



SOUTH AFRICAN LOCAL
GOVERNMENT ASSOCIATION

SALGA

Inspiring service delivery

THE SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION (SALGA) HEREBY REQUESTS PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION FOR ITS EASTERN CAPE PROVINCIAL OFFICE IN EAST LONDON FOR A PERIOD OF FIVE (5) YEARS.

BID NO. SALGA/06/2025

Closing date and time: 05 September 2025 @ 11:00 am

Bid Validity Period: 90 days

TENDER BOX ADDRESS:

Ground Floor

Menlyn Corporate Park

Block B, 175 Corobay Avenue

c/o Garsfontein and Corobay Avenue

Waterkloof Glen

TEL: (012) 369 8000

EMAIL: scm@salga.org.za

WEBSITE: www.salga.org.za

1. INTRODUCTION

The South African Local Government Association (SALGA) is a public entity established by the Organised Local Government Act (Act 52 of 1997) to assist in the comprehensive transformation of local government in South Africa. Its main objectives are to:

- Represent, promote and protect the interests of local government;
- Transform local government to enable it to fulfil its developmental role;
- Enhance the role and status of its members as provincial representatives and consultative bodies of local government;
- Enhance the role and status of municipalities;
- Be recognised by national and provincial governments to be the representative and consultative body in respect of all matters concerning local government and to make representations to both provincial and national governments in respect of any matter concerning local government;
- Ensure the full participation of women in organised local government;
- Be the National Employers' Association representing all municipal members and, by agreement, associate members.

2. SALGA MANDATE

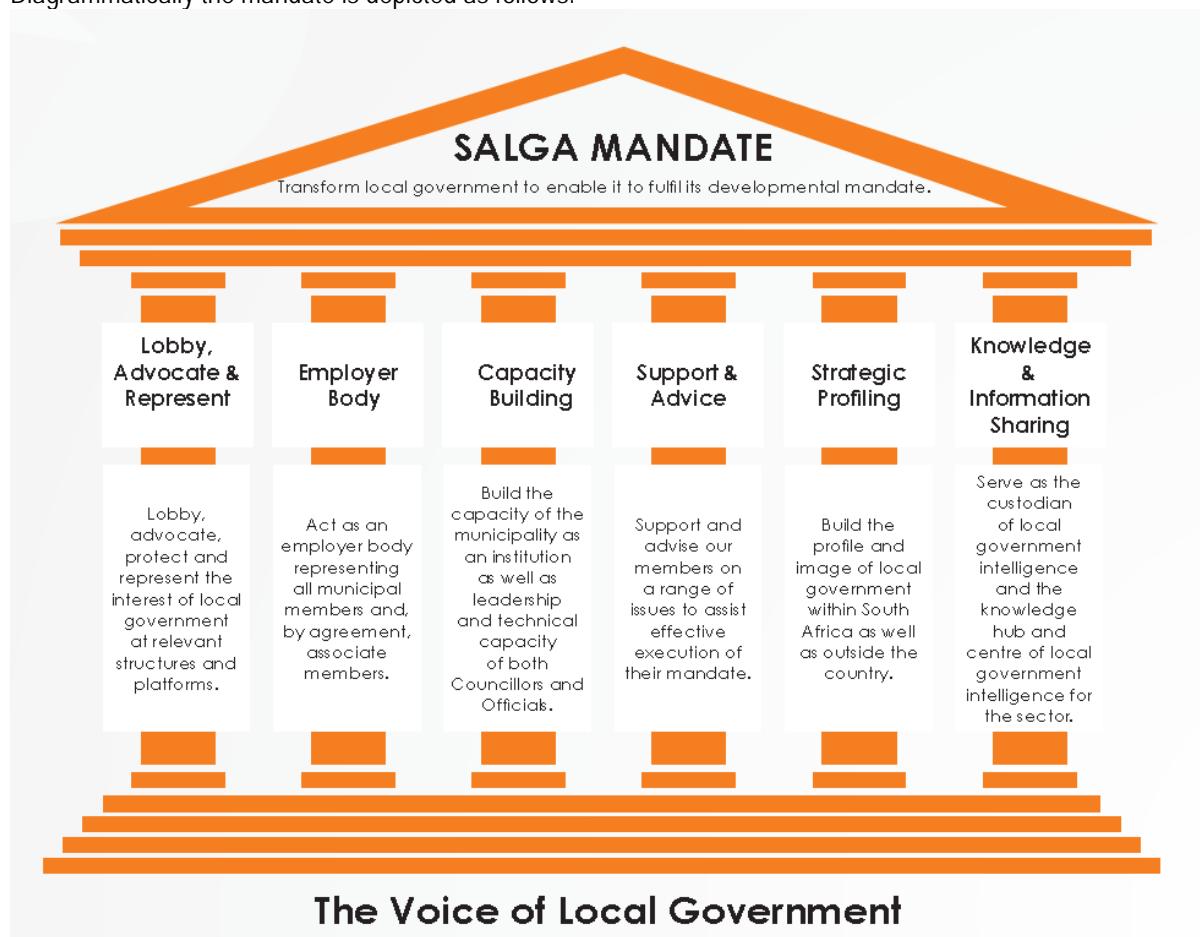
Developmental Local Government is an essential component of the machinery of government. In accordance with its constitutional mandate, SALGA is obliged to transform the local government sector to one that has the required capacity to make a meaningful contribution to poverty alleviation, economic development and all socio-economic opportunities that the state has geared itself to provide for its people.

