



## human settlements

Department:  
Human Settlements  
REPUBLIC OF SOUTH AFRICA

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**REFERENCE** : **BID VA49/32-2023/24**  
**ENQUIRIES** : **[tendersenquiries@dhs.gov.za](mailto:tendersenquiries@dhs.gov.za)**

### **BID VA49/32-2023/24: TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR RECRUITMENT (ADVERTISING AND RESPONSE-HANDLING) FOR A PERIOD OF 24 MONTHS**

- 1 The closing date for the submission of proposals/bid documents is 16 February 2026 @ 11:00. No late applications/bid documents will be considered. All bids must please be placed in the in the Tender Box at the main entrance of the building.
- 2 It is compulsory that an original proposal/bid documents together with a soft copy of the original proposal/ bid document in a **USB**, to be handed in before the closing date of the bid.
- 3 You are invited to bid for the services as specified in the attached forms.
- 3.1 The conditions contained in General Conditions of Contracts (GCC) and the attached SBD1, SBD3.3, SBD4, SBD6.1 as well as any other conditions accompanying this request are applicable.
4. **NATIONAL TREASURY CIRCULAR NO 3 OF 2015/2016**
- 4.1 From 1 April 2016, institutions/departments may not award any bid to a supplier who is not registered on the Centralised Supplier Database (CSD).
5. **Compulsory:** Please attach a most recent copy of the CSD registration report.

#### **6. Compulsory Briefing Session**

Prospective service providers will be expected to attend a compulsory briefing session.  
Venue: GOVAN MBEKI HOUSE, 240 JUSTICE MAHOMED STREET, SUNNYSIDE  
Date: 3 February 2026  
Time: 10:00  
Ground Floor: Main Boardroom

**SUPPLY CHAIN MANAGEMENT**  
**DIRECTOR: SUPPLY CHAIN MANAGEMENT: PROCUREMENT**  
**for DIRECTOR-GENERAL**  
**DATE: 20/01/2026**

Kgoro ya tsa Madulo \* Lefapha la Bodulo \* Lefapha la tsa Manno \* Umnyango Wezindawo ZokuHlala \* Isebe leeNdawo zokuHlala  
\* Litiko Letekwakhele Luntfu\* Menslike Nedersettings \* UmNyango weenDawo zokuHlala \* Muhasho wa zwa Vhudzulo \* Ndzwululo ya swa Vutshamo

THE NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS

**BID NUMBER: BID VA49/32-2023/24**

**DESCRIPTION: PROFESSIONAL SERVICES**

**CLOSING DATE: 16 FEBRUARY 2026**

**CHECK LIST TO BE COMPLETED BY THE BIDDER:**

<i>Table of Contents:</i>	<u>Yes:</u>	<u>No:</u>
Terms of Reference		
SBD1 Invitation To Bid		
SBD3.3 Pricing Schedule		
SBD 4 Declaration of Interest		
SBD 6.1 Preference Point: Purchases		
General Conditions of Contract		
<i>Supporting Documents:</i>		
Company Profile		
ID Copies of Directors (certified)		
Certificate issued by Registrar of Companies & Close Corporation, issued by CIPRO.		
<b>Compulsory: Please attach a copy of CSD registration report (not later than a month).</b>		
<b>Compulsory to submit: 1 ORIGINAL and 1 SOFT COPY OF THE WHOLE BID DOCUMENT IN A USB</b>		

**BIDDER NAME IN FULL:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**CAPACITY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TERMS OF REFERENCE  
FOR  
THE APPOINTMENT OF A PANEL OF SERVICE  
PROVIDERS FOR RECRUITMENT (ADVERTISING AND  
RESPONSE-HANDLING) FOR A PERIOD OF 24 MONTHS**

**NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS**





## human settlements

Department:  
Human Settlements  
REPUBLIC OF SOUTH AFRICA

### 1. INTRODUCTION

- 1.1 The National Department of Human Settlements (NDHS) plays a pivotal and strategic role within the Government's Social Cluster. The Department's mandate is to facilitate the eradication of informal settlements, promote the development of integrated and sustainable urban settlements, and accelerate the delivery of adequate housing. In fulfilling this mandate, NDHS seeks to enhance access to diverse housing products and financing options, thereby contributing to the creation of inclusive, well-planned communities and improved quality of life for all South Africans.
- 1.2 One of the main functions of the Chief Directorate: Human Resource Management includes rendering a responsive and effective recruitment and selection process to the Department. To ensure adherence to the relevant prescripts and maintaining an acceptable vacancy rate, the Department intends to fill all vacancies within the shortest period.

