

BID ADVERTISEMENT FORM

Bid description	APPOINTMENT OF SERVICE PROVIDERS FOR THE PROVISION OF THE PHYSICAL SECURITY SERVICES INT THE DEPARTMENTAL FACILITIES FOR THE DEPARTMENT OF COMMUNITY SAFETYAND TRANSPORT MANAGEMENT WITHIN THE FOUR (04) DISTRICTS IN THE NORTH WEST PROVINCE FOR A PERIOD OF THIRTY - SIX (36) MONTHS.										
Bid number	CS&TM: 03/25/26										
Name of institution	COMMUNITY SAFETY & TRANSPORT MANAGEMENT										
The place where goods, works or services are required	THE NORTH WEST PROVINCIAL DEPARTMENT OF COMMUNITY SAFETY - SAFETY HOUSE, 31-34 MOLOPO ROAD, MAHIKENG NORTH WEST PROVINCE										
Opening date	Date	1	1	1	2	2	0	2	5	Time	15:00
Closing date	Date	2	3	0	1	2	0	2	6	Time	11:00
Contact details	Postal address	N/A									
	Physical address	Safety House 31-34 Molopo Road. Mahikeng (Main Entrance) Security Check Point.									
	Tel	018 200 8184 / 018 200 8171									
	Fax	N/A									
	E-mail	Thelmabogatsu@nwpg.gov.za / ODNeito@nwpg.gov.za									
	Contact person	Ms T. Bogatsu/Mr O. Neito									
Where bids can be collected	DEPARTMENT COMMUNITY SAFETY & TRANSPORT MANAGEMENT AT TIRELO BUILDING, GROUND FLOOR, OFFICE NUMBER 035, ALBERT LUTHULI DRIVE A NON-REFUNDABLE DEPOSIT OF R200.00 IS PAYABLE IN CASH FOR EACH FOR EACH DOCUMENT, HOWEVER, BIDDERS ARE ADVISED TO DOWNLOAD THE DOCUMENT FROM E-PORTAL SYSTEM ON WWW.ETENDER.GOV.ZA										
Where bids should be delivered	THE NORTH WEST PROVINCIAL DEPARTMENT OF COMMUNITY SAFETY - SAFETY HOUSE, 31-34 MOLOPO ROAD, MAHIKENG (MAIN ENTRANCE) SECURITY CHECK POINT.										
Category (refer to annexure A)	SECURITY SERVICES										
Sector	GOVERNMENT										
Region	NORTH WEST PROVINCE										
Briefing Session	NO										




Mr. M. Lempe

Acting Director: SCM



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Department:
Community Safety and Transport Management
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



SUPPLY CHAIN MANAGEMENT

Tirelo Building, Albert Luthuli Drive,
Mafikeng, 2745
P/Bag X 19 Mmabatho 2735
Tel: +27 (18) 200 8057/8

Ref: CS & TM: 03/25/25

INVITATION TO BID

APPOINTMENT OF SERVICE PROVIDERS FOR THE PROVISION OF THE PHYSICAL SECURITY SERVICES INT THE DEPARTMENTAL FACILITIES FOR THE DEPARTMENT OF COMMUNITY SAFETYAND TRANSPORT MANAGEMENT WITHIN THE FOUR (04) DISTRICTS IN THE NORTH WEST PROVINCE FOR A PERIOD OF THIRTY – SIX (36) MONTHS.

- A. NGAKA MODIRI MOLEMA DISTRICT**
- B. BOJANALA DISTRICT**
- C. DR RUTH SEGOMOTSI MOMPATI DISTRICT**
- D. DR KENNETH KAUNDA DISTRICT**

DATE ISSUED: 11/12/2025

CLOSING DATE: 23/01/2026 AT 11H00

**DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT OFFICE
SAFETY HOUSE, 31-34 MOLOPO ROAD (MAIN ENTRANCE)
SECURITY CHECK POINT
MAHIKENG**

Name of bidder		Bidder VAT registered?
		Yes: <input type="checkbox"/>
Total bid price including VAT: (brought forward from SBD 1.)		No: <input type="checkbox"/>

MR M. LEMPE

ACTING DIRECTOR: SUPPLY CHAIN MANAGEMENT

DATE



1. INTRODUCTION

Appointment of service providers for the provision of the physical security services in the Departmental facilities for the Department of Community Safety and Transport Management within the Four (04) districts in the North West Province for a period of thirty-six (36) months.

2. BACKGROUND

The Department has assets such as properties, physical assets, information as well as collection of cash in various facilities, therefore Departmental facilities cannot be left vulnerable to be vandalised, damaged or stolen as such there's a need to procure physical security services for the protection of state assets.

Currently the Department has physical security services contracts that cater for thirty-three (33) departmental facilities within the four (04) districts (**Ngaka Modiri Molema District, Bojanala District, Dr Ruth Segomotsi Mompati District, Dr Kenneth Kaunda District**) in North West Province.

3. SCOPE OF WORK

3.1. Problem Statement

All state assets require protection from vandalism, damage, theft or sabotage therefore there is a vital need for physical security services. Access control measures at Departmental facilities must be controlled in order to curb unauthorised access and unwanted items.

Physical Security Industry Regulation Act, 2001 (Act No. 56 of 2001), provides that the Department must have the adequate protection of fundamental rights to life and security of the person, assets, information and property. It is fundamental to the well-being, social and economic development of every person.

It is in light of the above that the department advertise the bid for Appointment of service providers for the provision of the physical security services in the Departmental facilities for the Department of Community Safety and Transport Management within four (04) districts in the North West Province for a period of thirty-six (36) months.

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3.2 Statement of Work

Appointment of service providers for the provision of the physical security services in the Departmental facilities for the Department of Community Safety and Transport Management within the Four (04) districts in the North West Province for a period of thirty-six (36) months.

