall be indicated in the Project Plan that shall be submitted by the service provider. Invoices will be required.

## **12. BRIEFING SESSION**

A compulsory briefing session will be arranged on a date to be indicated in the e-Tender Portal. Failure to attend the briefing session meeting will be an automatic disqualification.

### 13. EVALUATION CRITERIA

13.1 Proposals received by the Department on the stipulated closing date and time, will be evaluated on the basis of functionality, administrative requirements and Price/Preference Point System:

Evaluation on Functionality (Gate 0)	Administrative Requirements (mandatory) (Gate 1)	Price and Preference Point System (Gate 2)
Bidder(s) are required to achieve a minimum of 65 points out of 100 points to proceed to Gate 1.	Bidders must submit all documents as outlined in paragraph 14.3 (Table 1) below. Only bidders that comply with all these criteria will proceed to Gate 2.	Bidder(s) will be evaluated on price and the preference points

#### 13.2 Gate 0: Evaluation on Functionality

All bidders are required to respond to the functionality evaluation criteria. Bidders will be evaluated in Gate 0 for functionality as per below table:

Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 65 points to proceed to Gate 1 for evaluation on administrative requirements, which is mandatory.

Evaluation Criteria for Functionality is as follows:

Item	Criterion	Weight	Scores
1.	<b>Experience of service provider</b> (attach company profile indicating the company's experience and track record in transport planning project(s) that were completed. Attach relevant reference letters from previous clients in corporate or government spheres)	45	<ul style="list-style-type: none"> <li>▪ No relevant experience/ similar projects = 0</li> <li>▪ 1 transport planning project = 1</li> <li>▪ 2 transport planning projects = 2</li> <li>▪ 3 and more transport planning projects = 3</li> </ul>
2.	<b>Technical qualifications of the project leader.</b> (Qualification in either of the following: Transport Planning/Management, Transport Economics, Transport Engineering, Development Studies, Civil	25	<ul style="list-style-type: none"> <li>▪ No relevant qualification or qualification below NQF Level 6 =0</li> <li>▪ NQF Level 6=1</li> </ul>

	Engineering with Transport Background). Attach copies of qualifications.		<ul style="list-style-type: none"> <li>▪ NQF level 7= 2</li> <li>▪ NQF level 8 and higher=3</li> </ul>
3.	<b>Experience of the Project Leader</b> (number of projects in a transport planning environment). Attach reference letters from previous employer of the Project Leader.	5	<ul style="list-style-type: none"> <li>▪ No relevant experience or less than 1 project = 0</li> <li>▪ 1 project = 1</li> <li>▪ 2 projects = 2</li> <li>▪ 3 projects and more = 3</li> </ul>
4.	<b>Technical Qualifications of Deputy Project Leader</b> (Qualification in either of the following: Transport Planning/Management, Transport Economics, Transport Engineering, Development Studies, Civil Engineering with Transport Background). Attach copies of qualifications.	20	<ul style="list-style-type: none"> <li>▪ No relevant qualification or qualification below NQF Level 6 =0</li> <li>▪ NQF Level 6=1</li> <li>▪ NQF level 7= 2</li> <li>▪ NQF level 8 and higher=3</li> </ul>
5.	<b>Experience of the Deputy Project Leader.</b> (number of projects in a transport planning environment). Attach reference letters from previous employer of the Deputy Project Leader.	5	<ul style="list-style-type: none"> <li>▪ No relevant experience or less than 1 project = 0</li> <li>▪ 1 project = 1</li> <li>▪ 2 projects = 2</li> <li>▪ 3 projects and more = 3</li> </ul>

**NB: Bidders are required to identify and indicate the names of the project leaders and deputy project leaders with their technical qualifications and experience.**

**The maximum points that can be scored on functionality equals 100.**

Bidders that score less than 65 points out of 100 in respect of functionality will be regarded as non-responsive and will not be considered for further evaluation. Points scored by qualifying bidders will not be taken into consideration for price and preference point evaluation. **Only the qualifying proposals will be evaluated in**

**Gate 1. Points will be calculated as follows:**

$$\text{Points} = A/300 \times 100$$

**Where A = Maximum scored by the bidder**

### 13.3 Gate 1: Administrative (mandatory) requirements

Bidder(s) must submit the documents listed in the **Table below**. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). **Correction fluid is not allowed and any cancellation on the bid document must be initialled by the authorized signatory.** During this phase, bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements.

**Table 1: Documents that must be submitted for administrative/mandatory requirements:**

Document that must be submitted	Mandatory	Non-submission will result in disqualification
Original Bid Documents	YES	Duly completed and signed.
Company Profile	YES	Company profile indicating project leader, deputy project leader and other team members
Invitation to Bid – SBD 1, Indicating Central Supplier Database Number	YES	Complete and sign the supplied pro forma document with a fixed physical address for their business operations for in-loco inspection and proof of registration on CSD.
Pricing Schedule – SBD 3.3 (Professional Services)	YES	Must be completed.
Bidder's Disclosure – SBD 4	YES	Complete and sign the supplied pro forma document. Declare all companies that the directors are involved in.
Preference Point Claim Form – SBD 6.1	NO	Complete and sign the supplied pro forma document.
Pricing Schedule	YES	Provide a separate pricing structure that is inclusive of vat and all disbursements. The price will be fixed for the period of the contract.