### 2. BACKGROUND

- 2.1 The Branch: Corporate Services, and specifically the Chief Directorate: Human Resource Management is responsible for effectively meeting the human resources needs of the department to deliver on the strategic goals. The recruitment and selection processes are the key enabler to ensure that the Department attracts the best calibre of employees with requisite competencies. The Departmental Recruitment and Selection Policy provides guidelines and directives that should be adhered to when sourcing, selecting, and placing employees in the Department.

### 3. PROBLEM STATEMENT

- 3.1 The Chief Directorate: Human Resource Management in the Department of Human Settlements is responsible for recruiting and appointing qualified candidates to fill vacant positions efficiently and in compliance with relevant regulations. However, the Department faces significant challenges in the advertising of vacancies and response handling of job applications, which impact the overall efficiency and effectiveness of the recruitment process.

### **3.2. The following are the key challenges:**

- Prolonged procurement process of Service Providers – The process of sourcing three (3) quotations takes longer, and further result is unsuitable service providers being sourced. This process can be shortened once a panel is appointed.
- **Limited Advertising Reach** - The department lacks the capacity to ensure widespread and targeted advertising of vacancies across multiple platforms, which may limit the pool of potential applicants.
- **Inefficient Response Handling** - the high volume of applications received for advertised positions requires extensive administrative resources for sorting, tracking, and processing, leading to delays in recruitment timelines.

### **3.3. To address these challenges, the Department seeks to appoint a panel of service providers with the expertise and capacity to:**

- Advertise vacant positions on relevant platforms.
- Manage response handling by receiving, sorting, and tracking applications.

This initiative aims to enhance the efficiency, transparency, and compliance of the department's recruitment process while ensuring adherence to relevant legislation and best practices.

## **4. SCOPE OF WORK**

The panel of approved service providers is expected to render the following functions:

### **4.1 Advertising**

The successful service providers will have to perform the following tasks in respect of advertising:

- Wording and layout of the advertisements to be scripted by a copywriter from the service provider and aligned to the format of the newspaper.
- Submit the draft advert for approval by the Department prior to publication and once approved advertise the post/s.

- Placement of adverts in the relevant platforms. The advert should reach the target market.

#### **4.2 Response Handling**

The successful service providers will:

- Receive all applications.
- Capture the applications after the advertisement has been published.
- Acknowledge receipt of all applications to the candidates by via email, (automatic reply) within two days after receiving the applications.
- Forward hard copies of all applications received to the Department, in arch lever files clearly marked as per the three (3) lists mentioned in paragraph 4.3 within seven (7) working days after the advertisement has closed, together with a schedule of the applications and a copy of the printed advertisement. This should also be submitted electronically and scanned/saved on a USB. The software used for the above must be compatible with the Departments software systems.
- The hard copies of applications submitted must be in the same order as the applicants appear on the schedule. Alphabetically by surname and numbering.

#### **4.3 Schedule**

The successful service providers will:

- Compile a schedule of all applications in the following format: Names, surnames of applicants, applicants' ID number, race, gender disability status, contact details, relevant qualifications from the lowest to the highest including the NQF level, current role of the applicant and employer, a summary of the work experience, including years of experience, and also indicate whether the applicant is an internal or external applicant. Highlight internal applicants in a different colour, both on the qualifying and non-qualifying lists.
- Screen the applications into the following categories: A consolidated list of all applications marked as List A. Qualifying applications, marked as List B and non-qualifying applications, marked as List C.