4. MAIN DELIVERABLES

4.1. A summary of the four (04) **Districts** in which the deliverables described in the paragraph below has to be rendered at and are:

NGAKA MODIRI MOLEMA DISTRICT				
No.	FACILITY/ ITEM	DAY SHIFT	NIGHT SHIFT	QUANTITY
1	1 Grade B Supervisor			1
2	Monitoring and patrol vehicles (Company logo marked with radio)			3
3	Security officers with a valid driver's license (Patrol, response and monitoring vehicles Operators)	3 Grade c armed	3 Grade c armed	6
4	Sites Office	1 Grade C	1 Grade C	2
5	Tirelo building	16 Grade C & 2 Grade C armed	6 Grade C & 2 Grade C armed	26
		Patrol clocking systems		20
6	Safety House	3 Grade C & 1 Grade C armed	3 Grade C & 1 Grade C armed	8
		Patrol clocking systems		8
7	Mahikeng Operator Licensing (Dikgwetlo)	2 Grade C	2 Grade C	4
		Patrol clocking systems		4
8	Molopo Licensing and RA	2 Grade C	2 Grade C	4
		Patrol clocking systems		6
9	Montshioa traffic	2 Grade C	2 Grade C	4
		Patrol clocking systems		8
10	Lehurutshe Traffic	2 Grade C & 1 Grade C armed	2 Grade C & 1 Grade C armed	6
		Patrol clocking systems		20
11	Zeerust Weighbridge	2 Grade	2 Grade C	4
		Patrol clocking systems		6
12	Lichtenburg Weighbridge	2 Grade C	2 Grade C	4
		Clocking systems		8
13	Lichtenburg Traffic	2 Grade C	2 Grade C	4
		Patrol clocking systems		16
Total number of security officers				73
Total number of clocking system				96

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BOJANALA DISTRICT

NO	FACILITY	DAY SHIFT	NIGHT SHIFT	QUANTITY
1	1 Grade B Supervisor			1
2	Monitoring and patrol vehicles (Company logo marked with radio)			5
3	Security officers with a valid driver's license (Patrol, response and monitoring vehicles Operators)	5 Grade C armed	5 Grade C armed	10
4	Site office	1 Grade C	1 Grade C	2
5	Moretele Traffic	2 Grade C	2 Grade C	4
		Patrol Clocking systems		8
6	Brits Traffic	4 Grade C & 2 Grade C armed	4 Grade C & 2 Grade C armed	12
		Patrol Clocking systems		12
7	Mogwase Licensing	2 Grade C & 2 Grade C armed	2 Grade C & 2 Grade C armed	8
		Patrol clocking systems		20
8	Madikwe Traffic	6 Grade C	4 Grade C	10
		Patrol clocking systems		12
9	Koster Traffic	2 Grade C	2 Grade C	4
		Patrol clocking systems		8
10	Koster Weighbridge	2 Grade C	2 Grade C	4
		Patrol clocking systems		4
11	Phokeng Registering Authority	2 Grade C	0	2
12	Rustenburg Traffic	4 Grade & 2 Grade C armed	2 Grade C & 2 Grade C armed	10
		Patrol clocking systems		26
13	Tlhabane Operator Licensing	2 Grade C	2 Grade C	4
		Patrol clocking systems		8
Total number of security officers				71
Total number of clocking systems				98

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DR RUTH SEGOMOTSI MOMPATI DISTRICT

NO	FACILITY	DAY SHIFT	NIGHT SHIFT	QUANTITY
1	Category G 1 Grade B Supervisor			1
2	Monitoring and patrol vehicles (Company logo marked with radio)			4
3	Security officers with a valid driver's license (Patrol, response and monitoring vehicle Operators)	4 Grade C armed	4 Grade C armed	8
4	Site office	1 Grade C	1 Grade C	2
5	Vryburg Traffic	4 Grade C & 2 Grade C armed	2 Grade C & 2 Grade C armed	10
		Patrol clocking systems		16
6	Vryburg Operator Licensing	2 Grade C	2 Grade C	4
		Patrol clocking systems		6
7	Ganyesa Traffic	2 Grade C & 1 Grade C armed	2 Grade C & 1 Grade C armed	6
		Patrol clocking systems		16
8	Taung Registering Authority	2 Grade C & 1 Grade C armed	2 Grade C & 1 Grade C armed	6
		Patrol clocking systems		9
9	Taung Traffic	2 Grade C & 1 Grade C armed	2 Grade C & 1 Grade C armed	6
		Patrol clocking systems		12
10	Christiana Traffic	2 Grade C	2 Grade C	4
		Patrol clocking systems		8
11	Kgomotso Registering Authority	2 Grade C	2 Grade	4
		Patrol clocking systems		6
Total number of security officers				51
Total number of clocking systems				73

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DR KENNETH KAUNDA DISTRICT				
NO	FACILITY	DAY SHIFT	NIGHT SHIFT	QUANTITY
1	Grade B Supervisor			1
2	Monitoring and patrol vehicles (Company logo marked with radio)			4
3	Security officers with a valid driver's license (Patrol, response and monitoring vehicles Operators)	4 Grade C armed	4 Grade C armed	8
4	Site Office	1 Grade C	1 Grade C	2
5	Potchefstroom District Office	3 Grade	3 Grade C	6
		Patrol clocking systems		12
6	Potchefstroom Traffic	2 Grade C & 1 Grade C armed	2 Grade C & 1 Grade C armed	6
		Patrol clocking systems		16
7	Potchefstroom Operator Licensing and Permit	2 Grade C	2 Grade C	4
		Patrol clocking systems		9
8	Potchefstroom Weighbridge	4 Grade C & 2 Grade C Armed	4 Grade C & 2 Grade C Armed	12
		Patrol clocking systems		8
9	Ventersdorp Traffic	2 Grade C & 1 Grade C armed	2 Grade C & 1 Grade C armed	6
		Patrol clocking systems		8
10	Ventersdorp Weighbridge	2 Grade C	2 Grade C	4
		Clocking systems		5
11	Klerksdorp Traffic Office	2 Grade C & 2 Grade C Armed	2 Grade C & 2 Grade C Armed	8
		Patrol clocking systems		10
12	Wolmaranstad Traffic	4 Grade C	4 Grade C	8
		Patrol clocking systems		12
Total number of security officers				65
Total number of clocking systems				80