SALGA also serves as the representative voice of all 257 municipalities in the country. For the past 20 years, since its establishment, SALGA has endeavoured to bring focus to its mandate of supporting local government transformation in a complex environment, characterised by a highly diverse and diffuse membership-base of municipalities. In terms of its amended Constitution, SALGA is a unitary body that consists of a national association and nine provincial offices. Its mandate rests on six primary pillars:

- (1) **Representation, Advocacy and Lobbying** refers to representing the interests of members in legislatures and other policy making and oversight structures. It also refers to engaging with various stakeholders, public debates etc. in the interest of Local Government.
- (2) **Employer Body** refers to being an effective employer representative for members. Employer representation is carried out through collective bargaining (in terms of the Labour Relations Act) in various structures including but not limited to those established in the South African Local Government Bargaining Council.
- (3) **Capacity Building** refers to facilitating capacity building initiatives through among others; representing member interests in the Local Government Sector Education Authority (LGSETA). SALGA strives to facilitate a coherent, well-co-ordinated capacity building programme for municipal councillors and officials.
- (4) **Support and Advice** refers to the provision of tools and services that enable municipalities to understand and interpret trends, policies and legislation affecting Local Government and to implement the said policies and plans
- (5) **Strategic Profiling** of Local Government refers to enhancing the profile and image of local government as an important and credible agent for the delivery of services. Profiling focuses within South Africa, the African continent and the rest of the world.

- (6) **Knowledge and Information Sharing** refers to building and sharing a comprehensive hub of Local Government knowledge and intelligence that will enable informed delivery of other SALGA mandates. The knowledge hub is also a useful reference point for all who seek Local Government information.

Diagrammatically the mandate is depicted as follows:



3. BACKGROUND

In driving the adoption and rollout of Digital Technologies, for value creation within local government, SALGA - through SALGA Digital - developed a strategic digital framework. Core to this framework is delivering a strong alignment between strategic organisational objectives and digital interventions. That is, weaving a connection between organisational key objectives - characterised by problem statements, opportunity statements, and use cases - with fit-for-purpose cutting-edge digital technologies.

4. PURPOSE

The purpose of this request for proposals is to obtain suitable office accommodation around the East London business area for the SALGA Eastern Cape Provincial office to lease for five years.

5. BID PROPOSALS

This Request for Proposal does not limit bidders to a number of properties they may propose to SALGA. Bidders are welcome to propose multiple properties to SALGA. Each building proposed by a bidder must be submitted

and/or proposed to SALGA as a separate, independent proposal from the other. For example each building proposed must include inter alia:

- a. Its own completed SDB forms;
- b. Be packaged separately, independently;
- c. Independently meet all requirements herewith detailed.

SALGA will consider and/or evaluate each received proposal of a building independently.

In circumstances where a bidder offers more than one property, a distinct separate submissions/proposal for each building must be submitted. SALGA will disqualify bidders with proposals which are not clearly separated (refer to 5a-c above).

No cross referencing between the same bidder's numerous buildings will be done by SALGA.

6. BACKGROUND

SALGA recognises that if it is to realise its vision, it must nurture and constantly develop its winning formulae a combination of service excellence, quality, participative management, and empowerment. The organisation also realises that this will only be achieved if it continues to value and care for its member municipalities and takes the management of employee issues and risks in the organisation seriously. It is upon this background that a need for new offices was identified and that is the reason why the organisation is embarking on this procurement process.

7. DISCUSSION

SALGA Eastern Cape Provincial office requires a minimum of 1100 (one thousand one hundred) square meters (m2) of office space, comprising a reception area, 13 (thirteen) offices, an open plan area, 2 (two) boardrooms, a kitchen/canteen, bathrooms (including for the disabled), a registry area and at least 1 (one) storeroom, to accommodate its staff complement, together with a minimum of 25 (twenty-five) parking spaces for staff, plus at least 2(two) parking spaced for disabled persons, and at least 15 (fifteen) visitor parking spaces.

8. TYPE OF PREMISES

The proposed premises should be suitable for a typical administrative work environment with low-density office occupation, for example, no call centres should be accommodated in the building. The building should ideally be situated inside a precinct that offers ease of access, safe walkability and other related amenities that support work-life balance and convenience for staff.

The building should ideally be a certified green or sustainable building or there be active steps taken or envisioned by the owner/landlord of the building to re-engineer the building into green or sustainable building in future. The organisation is looking for a completed ready to occupy modern building.

8.1.1 Property/Building

The property offered should be able to accommodate the following as net usable areas as set out in these terms of reference; general requirements are based on the premise of exclusive office spaces (for virtual meetings) and an open-plan office layout is required. The office space should have adequate natural daylight/or artificial lighting.

8.1.2 Space Requirements:

To allow for the minimum total floor space of approximately 1100 (one-thousand one hundred) square meters (m2) that should include common areas and boardrooms. Open plan area layout that can accommodate up to 20 (twenty) workstations and is utilized as multi-functional work areas.

Apart from the normal office space requirements for staff as the following is a summary of areas requiring particular attention and planning:

8.1.2.1 Provincial Director of Operations (PDO) Office Area:

This area must include a small boardroom for approximately 20 (twenty) people, an office for the PDO, and a separate office for the Provincial Chairperson and/or any Provincial Office Bearer.

8.1.2.2 Boardrooms

One main boardroom adjacent to the executive boardroom to accommodate approximately 100 (hundred) people. The boardroom should be able to be subdivided in two rooms to accommodate 50 people per sitting.

8.1.2.3 Open Plan Area

Open plan area layout that can accommodate approximately 20 (twenty) workstations and is utilized as multi-functional work areas.

8.1.2.4 Virtual Meeting Rooms

Five (5) x blocked-off meeting rooms are needed that can be used for virtual meetings.

8.1.2.5 ICT Server Room

A server room with dedicated air conditioning, as well as a 4 (four) M2 of raised flooring to prevent potential water damage in the event of any water leakage in the building.

8.1.2.6 Administration Storage Rooms

1x small storeroom for stationary with lockable door;

1x small storeroom for groceries and catering equipment with a lockable door;

1x storeroom for cleaning material and equipment with lockable door;

Note: The above storerooms may also be a combined room with a lockable do

8.1.2.7 Operations area/centre:

To accommodate two large volume multi-function machines and a shredder. This may also be part of the Registry/Records room area.