- The capturing as already indicated above should be numbered and alphabetical by surname. Reasons for non-qualification should be stated on the schedule.
- This screening is to be done objectively and meticulously according to the advertised requirements and the information contained in the applications (New form Z 83) and CV's. Z83 should be fully completed, initialled and signed in line with the Department of Public Service and Administration (DPSA) Circular to be provided to the successful service providers. If not signed the applicant should be disqualified. Old Z83 is a disqualification. The reasons for disqualification should be clearly stated per applicant in the list of non-qualifiers.
- In addition, applications which are not received in the prescribed format and with the documents/ attachments as required per the advertisements are to be disqualified.

## 5. SUPPORT SERVICES

5.1 The service providers must provide technical support during office hours (8am – 5pm) to the potential candidates for the duration of the contract.

5.2 Conduct quarterly, or as needed, quality of service meetings with the Department on the status of the contracts and the service.

## 6. DELIVERABLES

Phase	Activities	Deliverables	Timeframe	% Of Payment
1.	Advert/s	Placement of advert/s in print media	Closing date 2 weeks after advert was placed (unless specified otherwise)	20%
2.	Schedules	Arch lever files with printed schedules of screened applications and a copy of a USB	7 days after closing date of advert (unless otherwise arranged)	80%

## 7. REQUIRED EXPERTISE AND SKILLS

7.1 The bidders must demonstrate knowledge and experience in recruitment, advertising, and response-handling. Demonstration of the capacity to manage

a project of high capacity (size) and complexity is a prerequisite. Proof of experience and competence must include the following:

- Proof of a track record of efficient and effective delivery of similar assignments in the Public Service.
- Effective data management system.
- Companies/Consortium Profiles with comprehensive CV's and or profiles of the persons to work on the assignment and profiles of all members of company or consortium.

## 8. PERFORMANCE MANAGEMENT

The performance of service providers will be monitored against the following Key Performance Indicators (KPI):

Timeliness and Turnaround Time	<ul style="list-style-type: none"><li>• Advertising turnaround time - Adverts published within 3 working days of receiving final job specs from the Department.</li><li>• Response handling time: Time taken to acknowledge and respond to applicant queries, including acknowledgement of applications received (2 working days).</li><li>• Schedule package delivery time: Within 7 working days after advert/s has closed.</li></ul>
Quality of service	<ul style="list-style-type: none"><li>• Accuracy rate: % of adverts published without errors (e.g., spelling, job titles, requirements, deadlines).</li><li>• Satisfaction score: Feedback from HR team and hiring managers on ad placement and support quality (target 85%+ satisfaction).</li></ul>
Scheduling	<ul style="list-style-type: none"><li>• CV sorting and categorization as per the schedules: % of CVs correctly</li></ul>

	<p>sorted based on minimum requirements as per the advert.</p> <ul style="list-style-type: none"> <li>• Duplicate handling: % of duplicate applications accurately identified and removed.</li> <li>• Data integrity and protection: Compliance with POPIA for applicant information and secure transmission to the Department.</li> <li>• 100% capturing of all received applications</li> </ul>
Communication and Client Engagement	<ul style="list-style-type: none"> <li>• Issue resolution time: Average time to resolve queries or escalate challenges (target: within 2 working days).</li> <li>• Reporting compliance: Timely submission of recruitment reports, statistics, and feedback summaries.</li> <li>• Engagement frequency: Scheduled feedback and progress meetings (e.g., bi-weekly or monthly performance review sessions).</li> </ul>
Cost and Budget Management	<ul style="list-style-type: none"> <li>• Adherence to agreed budget: % of services delivered within approved budget allocation.</li> <li>• Quotation accuracy: % of services invoiced that match approved quotations (target: 100%).</li> </ul>

## 9. BID SUBMISSION REQUIREMENTS

The bidder has to submit a bid response documentation pack and it must be delivered at the correct physical or postal address and within the stipulated date and time as specified in the “Invitation to Bid” cover page, and the bidders are expected to submit the following: copies in two separate batches (1) Technical (2) Price proposal.

- One original technical and price proposal.

- USB containing a true copy of the technical proposal with price proposal.

## 10. BID EVALUATION PROCESS

The following method of evaluation will be used:

- a) An evaluation panel will be established by the Department, made up of members of the Evaluation Committee.
- b) Bids will be evaluated strictly according to the bid evaluation criteria set out below.
- c) Bid proposals will be evaluated in accordance with the 80/20-preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000) and Preferential Procurement Regulations, 2022.
- d) Evaluation will be conducted in two phases:

## 11. BID EVALUATION STAGES

The bid evaluation process consists of several phases that are applicable according to the nature of the bid as defined in the table below.