The appointed bidders shall ensure that:

- All state assets (property, vehicles, personnel, physical assets, revenue) are protected.
- Inspections of vehicles and verification of trip authorization for state owned vehicles.
- Conduct random searches of vehicles, visitors and employees entering or exiting the premises.
- Hourly patrol – inspection in and around the facility and parameters. (use of clocking system)
- Record of occurrences/ incidents on the occurrence book (OB) and report to the supervisor, control room, and Head of the unit immediately.

Appointment of service providers for the provision of the physical security services in the Departmental facilities for the Department of Community Safety and Transport Management within the Four (04) districts in the North West Province for a period of thirty-six (36) months.

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- Recording of all incoming and outgoing visitors and employees.
- Monthly reports to Security management outlining all the deficiencies and the mitigating factors thereof are submitted.
- An effective communication network is established between security officers on site and their control room (24/7).
- Sites must be visited twice a day by the contractor's supervisory personnel to ensure that proper security is maintained.
- The contractor provides a 24 hours' service including weekends and public holidays.
- Each Security Officer is issued with a detailed site specification/ standard operation procedure, in accordance with the site instruction manual, indicating his exact duties.
- Supervision of all the above activities.
- The department will hold the security company responsible (within reason) for any loss or damage to property on the site due to theft or vandalism. Such loss or damage shall be recovered by the Department from the security company.

5. BRIEFING SESSION

There shall be no compulsory briefing session.

6. DURATION OF THE CONTRACT

The successful bidders will be appointed for a period of thirty-six (36) months.

7. TIMELINE OF THE BID PROCESS

The validity period is 120 days after closing of the bid. The project timeframes of this bid are set out below:

Activity	Date due
Advertisement of the bid in the: <ul style="list-style-type: none"> - Government Tender Bulletin, - Departmental website; and - National Treasury e-Tender Portal: 	11 December 2025
Distribution of bid documents: <ul style="list-style-type: none"> - Departmental website, 	11 December 2025

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<ul style="list-style-type: none"> - e-Tender portal, - Government Tender Bulletin - Department of Community Safety and Transport Management, Tirelo Building, Dr Albert Luthuli Drive Mmabatho – Acquisition Office No. 35, Ground floor 	11 December 2025
Bid closing date	23 January 2026

***Dates subject to change.**

Times in this bid are South African Standard Time. Time or date in this bid is subject to change at the Department's sole discretion. The establishment of a time or date in this bid does not create an obligation on the part of the department to take any action, or create any right in any way for any bidder to demand that any action be taken on the date established.

The bidders accept that, if the Department extends the deadline (the closing date) for bid submissions for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

8. CENTRAL SUPPLIER DATABASE [CSD]

8.1. Key information of prospective suppliers is verified on the CSD in line with PFMA and regulatory requirements

- Business registration with Director Ownership details of the directorship and membership;
- Bank account holder information;
- In the service of the state status;
- Tax compliance status;
- Identity number;
- Tender defaulting and restriction status; and
- Any additional and supplementary verification information communicated with National Treasury

8.2. Bidders must be registered as a service provider on the Central Supplier Database [CSD]. If you are not registered proceed to complete the registration of your company prior to submitting your bid. Refer to <https://secure.csd.gov.za/> to register your company. Ensure that all documentation on the database are updated and valid.

8.3. Bidders are also required to submit their CSD Registration "Summary Report".

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- 8.4. Bidders must ensure that their tax information on Central Supplier Database [CSD] is in good standing and must submit a tax status pin.
- 8.5. Bidders should further note that the Central Supplier Database (CSD) will be utilized to confirm compliance to tax and other related matters. It is therefore the bidders' responsibility to ensure compliance in all respects.

9. INSTRUCTION TO BIDDERS

This bid is for all four districts located in the North West Province.

- a. Bids must be properly packaged, clearly marked as CSG TM: 08/25/26 and deposited in the tender box on or before the closing date and time at the Department of Community Safety and Transport Management, situated at: -
The North West Provincial Department of Community Safety and Transport Management: Safety House, 31-34 Molopo Road, Mahikeng (Main Entrance) Security Check Point.
- b. Bid documents will only be considered if received by the Department before the closing date 23/01/26 and time **11:00**
- c. Bid documents are obtainable by uploading from e-Tender Publication Portal or Departmental website, Government tender bulletin for free, however if for whatever reasons bidders are unable to upload documents they can be collected at:
Address: Department of Community Safety and Transport Management
Tirelo Building
Dr Albert Luthuli Drive
Mmabatho
Acquisition Office No. 35 Ground Floor
Banking Details: **ABSA BANK LIMITED**
Account number: **4111811710**
Branch Code: **632005**
Account Type: **CHEQUE**
Amount: A non-refundable deposit of R200 is payable at above banking details for each document
- d. Bidders shall ensure that their bid documents are properly packaged and pages initialed as per the issued bid document. Department shall not accept liability in regard to claims by bidders that pages are missing or duplicated.
- e. Late bids will not be accepted.

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- f. **A bidder must bid for only one district. (Bidders who bid for more than one (01) district will be disqualified.**
- g. A bid document checklist has been attached on this tender document. Bidders are required to complete the checklist and submit with their bids. All the information listed on the bid document checklist should be included in the bid.