8.1.2.8 Registry/Records room:

To accommodate 1 staff member, a file storage area consisting of a counter and Opti-plan type filing cabinets.

8.1.2.9 Thirteen (13) offices (for Senior Advisors, and ICT Officer and Cleaner).

8.1.2.10 Further Requirements (General)

- General reception area for one receptionist;
- Fitted kitchen area with adequate space for storage of crockery, cutlery, and space for fridge, microwave oven, etc.;
- Lounge area for staff/meeting delegates to have lunch.

9. THE BUILDING

The building shall comply with local authority requirements and applicable legislation. Any installations to prepare the building to be compliant should be completed before SALGA's occupation keeping the time frames in mind. The building shall be fully disabled persons friendly e.g., all floors to be occupied by SALGA shall be accessible by wheelchair. Lift buttons to have braille and voice announcing lift movements. Allowance should also be made for access by guide dogs. Emergency Exits and Evacuation Procedures must also accommodate disabled/differently abled people.

Sufficient toilet provision for disabled/differently abled visitors is a requirement.

The office space should have adequate access to natural daylight.

The building should ideally be a certified green or sustainable building or there be active steps taken or envisioned by the owner/landlord of the building to re-engineer the building into green or sustainable building in future.

10. PARKING

42 parking bays will be required to accommodate SALGA staff and visitors. The mentioned number is inclusive of 2 parking spaces for Differently-abled Persons with easy access to the lifts. The parking bays should be all shaded or underground. Parking must be provided on the premises and/or within the precinct. These parking bays provided shall be made available to SALGA on a 24-hour basis 7 days a week. All parking is to be provided within a safe and secure environment. Security of the building should be provided for 24-hours.

11. WATER SUPPLY

The municipal water supply should be metered separately. The implementation of water-saving and recycling policies and awareness by the landlord/bidder is required by SALGA. The building should also provide for the emergency water supply during downtimes.

12. ELECTRICAL SUPPLY

The building should have energy-efficient services. The power supply shall be metered separately. The installation is to comply with all relevant regulations and by-laws. It must be considered that all operational staff at SALGA are equipped with a computer. There are also several IT servers and other sophisticated electronic equipment being operated by SALGA. The quality and capacity / KVA of the incoming power supply should thus be able to meet SALGA's requirements.

Note:

- SALGA will not contribute to any upgrading/provisioning of additional power supply to the building/site.
- An Electrical Compliance certificate must be provided to SALGA as prima facie proof that all electrical installations in the building are safe and comply with the rules and regulations set out in the South African National Standards 10142-1

13. GENERATOR EQUIPMENT REQUIREMENTS

The landlord will be responsible for the provisioning of generator equipment to ensure an uninterrupted power supply during power failures or load-shedding. The standby power generator or alternative energy supply to be serviced by the landlord.

The landlord will be expected to inform SALGA of the type of generator to be utilized.

14. POWER POINTS

Power points are to be provided as per SALGA requirements with the following guidelines:

- Each workstation will be equipped with one single normal power point and one red dedicated power point.
- Normal power points are to be provided for multifunction machines.
- The operations area/room will be suitably equipped with multifunction machines.
- Single-phase 15 Amp socket outlets in passages and operational areas shall be provided for cleaning and maintenance.

15. LIGHTNING PROTECTION

The building shall have sufficient lightning protection. Configuration as required by the National Building Regulations.

16. LIGHTING

All interior lighting shall conform to SABS 0114-1:1996. The lighting design shall take into consideration the type of work that will be performed which includes general office work and computer-based work areas with maximum implementation of natural light.

17. CONTROL

Each functional area shall have independent control of lights and emergency lights shall comply with the National Building Regulations.

18. DATA, TELEPHONE CABLING & CONNECTIVITY

The building should allow for adequate supply of bandwidth for WiFi where SALGA would be able to plug its Internet Service Provider services without the need to upgrade or improve such network. The building should allow for the installation of adequate cabling for the installation of ITC, Wi-Fi, and telephone equipment. The building should seamlessly integrate dedicated fiber optics, ensuring high-speed, reliable connectivity for all digital operations. The design should not only minimize environmental impact but also enhance energy efficiency, supporting cloud-based working environments with minimal carbon footprint. Equipped with smart technology and sustainable materials, the building should foster an optimal workspace that aligns with both modern technological demands and green principles.

19. FIRE PROTECTION & RISK MANAGEMENT

Fire control, safety, and risk management shall be in full compliance with the National Building Regulations. SABS 0040 as amended. SALGA will require that a complete Automatic Sprinkler Inspection Bureau (ASIB) report be submitted along with all other information regarding fire compliance.

20. VERTICAL MOVEMENTS

1. Staircases (if applicable)

Staircases should allow free and easy flow of staff, fitted with proper guide rails as prescribed by the OHS Act and Regulations.

2. Lift(s) (if applicable)

- Taking into account rules TT45 to TT48 as set out in the SA Standard Code of Practice for the Application of the National Building Regulations as issued by the SABS, SALGA requires that if the building offered consists of floors not accessible from ground level by disabled/differently-abled persons, it shall be

provided with at least one lift to be utilised as a passenger lift to transport at least eight (8) persons or goods with a minimum payload of 1 000 kg at any given time. The minimum clear entrance to the car shall be of such dimension that it will be accessible for a wheelchair. If the building has a basement or other parking area, the lift shall also serve that area.

- The number of lifts required to service functional areas must be sufficient. All lift buttons have braille and lift(s) to have a voice announcing lift movements as well as an emergency contact number. It is essential that all lifts are maintained following the applicable legislation and a certificate of confirmation will be required.
- Note: If the building is not fitted with lifts, hoists, or escalators, it must at least have the capacity and/or capability of being fitted with such lifts, hoists or escalators at SALGA's request.

21. CARRYING CAPACITY OF FLOORS

Floors to allow a carrying capacity for a normal office environment. Allowance should be made for higher point loads where safes, and or central record storage loads are to be installed.