Phases	Bid Evaluation criteria description	Applicable for this bid
Phase 1	Administrative pre-qualification requirements	Yes
Phase 2	Evaluation on functionality	Yes

**N.B The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.**

### 11.1 Phase 1: Administrative pre-Qualification requirements

11.1.1. The bidder **must comply with all** of the bid pre-qualification requirements in order for the bid to be accepted for evaluation.

11.1.2 If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if the Department is unable to verify whether the pre-qualification requirements are met, then Department reserves the right to:

- (a) Reject the bid and not evaluate it, or

(b) Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

**11.1.3** All bids will be measured against the administrative pre-qualification requirements. Only bids that comply with the criteria mentioned below will be considered for further evaluation.

**11.1.4** The Service providers must be registered with the Central Supplier Database (please attach recent (CSD) report /proof with the company's unique number and M number):

- a) Provide Tax Compliance status- Pin issued by SARS.
- b) Completed and Signed Standard Bidding Documents (SBD forms)

**NB: Please note that failure to provide any of the above requirements within (7) days before award will lead to automatic disqualification of the service provider's bid proposal.**

## **11.2 Phase 2: Evaluation on Functionality**

**11.2.1** An evaluation panel will be established by the Department, made up of members of the Bid Evaluation Committee. Bids will be evaluated strictly according to the bid evaluation criteria set out below.

**11.2.2** A minimum threshold of **75%** for the technical elements must be scored; otherwise, the bid will be regarded as non-responsive and be disqualified. Bids that do not meet or better the technical threshold score of **75 %** will not be evaluated further.

**11.2.3** Each Service provider's technical proposal will be evaluated as per the criteria below in respect to evaluation matrix, prospective service bidders will be rated according to the scoring guide. In order to ensure meaningful participation and effective comparison, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria

<b>Technical scorecard</b>				
	<b>Criteria</b>	<b>Sub- criteria</b>	<b>Scoring Guide</b>	<b>Weight</b>
1	<p>The prospective Project Leader must have the following qualifications:</p> <p>A certificate (NQF5) or equivalent Qualification Human Resources Management or Project Management, with an accredited tertiary institution plus (attach certified copies of SAQA accredited qualifications). NQF 6 and above will be an added advantage.</p> <p>Project Lead/Principle is recommended to have a project management work experience in advertising and response handling.</p>	<p>A CV must be provided indicating the previous roles and responsibilities which the potential project lead has occupied and certified copy of the qualification/s.</p>	<p>A certificate (NQF5) or equivalent Qualification in Human Resources Management or Project Management, with an accredited tertiary institution plus (attach certified copies of SAQA accredited qualifications) and</p> <ul style="list-style-type: none"> <li>• 12 &amp; above years relevant experience =20</li> <li>• 9 - 11 years = 15</li> <li>• 5 - 8 years =10</li> <li>• 2-4 years =5</li> <li>• 1 year and below = 0</li> </ul>	20
2.	The team should have experience in administration and data capturing.	CV's of team members allocated to this project indicating previous roles and responsibilities related to administration and data capturing.	<ul style="list-style-type: none"> <li>• 10 &amp; above relevant years of experience = 20</li> <li>• 7 - 9 years =15</li> <li>• 4 - 6 years =10</li> <li>• 1 – 3 years =5</li> <li>• 0 years = 0</li> </ul>	20
3	The company's levels of experience and expertise relevant to the assignment - <b>Advertising</b>	The service provider must submit reference letters to support the number of years and to prove that they have successfully performed, or they have been providing similar services from its previous and or current verifiable clients. Testimonial/s or reference letter/s should	The service provider must have a minimum of 2 years' experience and six or more contactable references and attach-Contactable Reference Letters with a letter head of the service provider providing the reference relevant to the assignment.	15