10. Contact details

For more detailed information regarding the bid procedure and specifications please contact the following:

Contact Persons:

SCM related inquiry:

Ms T. Bogatsu – 018 200 8184 or Thelmabogatsu@nwpg.gov.za

Technical inquiry:

Mr O. Neito - 018 200 8171 or odneito@nwpg.gov.za

Potential bidder(s) are advised to limit telephonic enquiries to rather send emails to the above email addresses.

11. SECTION 1

11.1 Special Conditions of Contract (SCC)

- Successful bidders must ensure employment of local community within the district awarded.
- All security officers must be registered with PSIRA
- Monthly compliance inspections will be conducted in line with SLA by the Department.
- Bidders must ensure security officers are issued with payslips on monthly basis and will be verified randomly by the Department.
- The recommended bidders will be subjected to periodical security screening after the award. **(negative screening result will affect the appointment).**
- Contracted service providers are obliged to pay security officers as per PSIRA pricing structure including annual increment for the duration of the contract.
- Adherence to the Service Level Agreement (SLA).
- The Government is obliged to pay the contracted service provider PSIRA annual increment.

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- Contracted service providers must ensure registration with Private Security Provident Fund within fourteen (14) days after the award.
- The contracted service providers are obliged to submit all payments documents within first seven (7) days of the beginning of each month.
- The Department is obliged to pay the service provider within thirty days of receiving all correct required documentation.
- Default by the contracted service providers in terms deployment of security officers as per required numbers , protests and payments must be reported within Fourteen (14) working days to the Departmental Supply Chain Management Office (Contract Management Unit)
- All parties are obliged to adhere to these Special Conditions of bids as stipulated in the attached bid forms and General Conditions of Contract.
- Confirmation of public liability insurance to the minimum of five million Rand (R5 000 000) must be submitted within 30 days after the awarding of the bid.
- Bidders must ensure establishment of a site office, administration at the district bidding for within ninety (90) days after the award.
- Bidders must submit (ICASA) communication registration or lease within 14 days after the award.
- Throughout the contract number of security officers may be increased or reduced, facility may be removed/ cancelled or added and projects may be added depending on departmental needs.
- The contracted Service provider shall ensure that all appointed security officers are paid every month without any delay for continuous service delivery.
- End-user together with Supply Chain Management (Contract Management) Official will conduct random unannounced or announced inspections in line with the Service Level Agreement (SLA).

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12. SECTION 2

- **General Conditions of Contract (GCC)**
See attached GCC

13. BID SUBMISSION CHECKLIST [CHECK WHETHER ALL RETURNABLES ARE INCLUDED ON THIS CHECKLIST]

- All the relevant forms attached to this bid documents must be completed and signed in ink where applicable by duly authorised official.
- Use of tippex and pencil in the bid document are not allowed.
- Where cancellation has been made, bidders should endorse with a signature

Bidders are required to provide the following checklist and to submit it with their bids:

Please note that all the information listed below should be included in the bids.

NO	RETURNABLE DOCUMENT	DESCRIPTION	COMPLIANT? (TICK ✓ IN APPROPRIATE BOX)	
			YES	NO
1	SBD 1	Invitation to bid		
2	SBD 3.2	Pricing Schedule		
3	SBD 4	Declaration of Interest		
4	SBD 6.1	Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2022		
5	Current and valid Director/s PSIRA registration certificate	Provide Certified Copy		
6	Current and valid company PSIRA Letter of Good Standing (certified copy)	Provide Certified Copy		
7	Current and valid company COIDA Letter of Good Standing (certified copy)	Provide Certified Copy		
8	Companies' financial information <ul style="list-style-type: none">• Latest Audited Financial Statements• Bank rating letter	Provide Certified Copies		
9	Signed and stamped proof of business address: Not older than six(06) months (Valid Municipality account, Tribal Letter or lease agreement) N.B. This address will be used for inspection purpose.	Provide Certified Copy		
10	CSD Registration (Summary Report)			

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SECTION A

14. SPECIAL REQUIREMENTS AND CONDITIONS OF BID

Bidders should adhere to the special conditions as stated in the bid document

15. Contract Period

A period of thirty-six (36) months

16. ORDERING

N/A

17. SERVICE PROVIDER

- 17.1 The successful service providers will receive an appointment letter from the Department (it is a pre-requisite that the service is rendered upon receipt of appointment letter from Department to avoid the risk of not being paid).

18. DELIVERY

- 18.1. Services should be provided twenty-four (24) hours and seven (7) days a week including Public holidays and Sundays.

19. PAYMENTS

- 19.1 Contracted service providers will submit monthly invoices for the services rendered and time sheets of all security officers who were on duty for that month as per Service Level Agreement (SLA).
- 19.2 Payments will be effected within 30 days upon receipt valid invoice and time sheets.

20. BREACH OF CONTRACT

- 20.1. The Department, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, may terminate this contract in whole or in part:
- a) if the service provider fails to deliver any or all of the service within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

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- b) if the Service provider fails to perform any other obligation(s) under the contract; or
- c) if the service provider, in the judgment of the Department, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

20.3. Where the Department terminates the contract in whole or in part, the Department may decide to impose a restriction penalty on the service provider by prohibiting such service provider from doing business with the public sector for a period not exceeding ten (10) years.

20.4. If a department intends imposing a restriction on a service provider or any person associated with the service provider, the service provider 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 service provider fail to respond within the stipulated fourteen (14) days the Department may regard the intended penalty as not objected against and may impose it on the service provider.

20.5. 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.

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

- (i) The name and address of the service provider and / or person restricted by the purchaser;

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- (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 service providers or persons prohibited from doing business with the public sector.

20.7. 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 (5) years and not more than ten (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.