22. ACOUSTIC AND NOISE

All outside noises shall be reduced to an acceptable level that allows people to perform their functions without undue disturbance. Internal Acoustic features should be conducive to noise reduction in open plan areas.

23. SECURITY

The proposed building / precinct should have a fully functional 24-hour security and access control system.

The proposed building/precinct shall be safe and secure, and does not present a security risk to SALGA staff members even if they work after hours. The building including parking areas should have biometrics access control to building, CCTV.

24. INFORMATION REQUIRED (Bidder(s) to include the below information in the required methodology)

24.1.1 PROPERTY INFORMATION

- Property street address
- Owner's name, address, city, postal code
- Email address, telephone, and fax numbers
- Details of partners/contractors/sub-contractors to this proposal

24.1.2 LAYOUT DRAWINGS

The bidder shall provide a detailed layout drawing (clear, and in colour) that includes all areas required for the building to be functional including the usable space listed. Usable space in terms of the South African Property Owners Association (SAPOA).

Plant (generators, air cons, etc.) rooms are to be positioned in such a way that routine maintenance does not disturb operations or produce unacceptable noises during business hours. The layout drawing shall also indicate major vertical penetrations, column spacing and sizes, and any other building elements that may impact the configuration of office layouts.

24.1.3 FLOOR AREAS

The bidder shall provide the floor area as defined by the South African Property Owners Association method for measuring floor areas in commercial and industrial buildings.

25. OPERATIONAL/MAINTENANCE COSTS

25.1.1 TENANT INSTALLATION

The Landlord must specify the TI allowance in a fixed amount – **detail the individual items that it relates to, unless the use of the TI allowance is at the discretion of the tenant.**

25.1.2 OPERATIONAL COSTS

SALGA requires details of all the maintenance contracts and costs of the current or future projected operational expenditure for the building for which SALGA may be liable. This must include but is not limited to:

Maintenance of the building

- The office space/premises are to be fully serviced and maintained by the Landlord.
- Turnaround clearly stated on maintenance and repair work.
- Roofs
- Fire services
- HVAC includes cleaning the diffusers inside
- UPS/power generator(s) and emergency power maintenance
- Lightning
- Plumbing
- Common area electrical reticulation
- Grounds and gardens
- Stormwater
- Washing the external windows & facades (quarterly).
- Maintaining lifts, escalators, and air-conditioning
- Municipal rates.

Operational costs for common areas to the building including parking to be included as an additional monthly contribution in the lease should include:

- Cleaning the common and outside areas
- Security provided in respect of the outside of the building
- Fully functioning and consistent electricity and water connections and supply
- Maintenance and servicing of plumbing and electricity infrastructure
- Regular servicing of the air conditioners and ventilation systems

- Servicing of the firefighting equipment
- Maintenance of electrical systems and lights/light bulbs and fitting
- Internal general maintenance excluding paint
- Gardening services
- Pest Control
- Hygiene services
- Refuse removal.

26. STANDARD SPECIFICATIONS

The proposed premises shall comply with all the applicable laws and bylaws and at least the following specifications, laws, or local authority requirements:

- The building must comply with the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended
- The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises "Code of practice.
- Interior Lighting SABS 0114:1996 - Part I
- The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977) as amended (SANS 0040)
- The Municipal by-laws and any special requirements of the local supply authority
- The local fire regulations
- The Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- net-zero energy buildings (nZEB)
- mandatory disclosure of energy performance; and integrated renewables
- Improved health and well-being of building occupants - features such as better ventilation and the use of non-toxic materials contribute to a healthier indoor environment
- Occupant comfort and employee retention - Design elements that address temperature control, lighting, and acoustics improve overall occupant comfort, productivity, and ultimately employee retention
- Economic Benefits – certified buildings are designed and operated to be energy and water-efficient, leading to lower utility bills, and offering long-term cost savings for owners and tenants.

27. TIME FRAME

The contract will be for 60 months.

28. CONTENT OF PROPOSAL

(Information to be submitted by the bidders)

28.1 The proposal should include:

- 28.1.1 all relevant perceived strengths and weaknesses of the firm bidding for the service, e.g. similar previous experience, in-house skills, etc; providing information which will assist SALGA to assess its capabilities, competitive advantages, etc.;
- 28.1.2 the summary of the bidder's mission statement, the vision statement, values and long term strategies and objectives as comprehensively as possible;
- 28.1.3 a list of references of previous and current appointments relevant to the required services; examples of such services capabilities and experience and more specifically the number and size of organisations where service rendered in specific sectors in government and areas of expertise.an organogram or list of partners, managers, specialists, together with the curriculum

vitae of the staff who will be available for the duration of the work; any staff changes regarding staff allocated to SALGA must be done in consultation with the Project Manager representing the organisation. The successful bidder should provide experienced specialists relevant to the required services.

- 28.1.4 A breakdown of the hourly tariff, VAT inclusive, per category as required for services rendered. Expenditure incurred without the prior approval of SALGA will not be reimbursed. An analysis of costs must be given to cover the full amount, and where possible, costs should be linked with specific tasks to be undertaken. All other incidental costs should be included in the budget breakdown.
- 28.1.5 In so far as is possible, a comprehensive budget, showing the service of activities proposed, with charge-out rates and budgeted hours per activity, detailing all assumptions made in arriving at a proposed budget, including all cost factors such as traveling.
- 28.1.6 The rate of remuneration of consultants will be subject to negotiation.
- 28.1.7 The remuneration framework of consultants shall take the following into consideration:
 - a) The "Guidelines on Fees for Audits done on behalf of the Auditor-General of South Africa (AGSA)" as issued by the South African Institute of Chartered Accountants (SAICA);
 - b) The "Guide on Hourly Fee Rates for Consultants" as issued by the department of Public Service and Administration (DPSA); and/or
 - c) Remuneration guidelines issued by professional service organisation or regulatory bodies, as may be relevant.
- 28.1.8 How the bidder proposes to provide governance assistance to SALGA; and
- 28.1.9 In so far as is possible, provide an overview of the methodology to be applied.
- 28.1.10 How the bidder will ensure that there is transfer of skills to the SALGA team.