**NB: Bidders that do not comply with any of the stipulations as stated above will be disqualified from the evaluation process.**

### 13.4 Gate 2: Price/Preference Point System,

Only Bidders that have complied with the requirements of Gate 1 will be evaluated in Gate 2 for price/preference point system.

The 80/20 price/preference point system will be applicable for this tender, where the 80 points shall be awarded for price and the 20 points shall be awarded for specific goals.

The preference points shall be allocated based on the specific goals below:

No	DESIGNATED GROUP	POINTS	MEANS OF VERIFICATION
1	Enterprises owned by at least 51% black people	2	Central Supplier Database (CSD)
2	Enterprises owned by at least 51% women	4	Central Supplier Database (CSD)
3	Enterprises owned by at least 51% youth	4	Central Supplier Database (CSD)
4	Enterprises owned by at least 51% persons with disability	2	Disability certificate issued by health professionals
5	Enterprises owned by at least 51% military veterans	2	Confirmation letter issued by Department of Military Veterans
6	Small, Medium and Micro Enterprises (SMMEs)	1	Central Supplier Database (CSD)
7	Enterprises located in rural areas or townships	2	Municipality Utility Bills or Lease Agreements or Proof of Residence from Tribal Authority or Municipality/ Municipal Council
8	Enterprises located in Limpopo Province	3	Municipality Utility Bills or Lease Agreements or Proof of Residence from Tribal Authority or Municipality/ Municipal Council
<b>TOTAL POINTS</b>		<b>20</b>	

## 14. NOTES TO BIDDERS

- 14.1 The successful bidder is expected to provide the service upon signing the contract.
- 14.2 The successful bidder shall provide the Department with the project plan within seven (7) working days after signing the service level agreement.
- 14.3 During implementation, the successful bidder must provide the same project team whose credentials were submitted during the bidding process or equivalent.
- 14.4 The Department reserves the right to amend, modify or withdraw these terms of reference or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice except where required by law, and without liability to compensate or reimburse any prospective service providers.
- 14.5 A proposal submitted by a partnership must be accompanied by a written partnership agreement.
- 14.6 A proposal submitted by a consortium of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:
  - a) the conditions under which the consortium will function.
  - b) Its period of duration.
  - c) The persons authorized to represent it.
  - d) The participation of the several parties forming the consortium.
  - e) The benefits that will accrue to each party.
  - f) Any other information necessary to permit full appraisal of its functioning.
- 14.7 All costs incurred by the bidder in the preparation of the bid shall be fully absorbed by the bidder. Supporting documentation submitted with the bid will become the property of the Department; unless otherwise requested by the bidder at the time of submission.
- 14.8 The Department reserves the right to negotiate price. If the negotiations between the Department and the preferred bidder/s fail with regard to the conclusion of a Service Level Agreement, the Department reserves its right not to proceed with the appointment of the preferred bidder/s without incurring any liability to compensate or reimburse the preferred bidder/s.

- 14.9 Bidders may ask for clarification on these terms of reference up to close of business five (5) working days before the deadline for the submission of bids. Any request for clarification must be submitted by email to the contact person.
- 14.10 Bidders may not contact the Department on any matter pertaining to their bid from the time when bids are submitted to the time the contract is awarded. Any attempt by the bidder to influence bid evaluation, bid comparisons or award decisions in any manner, may result in rejection of the bid concerned.
- 14.11 Bidders submitting two or more offers on the same bid under the same company name, should note that the highest offer will not be considered.
- 14.12 Proper completions and signing of all prescribed parts of the bid form is a compulsory requirement. Any bid offer that does not provide all the required information completely and in a form that is required, may be regarded as non-responsive.
- 14.13 It is a condition of this bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
- 14.14 The Department reserves the right not to award the bid to the bidder with the lowest price, to alter the terms and conditions of the bid and to cancel the bid at any time during the bidding/procurement process.
- 14.15 The tender offer validity period is 90 days after the closure of the bid.
- 14.16 The winning bidder will enter into a Service Level Agreement with the Department for duration of the contract.
- 14.17 The provisions of the general conditions of contract will be applicable to this bid.

## 15. CONTACT INFORMATION

For inquiries and further information, please contact: Ms Mabusa RM ([mabusar@dtcs.limpopo.gov.za](mailto:mabusar@dtcs.limpopo.gov.za)) or Ms Bopape MM ([bopapemm@dtcs.limpopo.gov.za](mailto:bopapemm@dtcs.limpopo.gov.za)). **E-MAIL ENQUIRIES ARE PREFERRED** and no telephone calls or visits to the respective person for further information will be entertained

## 16. DISCLAIMER

The Department reserves the right to accept or reject any or all tenders without providing any reasons. Submission of a tender implies acceptance of all terms and conditions outlined in this Terms of Reference.

~~Approved/ Not approved~~



Mr MS Matjena

HoD: Transport and Community Safety

Date: 27/05/2026