20.8. Breaching the contract in terms of the specification, purchase order, the delivery period shall result in the cancellation of the contract. The designated service provider shall bear any difference in price of the said supplies and these amounts plus any other damages which may be suffered by the State shall be paid by the designated service provider to the State immediately on demand.

21. **INSPECTIONS**

21.1. The Departmental Bid Evaluation Committee (DBEC) will conduct physical inspection during evaluation stage before the award of contract at the service provider's office as per attached proof of address.

22. **REPORTING**

- The service providers shall do the overall monthly reporting to the security and facilities management office
- of the Department of Community Safety and Transport Management.

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23. OBLIGATIONS

- The contracted service providers are obliged to ensure that the pricing is in line with PSIRA latest pricing structure.
- Contracted service providers are obliged to pay security officers every month as per PSIRA pricing structure including annual increment for the duration of the contract.
- The Department is obliged to pay the contracted service provider PSIRA annual increment.

24. SERVICE LEVEL AGREEMENT

Upon appointment, successful bidders will complete and sign SBD 7.1 and SBD 7.2 contract forms. The Department will further enter into a Service Level Agreement with contracted service providers.

25. EVALUATION CRITERIA

Bid will be evaluated on functionality first before being evaluated on **90/10** and bidders which do not reach the first functionality threshold of **70 points** will be disqualified and not be evaluated further on price and Preferential Goals Claim.

Evaluation Criteria	Weighting
Price	90
Preferential Goals Claim	10

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Stage 1

Mandatory documents:

Proof of the following documents will be required: -

- Invitation to Bid (SBD 1)
- Price Schedule (SBD 3.2)
- Declaration of Interest (SBD 4)
- Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2022 (SBD 6.1) **(Points will not be allocated if the SBD 6.1 form is not fully completed and signed)**
- In case of a joint venture/trust/consortium partnership, an agreement must be attached.
- CSD Registration (Summary Report)

Stage 2

Legal Administrative requirements

- A valid original Company PSIRA Registration Certificate (submit when registration is renewed).
- A valid original Company owner (s)/ director (s) PSIRA Grade A or B
- A valid original Company PSIRA Letter of Good Standing.
- A valid original Company COIDA Letter of Good Standing.
- Companies' financial information.
 - Audited Financial Statements
 - Bank rating letter

NB: Failure to submit all required documents will result in the bidder being disqualified. All returnable documents will be subjected to verification, should it be found that there were misrepresentation of facts, bidders will be disqualified immediately.

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Stage 3:**Functional Criteria**

Assessment of functionality with a minimum overall threshold of **70%** that must be attained by the bidders before the bid can be taken to the next stage of the evaluation.

NO	ELEMENT	WEIGHT	SCORE
1.	<u>Company Physical Security experience</u> Previous company experience on provision of physical security within the last the last 12 years (Signed Reference letter (s) in clients letterhead with contactable details, duration and contract amount)	30	
	a. Ten (10) years and above =30 b. Between 5 – 9 years =20 c. Between 1 – 4 years =10 d. Less than 1 year =00		
2.	<u>Logistic Capacity 1</u> The bidder to provide proof of ownership of vehicles (Attach RC1 and MVL1)	40	
	a. 05 or more vehicles = 40 b. 03 to 04 vehicles = 30 c. 01 to 02 Vehicles = 00 N.B: Attached RC1 and MVL will be subjected to verification process		
3	<u>Logistic Capacity 2</u> The bidder must provide proof of ownership for firearms (Attach certified valid firearm licences in the name of the company)	30	
	a. Owns 11 or more firearms = 30 b. Owns 07 to 10 firearms = 20 c. Owns 1 to 06 firearms = 00		
	TOTAL	100	

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Stage 4

Price and Special Goals

Preference Point System

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the **90/10** preference point system and the lowest acceptable Total Cost of Ownership (TCO) tender will be used to determine the applicable preference point system.

The following formula will be used to calculate the points for price:

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

A maximum of 10 points may be allocated to a bidder for attaining their special goal level of contributor in accordance with the table below:

Criterion	Weight	Special goals points allocated (90/10)
Promotion of enterprise owned by people on the basis of race (100% owned by Black people)	02	
Promotion of enterprise owned by Women (≥51% owned by women)	02	
Promotion of enterprise owned by Youth (≥51% owned by Youth)	02	
Promotion of enterprise owned by Military Veterans (≥51% owned by Military Veterans)	01	
Promotion of enterprise owned by people with disabilities	03	
Total	10	

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- a) Bidders are required to complete the preference claim form (SBD 6.1) in order to claim special goal status level points.
- b) Evaluation of trust, consortium, joint venture or partnership
 - I. A trust / consortium / joint venture / partnership must submit a signed agreement that clearly stipulates the % of ownership and address/place of business.
 - II. The agreement must clearly state participation of the several constituent person and/or companies and/or firms and the period of duration of the agreement.
 - III. A trust / consortium / joint venture / partnership must submit a certificate signed by or on behalf of each participating person and/or companies and/or firms authorizing the person who signed the bid to do so.
 - IV. In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a SARS pin.
 - V. Where a trust / consortium / joint venture / partnership are involved, each party must be registered on the CSD
 - VI. and their tax compliance status will be verified through the CSD or through SARS.
 - VII. A trust / consortium / joint venture / partnership must register on CSD and submit a joint bank account post award.

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Stage 5

Site inspection

N.B: Inspection will be conducted as per attached proof of business address submitted.

Assessment of site inspection with a minimum overall **threshold of 70%** that must be attained by the bidder before the bid can be taken to the next stage of the evaluation.