28.2 APPOINTMENT, COMMENCEMENT AND DURATION

The appointed service provider is anticipated to commence the work upon appointment for a duration and ending on contract expiry, 60 months.

28.3 DESCRIPTION AND EXTENT OF WORK (PROJECT MANAGEMENT)

28.3.1 Performing of assignments

Assignments are to be performed in accordance with the industry/profession standards as well as the terms of reference. All reports will be reviewed by the relevant Project Manager representing the organisation.

All working papers and reports and documents will become the property of SALGA.

The successful bidder shall work with the leading Cluster of SALGA on the planning of various phases of the service activities and must be prepared to regularly report the progress to the relevant Project Manager.

28.3.2 Timing of assignments

The performance of this assignment shall be in accordance with the approved plan by the Project Committee. The final responsibility of approving the scope and extent of the work resides with the relevant Project Manager.

28.3.3 Quality assurance reviews of the work

The service provider shall ensure that all work conforms to the relevant or legislated framework, as well as the SLA.

28.3.4 Monitoring progress of assignments

On a mutually agreed basis, the service provider shall meet with the Project Manager to report progress of the work, and at the Project Committee meetings, where applicable.

28.3.5 Payments

SALGA undertakes to pay out within a reasonable time period all valid claims for work done to its satisfaction upon presentation of a substantiated claim. No payment will be made on outstanding information not submitted by the service provider.

The parties shall, upon appointment of the service provider, sign a service level agreement to govern their business relationship.

Acceptance of any bid does not mean that work on an uninterrupted basis is guaranteed for the duration of the contract.

28.3.6 Expenditure incurred by the bidder

The SALGA will not be held responsible for any costs incurred by the bidder in the preparation and submission of the bid.

29. General Instructions

This document constitutes a Request for Proposal (RFP), which specifies SALGA's requirements for a service provider to suitable office accommodation around the East London business area for the SALGA Eastern Cape Provincial office to lease for five years.

The information contained herein provides a format to facilitate bidder's responses to this RFP. It is important that the format be followed closely to help maintain the decision-making timetable. Please feel free to address any other potential services not specifically mentioned in this RFP that may be of benefit to the National Executive Committee (NEC) of SALGA which is the organisation's accounting authority.

30. Objectives

The purpose of this request for proposals is to obtain suitable office accommodation around the East London business area for the SALGA Eastern Cape Provincial office to lease for five years. Upon successful completion of the approved Services, the Service Provider shall enter into a 60-month Service Level Agreement with SALGA.

31. Terms of Contract

The term of the contract shall be regulated by the Service Level Agreement (SLA) to be concluded with the winning bidder.

32. Questions during Proposal Process

Enquiries regarding this RFP should be directed to **Supply Chain** (scm@salga.org.za), or **Nokwanda Msomi** (nmsomi@salga.org.za) located at the SALGA National Office – 012 369 8185. Questions will only be taken up to 10 days before the closing of the bid.

Bidders finding apparent discrepancies or omissions in the RFP should notify scm@salga.org.za at once. Bidders may during the bidding period, be advised by Addenda, of any additions, clarifications, deletions or alterations to these specifications. All such changes should be covered by the bidder's proposal. Information used in the preparation of a proposal from other than this RFP and any written addenda (considered as the proposal documents) will not be considered as valid or official.

No further addenda will be issued by SALGA after 12:00 noon, ten business days prior to RFP closing without providing an extension of time.

33. Submission of Proposal

Submit Three hard copy of the proposal, in sealed envelope; together with an electronic version in a (labelled) USB flash drive or memory stick and clearly marked "Request for Proposals for the for the provision of office accommodation for its Eastern Cape provincial office in East London for a period of five (5) year, Bid no: SALGA/06/2025" to:

Ground floor

*South African Local Government Association (SALGA)
Menlyn Corporate Park
Block B; 175 Corobay Avenue
corner Garsfontein & Corobay Avenue
Waterkloof Glen ext. 11
PRETORIA
0181*

Proposals will be deposited in the tender box at the Ground floor, during regular business hours only, up to. Late submissions will not be accepted.

Bidders remain solely responsible for the method of conveyance of their proposal to the receiving point. **Fax transmissions or any other electronic submissions will not be accepted.**

SALGA will not be responsible for any costs incurred by the bidders associated with the preparation of responses to the RFP.

Proposals received past the time stated above will not be considered and will be returned to the bidder unopened.

All proposals will remain in force and will be irrevocable for **Ninety (90)** after the proposal closing. Proposals shall be stipulated sums without escalator clauses or other qualifications.

34. Contract Award

SALGA reserves the right to accept any proposal submitted or reject all proposals.

Any proposal submitted, that is not in complete compliance with the requirements of the proposal documents may be accepted or disqualified, at the option of SALGA.

It is anticipated that the successful bidder will be notified by

35. Termination of Contract

SALGA reserves the right to terminate the agreement with 30 days written notice to the winning bidder subject to the following:

- 35.1 the winning bidder fails to perform in accordance with the specified service requirements as set out in the TOR;
- 35.2 the winning bidder fails to provide project deliverables as defined in the terms of reference without written explanation;
- 35.3 the winning bidder otherwise violates the provisions of the TOR to a substantial degree.

36. Liability

SALGA will not be held liable for any actions of the winning bidder and/or its employees.