NO	ITEM	WEIGHT	SCORE	COMMENT
OFFICE LOCATION				
1	OFFICE INSPECTION	30		
	- (1) Office situated at the attached proof of office, (2) office signage from the street, (3) office signage outside the building, (4) office layout (Control room separate from other office rooms), (5) Control room must be built with concrete slab and (6) office must be secured (Reinforced fence, wall or electric fence) and in a secured area. - All six (6) of the above = 30 - None compliance to all the above. = 00			
2	COMPANY VEHICLES (Branded in company logo, roadworthy and with working communication radio)	30		
	- Five (5) or more company vehicles = 30 - Three (3) to Four (4) company vehicles = 20 - One (1) to two (2) company vehicles = 00			
3	CONTROL ROOM	20		
	- (1) Access controlled, (2) biometric access system, (3) patrol clocking system monitoring and report, (4) security patrol vehicle tracking system monitoring screen (s) and (5) Main PTT radio/ base radio - All five (5) of the above = 20 - Any Four (4) or less of the above = 00			
4	COMPANY FIREARMS (Firearms licenses should be under company name)	20		
	- Eleven (11) or more firearms = 20 - Seven (7) to ten (10) firearms = 10 - One (1) to Six (6) firearms = 00			
TOTAL SCORE		100		

Preference Point System

Appointment of service providers for the provision of the physical security services in the Departmental facilities for the Department of Community Safety and Transport Management within the Four (04) districts in the North West Province for a period of thirty-six (36) months.

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In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the **90/10** preference point system and the lowest acceptable Total Cost of Ownership (TCO) tender will be used to determine the applicable preference point system.

The following formula will be used to calculate the points for price:

$$P_s = P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

A maximum of 20 points may be allocated to a bidder for attaining their special goal level of contributor in accordance with the table below:

26. PRICING

25.1 Service providers must complete pricing schedule form SBD 3.2 (Pricing schedule non-firm prices)

[Customize according to the services required]

25.2 Bid prices should be inclusive of all applicable taxes, packaging, other related costs and deliveries.

25.3 It is mandatory to utilise the attached pricing schedule (**Annexure A**) failure which, the bidder will be disqualified.

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ANNEXURE A

PRICING SCHEDULE

NGAKA MODIRI MOLEMA DISTRICT					
No.	FACILITY/ ITEM	DAY SHIFT	NIGHT SHIFT	QUANTITY	AMOUNT
1	1 Grade B Supervisor			1	R
	Security officers with a valid driver's license (Patrol, response and monitoring vehicles Operators)	3 Grade c armed	3 Grade c armed	6	R
2	Sites Office	1 Grade C	1 Grade C	2	R
3	Tirelo building	16 Grade C & 2 Grade C armed	6 Grade C & 2 Grade C armed	26	R
4		Patrol clocking systems		20	R
5	Safety House	3 Grade C & 1 Grade C armed	3 Grade C & 1 Grade C armed	8	R
		Patrol clocking systems		8	R
6	Mahikeng Operator Licensing (Dikgwetlo)	2 Grade C	2 Grade C	4	R
		Patrol clocking systems		4	R
7	Molopo Licensing and RA	2 Grade C	2 Grade C	4	R
		Patrol clocking systems		6	R
8	Montshioa traffic	2 Grade C	2 Grade C	4	R
		Patrol clocking systems		8	R
9	Lehurutshe Traffic	2 Grade C & 1 Grade C armed	2 Grade C & 1 Grade C armed	6	R
		Patrol clocking systems		20	R
10	Zeerust Weighbridge	2 Grade	2 Grade C	4	R
		Patrol clocking systems		6	R
11	Lichtenburg Weighbridge	2 Grade C	2 Grade C	4	R
		Clocking systems		8	R
12	Lichtenburg Traffic	2 Grade C	2 Grade C	4	R
		Patrol clocking systems		16	R
Total number of security officers					73
Total number of clocking system					96
Total cost per month					R
Firearm allowance				Rate: R	R
Mark-up			%	R
VAT				15%	R
NGAKA MODIRI MOLEMA DISTRICT TOTAL MONTHLY AMOUNT					R

Appointment of service providers for the provision of the physical security services in the Departmental facilities for the Department of Community Safety and Transport Management within the Four (04) districts in the North West Province for a period of thirty-six (36) months.

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BOJANALA DISTRICT					
NO	FACILITY	DAY SHIFT	NIGHT SHIFT	QUANTITY	AMOUNT
1	1 Grade B Supervisor			1	R
2	Security officers with a valid driver's license (Patrol, response and monitoring vehicles Operators)	5 Grade C armed	5 Grade C armed	10	R
3	Site office	1 Grade C	1 Grade C	2	R
4	Moretele Traffic	2 Grade C	2 Grade C	4	R
		Patrol Clocking systems		8	R
5	Brits Traffic	4 Grade C & 2 Grade C armed	4 Grade C & 2 Grade C armed	12	R
		Patrol Clocking systems		12	R
6	Mogwase Licensing	2 Grade C & 2 Grade C armed	2 Grade C & 2 Grade C armed	8	R
		Patrol clocking systems		20	R
7	Madikwe Traffic	6 Grade C	4 Grade C	10	R
		Patrol clocking systems		12	R
8	Koster Traffic	2 Grade C	2 Grade C	4	R
		Patrol clocking systems		8	R
9	Koster Weighbridge	2 Grade C	2 Grade C	4	R
		Patrol clocking systems		4	R
10	Phokeng Registering Authority	2 Grade C	0	2	R
11	Rustenburg Traffic	4 Grade & 2 Grade C armed	2 Grade C & 2 Grade C armed	10	R
		Patrol clocking systems		26	R
12	Tlhabane Operator Licensing	2 Grade C	2 Grade C	4	R
		Patrol clocking systems		8	R
Total number of security officers					71
Total number of clocking systems					98
Total cost per month					R
Firearm allowance				Rate: R	R
Mark-up			%	R
VAT				15%	R
BOJANALA DISTRICT TOTAL MONTHLY AMOUNT					R