36.1 Important Dates

22 August 2025 - Last day for questions

05 September 2025 - Proposal submissions due 11H00 AM

37. CONDITIONS OF BID (FAILURE TO MEET ANY OF THE REQUIREMENTS BELOW MAY RENDER YOUR BID PROPOSAL NON-RESPONSIVE)

- 37.1 The requirement for content of the project proposal section below outlines the information that must be included in bid offers. **Failure to provide all or part of the information may result in your bid being excluded from the evaluation process.**
- 37.2 A contract will be signed with the appointed Service Provider.
- 37.3 The Service Provider will be required to sign confidentiality and indemnity agreements with SALGA.
- 37.4 SALGA may at its own discretion vary an instruction to include more work.
- 37.5 Failure to comply with any condition of this request for a proposal will invalidate respective tender proposal
- 37.6 In the event that any conflict of interest is discovered during the assignment, SALGA reserves the right to summarily cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.
- 37.7 SALGA reserves the right to request new or additional information regarding each bidder and any individual or other persons associated with its project proposal.
- 37.8 Bidders shall not make available or disclose details pertaining to their project proposal with anyone not specifically involved, unless authorized to do so by SALGA.
- 37.9 Bidders shall not issue any press release, social media or other public announcement pertaining to the details of their project without the prior written approval of SALGA.
- 37.10 Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- 37.11 The bid offers and proposals should be valid and open for acceptance by SALGA for a period of 90 days from the date of submission.

37.12 Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.

37.13 Disputes that may arise between SALGA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.

37.14 In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other bid documentation.

37.15 All returnable bid documents must be completed in full and submitted together with the bidder's proposal.

37.16 SALGA will not be liable for costs incurred during the site visits or any other cost related to the submission of the bid.

37.17 Completion of the Standard Bidding Documents stated herein below is mandatory, failure to do so may render your bid offer invalid.

38. Standard Bidding Forms

38.1 Preference Points Claim form

38.2 Form SBD 6.1 - Bidders must complete this document in full, special attention must be given to section 8 and 9. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

38.3 Declaration of Interest

38.4 Form SBD 4 - Bidders must complete this document in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink.

39. EVALUATION

For the purpose of comparison and to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance with the evaluation criteria mentioned below. The bidder/s will be evaluated in three phases as stated below:

Phase 1	Pre-Compliance check on Mandatory requirements
Phase 2	Bid Mandatory Criteria in Table 1
Phase 3	Technical Functionality in Table 2
Phase 4	Site-Inspection
Phase 5	Price, BBBEE and Specific goals points

PHASE 1: PRE COMPLIANCE MANDATORY REQUIREMENTS FOR THE BIDDER

- The prospective bidder must be registered on Central Supplier Database (CSD) before submitting bids.
- Fully Completed and signed SBD forms (SBD1, SBD 3.1, SBD 4, SBD 6.1)

NB: Failure to adhere to the Mandatory requirements above will automatically disqualify your bid/s and will not proceed to Phase 2.

PHASE 2: BID MANDATORY CRITERIA IN TABLE 1

The bidder/s is/are required to indicate with a "Yes" or "No" for the proposed building if it fully complies with the criteria below or not. During the evaluation process, the Bid Evaluation Committee will also verify the bidders' information. The premises/building on offer must comply with all of the criterion set out in Table 1 below. Non-compliance to **all** criterion will automatically disqualify the bid and will not be evaluated further in Phase 3 which is Technical Functionality. In cases where a building does not comply with a particular criterion, the bidder must indicate under comments or a separate sheet the reasons the specific building is non-compliant.

TABLE 1: MANDATORY CRITERIA	"YES" & PG NO. WHERE EVIDENCE CAN BE FOUND	"NO"	COMMENTS
1. Location The building is located in (a) East London area; (b) more than two (2) km away from informal settlements, taxi ranks, and entertainment establishments such as nightclubs, sporting venues etc. Evidence required: <ul style="list-style-type: none"> • Proof of address of the proposed building. 			
2. Accessibility Access from all major routes such as N2/N4, and the airport, Public Transport, Taxi's, Municipal Bus routes". Evidence required: <ul style="list-style-type: none"> • Road map demonstrating access from all major routes to and/or from the proposed building. 			

<p>3. Certificates</p> <p>Provide a certificate in respect of the rentable/usable accommodation in terms of the of South African Property Owners Association (SAPOA) method for measuring floor areas in buildings.</p> <p>Evidence required:</p> <ul style="list-style-type: none"> • Certificate in respect of the rentable/usable accommodation in terms of the of South African Property Owners Association; • Occupation Certificate; • Proof from a Registered Architect that the building is in existence; and • Provision of grading certificate and type (e.g. A Grade or better). 			
<p>4. Building Security</p> <p>The building must have security measures in place, like access control, CCTV, and security guards to ensure 24/7 security.</p> <p>Evidence required:</p> <ul style="list-style-type: none"> • Letter / contract showcasing proof of building security measures. 			
<p>5. Building Layout</p> <p>The proposed rentable space is either an entire building or an entire floor(s) (meeting required square meters) exclusively for SALGA's utilization (SALGA will not share a floor with other entities).</p> <p>Evidence required:</p> <ul style="list-style-type: none"> • Signed letter confirming (by bidder) that SALGA will either rent an entire building or an entire floor(s) exclusively for SALGA's utilization (SALGA will not share a floor with other entities) 			

<p>6. Financial Stability</p> <p>Latest three year audited Financial Statements reflecting financial stability, and a Letter from registered Auditors confirming that they have audited the financial statements.</p> <p>Evidence Required:</p> <ul style="list-style-type: none"> • Latest three years Audited Financial Statements reflecting financial stability; and • Letter from registered Auditors confirming that they have audited the financial statements. 			
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* Refer clearly to the above Mandatory requirements in your submission document sections.

PHASE 3: TECHNICAL FUNCTIONALITY

For functionality, the following criteria will be applicable and the maximum value of points breakdown for each criterion using these scale level descriptors:

SCALE LEVEL DESCRIPTIONS	RATING
No relevant response or information given to enable evaluation	0
Very poor response based on expected standard	1
Poor response based on expected standard	2
Average response based on expected standard	3
Good response based on expected standard	4
Excellent response based on expected standard	5

Points Breakdown:

NB: Technical functionality will be conducted only on/for bidders that comply with the mandatory criteria above.

CRITERIA FOR FUNCTIONALITY	POINTS BREAKDOWN	WEIGHT
<p>Accommodation Size</p> <p>Approximately 1000m² - 1200 m² lettable space, and maximum 42 parking bays.</p>	<p><u>Points allocation:</u></p> <ul style="list-style-type: none"> • 5 points – 1000m² - 1200m² lettable space, with 42 parking bays • 3 points – 999m²- 900m² lettable space, with less than 42 parking bays • 1 point – 800 m² - 899 m², with less than 40 parking bays • 0 point - non-submission of requested information or building on offer is less than 1100 m² or above the required 1200m², with more or less than 42 parking bays. 	20
<p>Back-Up power</p> <p>Provide 24/7 on standby back-up power to building.</p>	<ul style="list-style-type: none"> • 5 points – combination renewable / solar and generator back-up • 3 points – generator back-up only • 0 point - no back up 	10
<p>The Capacity of the Bidder</p> <p>Capacity in respect of the management of leases, preparing accommodation in terms of user requirements, providing the required building and accommodation maintenance support. Reference letters from current and previous clients within the last ten (10) years.</p> <p>The reference letters should be on the tenant's letterhead, detailing among other things, how long the tenant has been in occupation of the premises; the level of satisfaction of the tenant of the premises and the services provided by the landlord.</p>	<p><u>Points allocation:</u></p> <p>At least five (5) reference letters from current and previous clients (tenants) within the last ten (10) years.</p> <ul style="list-style-type: none"> • 5 points = 5 and more reference letters on company/tenant letterhead with relevant information • 4 points = 4 reference letters on company/tenant letterhead with relevant information • 3 points = 3 reference letters on company/tenant letterhead with relevant information • 2 points = 2 reference letters on company/tenant letterhead with relevant information • 1 point = 1 reference letter on company/tenant letterhead with relevant information • 0 point = (No response or information) 	15

Project Management A detailed project plan including work breakdown structure, critical path, responsibilities and costing for tenant installations, and detailed contingency proposal.	<u>Points allocation</u> The methodology must include the following for the following points allocation: <ul style="list-style-type: none"> • 5 points = Demonstration of the office design layout in accordance with the SALGA's requirements. A detailed project plan including work breakdown structure, critical path, responsibilities, detailed contingency proposal, and including timeframes supporting the occupation of the premises. Furthermore, inclusion of a maintenance plan and schedule for the proposed building. The methodology should further include the escalation procedures. • 4 points = Demonstration of the office design layout in accordance with the SALGA's requirements. A detailed project plan including work breakdown structure, critical path, responsibilities, detailed contingency proposal, and including 	40
Appearance Clean and open appearance, Good for corporate image, Good for branding, enhance staff moral (latest photos of the building)	<u>Points allocation:</u> <ul style="list-style-type: none"> • 5 points = 10 or more photos and video clips illustrating the modern building with exterior branding space, and close to convenient amenities (restaurant, banks, grocery shops etc.) • 4 points = 8 or more photos and video clips illustrating the modern building with exterior branding space, and close to convenient amenities (restaurant, banks, grocery shops etc.) • 3 points = 5 or more photos, modern building with exterior branding space, and close to convenient amenities (restaurant, banks, grocery shops etc.) • 0 points = less than 4 photos, or no photos at all 	15
Total for functionality		100
Minimum Threshold		70

PHASE 4: SITE-INSPECTION

NB: Site inspections will be done only on buildings that comply with the minimum technical functionality threshold of 70 (average).

The evaluation of the site inspection will be based on the table below. Yes/No will be verified in all criteria. A minimum of 6 YES (with criteria 1,2,3,4,5 and 6 being non-negotiable) areas specified above are required to meet the threshold for Phase 5 (Price evaluation).

The minimum threshold for the site visit is 6 Yes or more. The buildings / bidders must score the minimum of 6 yes to be evaluated further for Phase 5: Price and BBBEE.

Table 3: Site Inspection Evaluation criteria				
NO.	Description	YES	NO	COMMENTS
1.	Confirmation of the grading (Grade A or better) of the building as affirmed by the bidder.			
2.	Existence of a Building with artistic impressions (In a safe area and/or surrounding area) as per the proposal of the bidder			
3.	Confirmation of OHS Compliant: <ul style="list-style-type: none"> - Wheelchair friendly - Adequate Firefighting equipment is in place and validity of the equipment - Available emergency exit route with adequate signage leading to a marked emergency exit point in case of emergency - Sufficient entrances and exits to and from the building as per 		-	
4.	42 secure parking - (inclusive of at least 2 two fully demarcated disabled parking bays)			
5.	Adequate office space as per the scope of work (Approximately 1000m ² - 1200 m ² lettable space.)			
6.	Security (guards, biometrics, access control and CCTV system)			
7	Functional Lift(s)			
8.	Amenities			

PHASE 5: PRICE AND BBBEE STATUS LEVEL CONTRIBUTION

The 80/20 points system will be used when evaluating this Request for Proposal.

The remaining 20 points will be allocated in terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender:

The maximum points for this tender are allocated as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1
Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

Table 4:

Pricing Schedule

Bidders are required to submit details of the rental to be charged for the first twelve (12) months of the contract period, indicate the annual escalation factor over a period of five (5) years. All prices must be VAT inclusive.

Item	No of Units	Unit	Price per unit	Price (Monthly)
Rentable area	1100 – 1200	2m	VAT Excl.	VAT Incl.
Parking	42	bays	VAT Excl.	VAT Incl.
Tenant Installation	Once-off		VAT Excl.	VAT Incl.
Operational Costs			VAT Excl.	VAT Incl.
Deposit costs	Once off			
Total (VAT excl.) (monthly in year 1)				VAT Excl.
Total (VAT incl.) (monthly in year 1)				VAT Incl.