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DR RUTH SEGOMOTSI MOMPATI DISTRICT					
NO	FACILITY	DAY SHIFT	NIGHT SHIFT	QUANTITY	AMOUNT
1	Category G 1 Grade B Supervisor			1	R
2	Security officers with a valid driver's license (Patrol, response and monitoring vehicle Operators)	4 Grade C armed	4 Grade C armed	8	R
3	Site office	1 Grade C	1 Grade C	2	R
4	Vryburg Traffic	4 Grade C & 2 Grade C armed	2 Grade C & 2 Grade C armed	10	R
		Patrol clocking systems		16	R
5	Vryburg Operator Licensing	2 Grade C	2 Grade C	4	R
		Patrol clocking systems		6	R
6	Ganyesa Traffic	2 Grade C & 1 Grade C armed	2 Grade C & 1 Grade C armed	6	R
		Patrol clocking systems		16	R
7	Taung Registering Authority	2 Grade C & 1 Grade C armed	2 Grade C & 1 Grade C armed	6	R
		Patrol clocking systems		9	R
8	Taung Traffic	2 Grade C & 1 Grade C armed	2 Grade C & 1 Grade C armed	6	R
		Patrol clocking systems		12	R
9	Christiana Traffic	2 Grade C	2 Grade C	4	R
		Patrol clocking systems		8	R
10	Kgomotso Registering Authority	2 Grade C	2 Grade	4	R
		Patrol clocking systems		6	R
Total number of security officers					51
Total number of clocking systems					73
Total cost per month					R
Firearm allowance				Rate: R	R
Mark-up			%	R
VAT				15%	R
DR RUTH SEGOMOTSI MOMPATI DISTRICT TOTAL MONTHLY AMOUNT					R

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DR KENNETH KAUNDA DISTRICT					
NO	FACILITY	DAY SHIFT	NIGHT SHIFT	QUANTITY	AMOUNT
1	Grade B Supervisor			1	R
2	Security officers with a valid driver's license (Patrol, response and monitoring vehicles Operators)	4 Grade C armed	4 Grade C armed	8	R
3	Site Office	1 Grade C	1 Grade C	2	R
4	Potchefstroom District Office	3 Grade	3 Grade C	6	R
		Patrol clocking systems		12	R
5	Potchefstroom Traffic	2 Grade C & 1 Grade C armed	2 Grade C & 1 Grade C armed	6	R
		Patrol clocking systems		16	R
6	Potchefstroom Operator Licensing and Permit	2 Grade C	2 Grade C	4	R
		Patrol clocking systems		9	R
7	Potchefstroom Weighbridge	4 Grade C & 2 Grade C Armed	4 Grade C & 2 Grade C Armed	12	R
		Patrol clocking systems		8	R
8	Ventersdorp Traffic	2 Grade C & 1 Grade C armed	2 Grade C & 1 Grade C armed	6	R
		Patrol clocking systems		8	R
9	Ventersdorp Weighbridge	2 Grade C	2 Grade C	4	R
		Clocking systems		5	R
10	Klerksdorp Traffic Office	2 Grade C & 2 Grade C Armed	2 Grade C & 2 Grade C Armed	8	R
		Patrol clocking systems		10	R
11	Wolmaranstad Traffic	4 Grade C	4 Grade C	8	R
		Patrol clocking systems		12	R
Total number of security officers					65
Total number of clocking systems					80
Total cost per month					R
Firearm allowance				Rate: R	R
Mark-up			%	R
VAT				15%	R
DR KENNETH KAUNDA DISTRICT TOTAL MONTHLY AMOUNT					R

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PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER		CODE	NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER		CODE	NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		TICK APPLICABLE BOX <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS 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, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.*

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

PRICING SCHEDULE – NON-FIRM PRICES (PURCHASES)

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

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

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

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

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

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

*Delete if not applicable

A NON-FIRM PRICES SUBJECT TO ESCALATION

- $$Pa = (1-V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

P_a	=	The new escalated price to be calculated.
$(1-V)P_t$	=	85% of the original bid price. Note that P_t must always be the original bid price and not an escalated price.
$D_1, D_2..$	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors $D_1, D_2...$ etc. must add up to 100%.
$R_{1t}, R_{2t}.....$	=	Index figure obtained from new index (depends on the number of factors used).
R_{1o}, R_{2o}	=	Index figure at time of bidding.
VP_t	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

- Index..... Dated..... Index..... Dated..... Index..... Dated.....
Index..... Dated..... Index..... Dated..... Index..... Dated.....

- [illegible]

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

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 Institution	State

- 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.

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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

SPECIFIC GOALS DECLARATION IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

TENDERS/BIDS¹ ABOVE R1,000,000 (Including all applicable taxes)

This specific goals form must form part of all quotations that are above R1,000,000 up to more than R50, 000 000 (including all applicable taxes). It contains general information required by legislation and serves as the declaration for the specific goals claimed by the bidder.

NB: IN COMPLETING THIS FORM, BIDDERS MUST BE AWARE OF THE CONDITIONS OF TENDER, GENERAL CONDITIONS OF CONTRACT, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND THE SPECIAL GOALS CLAIMED AND CODES OF GOODS PRACTICE.

1. GENERAL CONDITIONS

1.1 The following point systems are applicable to all quotations:

- The 80/20 system for requirements with a Rand value of above R1 000 000 up to R 50 000 000(all applicable taxes included).
- Or
- The 90/10 system for requirements with a Rand value of above R 50 000 000(all applicable taxes included).

1.2 Points for this bid shall be awarded for:

1.2.1 Price; and

1.2.2 Preference Points.

1.3 Failure on the part of a bidder to declare or submit proof when requested, will be interpreted to mean that preference points are not claimed.

1.4 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

2.1.1 **"Acceptable bid or acceptable quotation"** means a bid or quotation which in all respects complies with the specifications and Conditions of Tender as set out in the tender document.

2.1.2 **"Black people"** means Africans, Coloureds and Indians (refer to the B-BBEE Act for more details)

2.1.3 **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through and advertised competitive bidding processes or proposals;

- 2.1.4 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.1.5 **“Central Supplier Database”** means the database managed by National Treasury at www.csd.gov.za .
- 2.1.6 **“Control”** means the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of appropriate managerial authority and power in determining the policies and directing the operations of the business.
- 2.1.7 **“DCSTM”** means The North West Department of Community Safety and Transport Management.
- 2.1.8 **“Disability”** means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being AND is in possession of a proof of disability.
- 2.1.9 **“military veteran”** means any South African who rendered military service to any of the military organisations, former statutory and liberation armies, which were involved on all sides of South Africa's liberation war from 1960 to 1993; served in the then Union Defence Force before 1961 or became a member of the SANDF after 1994 and has completed his or military training and no longer performs military duties, and has not been dishonourably discharged from his or her respective military organisation.
- 2.1.10 **“Ownership”** includes exercisable voting rights in the enterprise; economic interest in the enterprise (including Employee Share Ownership Programmes, Broad-based Ownership Schemes). The definition in the Ownership Element of the B-BBEE Amendment Act of 2013 and the codes of good practice provides more information on ownership.
- 2.1.11 **“Proof of Disability”** means:
- 2.1.11.1 A completed SARS “Confirmation of Diagnosis of Disability” form endorsed by a duly registered medical practitioner which will remain valid for 10 years where the disability is of a permanent nature;
 - 2.1.11.2 A medical report and functional assessment report confirming the disability; or
 - 2.1.11.3 A SASSA disability grant.
- 2.1.12 **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- 2.1.13 **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of the tender invitation.
- 2.1.14 **“Specific Goals”** means those goals as contemplated in section 2(1)(d) of the PPPFA which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.
- 2.1.15 **“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

- 2.1.16 “Youth” means persons between the ages of 14 and 35 as defined in the National Youth Commission Act of 1996.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE - THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Or

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

90/10

$$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of the quotation or bid under consideration
 Pt = Price of the quotation or bid under consideration
 Pmin = Price of lowest acceptable quotation or bid

3.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING CONTRACTS

3.3 POINTS AWARDED FOR PRICE

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

80/20

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

Or

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

90/10

$$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of the quotation or bid under consideration
 Pt = Price of the quotation or bid under consideration
 Pmax = Price of highest acceptable quotation or bid

4. DCSTM SPECIFIC GOALS

4.1 DCSTM has identified a number of specific goals that are strategic to procurement in the Department. DCSTM prefer the following categories of enterprises:

- 4.1.1 Enterprises owned by black people;
- 4.1.2 Enterprises owned by women;
- 4.1.3 Enterprises owned by people with disability;
- 4.1.4 Enterprises owned by the youth;
- 4.1.5 Enterprises owned by military veterans; and

4.2 Enterprises that do not fall within the above categories are encouraged to still submit a response. They will not be disqualified; they will just not earn points for the categories of preference.

5. POINTS AWARDED FOR SPECIFIC GOALS FOR BIDS

5.1 For acceptable bids up to and above R50,000,000 (including all applicable taxes)

5.1.1 In terms of the DCSTM Preferential Procurement Policy, points for specific goals must be awarded to a bidder in accordance with the table that follows:

Specific Goals in terms of PPR2022	Points out of 10 for the 90/10 system	Points applied DCSTM	Points Claimed By: SP/Supplier
1. Promotion of enterprises owned by people on the black of race(100% own by black people)	02		
2. Promotion of enterprises owned by women (≥51% owned by women)	02		
3. Promotion of enterprises owned by youth (≥51% owned by youth)	02		
4. Promotion of enterprises owned by military veterans (≥51% owned by military veterans)	01		
5. Promotion of enterprises owned by disabled people(≥51% owned by people with disability)	03		
TOTAL:	10		

NB: Percentages can be varied differently depending on the combination and number of special goals to be used The aggregate should be 100% at all the times. But always the ownership by women (when used) should remain fixed at ≥40% and other special goals applicable must be distributed to the remaining percentage.

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm.....

6.2 Company registration number:

6.3 CSD Number: MAAA.....

6.4 TYPE OF COMPANY/ FIRM

<input type="checkbox"/> Partnership/Joint Venture / Consortium	<input type="checkbox"/> Personal Liability Company
<input type="checkbox"/> One-person business/sole propriety	<input type="checkbox"/> (Pty) Limited
<input type="checkbox"/> Close corporation	<input type="checkbox"/> Non-Profit Company
<input type="checkbox"/> Public Company	<input type="checkbox"/> State Owned Company
<input type="checkbox"/> Consortium (Unincorporated JV)	<input type="checkbox"/> Joint Venture (Incorporated JV)
[TICK APPLICABLE BOX]	

6.5 For a consortium or joint venture, the names of each member in the JV/Consortium; together with the company registration number and corresponding MAAA number, must be detailed in a separate attachment to the SBD 6.1.

7. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, declare the points claimed and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The points claimed are in accordance with the General Conditions as indicated in paragraphs 1 to 8 of this declaration;
- iii) In the event of a contract being awarded as a result of points claimed and any other information at the disposal of the `DCSTM, the bidder may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the points claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

.....
SIGNATURE(S) OF BIDDERS(S)

SURNAME AND NAME:

DATE:

ADDRESS

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

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

8. Inspections, tests and analyses

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

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

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

16. Payment

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

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

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

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

**25. Force
Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination
for insolvency**

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

**27. Settlement of
Disputes**

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

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

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

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

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

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of
liability**

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

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

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (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)