ITEM	RENT/MONTH (Including VAT)	TOTAL ANNUAL RENT (including VAT)
GROSS RENT (annual year 1)	R	R
Year 2 escalation	R	R

Year 3 escalation	R	R
Year 4 escalation	R	R
Year 5 escalation	R	R
OTHER COSTS (specify) (Not included on a gross rental)		
TOTAL (VAT Incl.) (Over five years)		R

*Additional areas, parking, levies etc. (please specify)

ESCALATION FACTOR

Escalation factor over a five (5) year period-----% per year.

TENANT ALLOWANCE

Tenant allowance R_____.

Notes: This amount should be sufficient to cover possible changes to offices and other additional SALGA requirements. (Terms and conditions of the tenant allowance must be addressed in the written proposal)

Phase 3 of evaluation will include the sum of the two criteria below:

CRITERIA	WEIGHT
Price	80
B-BBEE status level of contribution	10
Specific Goals	10
TOTAL	100

Bidders must submit proof of their B-BBEE status level of contributor. A bidder failing to submit proof of B-BBEE status level of contribution or is a non-compliant contributor to B-BBEE may not be disqualified but may only score points out of 80 for price, and score 0 points out of 20 for B-BBEE

40. SPECIAL CONDITIONS

The following should be noted by interested parties:

1. SALGA may at its discretion vary this instruction to include more scope/work or to exclude work/service areas. In the case of the latter, the bidder shall not be entitled to claim for any work not required and may engage SALGA on the pricing of the additional work/ service proposed.

2. All copyright and intellectual property rights that may result because of the work to be performed shall reside with SALGA and the service provider shall be required to sign an agreement of confidentiality.
3. SALGA may dictate the framework in which documents (policies, plans, reports, etc.) shall be submitted; however, the service provider should be able to submit a proposal on the layout of his/her choice for consideration by SALGA.
4. SALGAs (general conditions of the bid, contract, and order) shall apply to this bid. The service provider shall be required to conclude and sign a Service Level Agreement (SLA)/lease Agreement after the appointment.
5. SALGA reserves the right not to award the bid to any bidder at its discretion.
6. SALGA will visit the buildings of the prospective bidders that meet the minimum requirements.
7. SALGA may contact any bidder during the evaluation period, to clarify information only, without informing any other bidder.
8. The bidder accepts that SALGA will have a right to contract with any other service provider for the provision of services not covered by this specification.
9. Government procedures will be followed in appointing the prospective bidder.
10. In line with the Legislative Framework, SALGA is not obliged to continue, renew, or extend any existing contracts of the bidder, unless it deems otherwise.
11. SALGA will not award the bid to any prospective bidder who has not registered with the Central Database Supplier as regulated by the National Treasury Department.
12. The preferred bidder is expected to ensure that the building is insured and proof of such should be provided to SALGA upon request.

41. CONDITIONS OF BID

(FAILURE TO MEET ANY OF THE REQUIREMENTS BELOW MAY RENDER YOUR BID PROPOSAL NON-RESPONSIVE)

1. The Service Provider will be required to sign confidentiality and indemnity agreements with SALGA.
2. SALGA may at its discretion vary an instruction to include more work.
3. Failure to comply with any condition of this request for a proposal will invalidate respective tender proposals.
4. If any conflict of interest is discovered during the assignment, SALGA reserves the right to summarily cancel the agreement and demand that all the information, documents and property of SALGA be returned forthwith.
5. SALGA reserves the right to request new or additional information regarding each bidder

and any individual or other persons associated with its project proposal.

6. Bidders shall not make available or disclose details about their project proposal with anyone not specifically involved unless authorised to do so by SALGA.
7. Bidders shall not issue any press release, social media, or another public announcement about the details of their project without the prior written approval of SALGA.
8. Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. SALGA reserves the right not to consider further any bid where such a conflict of interest exists or where a such potential conflict of interest may arise.
9. Bidders are advised that submission of a project proposal gives rise to no contractual obligations on the part of SALGA.
10. Disputes that may arise between SALGA and a bidder must be settled through mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
11. In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an originally signed copy of which must be submitted together with all other bid documentation.
12. SALGA will not be liable for costs incurred during the site visits (if applicable) or any other cost related to the submission of the bid.
13. The service provider may not cede or assign any part of its agreement with SALGA nor subcontract any part of the work assigned to them without the prior written authorisation of SALGA.
14. Intellectual property and ownership of all materials and products developed in the execution of the contract will be vested in SALGA.
15. Materials and products may not be made available to any unauthorised person or institution or sold for profit without prior writing from SALGA.
16. No information concerning the tender or award of the tender may be made available by the bidder to other parties without prior consultation and written approval from SALGA.

42. INSTRUCTIONS TO THE BIDDER

42.1 GENERAL INSTRUCTIONS

This document constitutes a Request for Proposal (RFP), which specifies SALGA's request for the Provision of Office Accommodation for its Eastern Cape Provincial Office, in East London.

The information contained herein provides a format to facilitate the bidder's response format

must be followed closely to help maintain the decision-making timetable. Responses must be presented in the same order as the requirements appear, section by section, and numbered accordingly, with acknowledgement of all clauses. All pricing information should be fully disclosed with all charges clearly defined, i.e., a per-unit fee based on activity. Please feel free to address any other potential services not specifically mentioned in this RFP that may be of benefit to SALGA.

- Where Consortia / Joint Ventures / Sub-contractors are involved; each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

REVIEWED BYCHAIRPERSON: BID SPECIFICATION COMMITTEE

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.

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
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15. Warranty
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34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of 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	<p>31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice</p> <p>31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.</p>
32. Taxes and duties	<p>32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.</p> <p>32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.</p> <p>32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.</p>
33. National Industrial Participation Programme (NIP)	33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
34 Prohibition of Restrictive practices	<p>34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).</p> <p>34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.</p>

- 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.