<b>Technical scorecard</b>				
	<b>Criteria</b>	<b>Sub- criteria</b>	<b>Scoring Guide</b>	<b>Weight</b>
		<p>include contacts details for verification purposes. Skills and experience in providing a recruitment advertising services including:</p> <p>Capacity to prepare high quality advertisements timeously.</p> <p>Understanding how space is procured in the media and in a cost-effective manner. Include company profile.</p>	<ul style="list-style-type: none"> <li>• 10 and more contactable reference letters plus 2 years' experience = 15</li> <li>• 8 - 9 contactable reference letters plus 2 years' experience = 10</li> <li>• 6 - 7 contactable references plus 2 years' experience = 5</li> <li>• 0 contactable references = 0</li> </ul> <p><b>NB:</b> Letters must be provided indicating the previous roles and responsibilities to which the potential service provider has delivered similar project.</p>	
4	<b>Detailed Project methodology with samples on Response Handling and Schedule</b>	<p>Detailed approach (methodology) the bidder feels best to deliver the intended services for the Project with identification of tasks, for each of the activities.</p> <p><b>Annexure 1 Applications</b> – samples of all applications, qualifying and non-qualifying. A minimum of 5 per category as an example.</p>	<p>Detailed approach with tasks and activities and <b>Annexure 1</b> samples of all applications (qualifying &amp; non-qualifying) minimum of 5 per category = 15</p> <p>Detailed approach with tasks only and <b>Annexure 1</b> samples of all applications (qualifying &amp; non-qualifying) minimum of 5 per category = 10</p> <p>Detailed approach with activities only and <b>Annexure 1</b> samples of all applications (qualifying &amp; non-</p>	15

Technical scorecard				
	Criteria	Sub- criteria	Scoring Guide	Weight
			<p>qualifying) minimum of 5 per category = 5</p> <p>Non submission of a detailed approach with tasks and activities and <b>Annexure 1</b> samples of all applications (qualifying &amp; non-qualifying) minimum of 3 per category = 0 points.</p>	
	<p>Detailed approach (Methodology) the bidder feels best to deliver the intended services for the Project with identification of tasks, for each of the activities</p> <p><b>Annexure 2 Schedules</b> – samples with a minimum of 3 captured applications per category.</p>	<p>Detailed approach the bidder feels best to deliver the intended services for the Project with identification of tasks, for each of the activities</p> <p>Schedules Annexure Methodology to be adopted on rendering in handling applications and includes a sample of all Schedules, with A minimum of 3 captured applications per category as an example (15 points)</p> <p>Methodology to be adopted on rendering in handling applications not clear and does not include a sample of all Schedules, with A minimum of 3 captured applications per category as an example (0 points)</p>	20	

<b>Technical scorecard</b>				
	<b>Criteria</b>	<b>Sub- criteria</b>	<b>Scoring Guide</b>	<b>Weight</b>
		<b>Response handling plan</b> , detailing how the service provider will do the work.	<p>Methodology to be adopted on rendering response handling plan services inclusive of Project implementation, risks, turnaround times, Quality assurance and quarterly reporting = 20</p> <p>Methodology to be adopted on rendering response handling plan including Project implementation, without risks, turnaround times, Quality assurance and quarterly reporting = 10</p> <p>Non-submission of the methodology to be adopted including Project implementation, risks, turnaround times, Quality assurance and quarterly reporting = 0</p>	
5	<b>Data Protection, POPIA Compliance and Risk Mitigation</b>	Data protection and risk mitigation plan.	<p>The plan should identify the risk associated with this project and the mitigation strategy, including signing of Oath of Secrecy and compliance to POPIA = 10</p> <p>Non-submission of data protection and risk mitigation plan = 0.</p>	10
<b>Total technical score</b>				<b>100</b>
<b>Minimum threshold for technical proposal</b>				<b>75</b>

**NB:**

- **All Service providers with a score less than 75 out of 100 on functionality will not be considered**
- **If the project lead/engagement manager leaves the employ of the service provider (for whatever reason) they must be replaced by a project lead/engagement satisfying the respective listed skills.**

## **12 RULES OF BIDDING/SPECIAL CONDITIONS OF CONTRACT**

- a) The NDoHS will enter a contract with Multiple service providers for the delivery of the work set out in these terms of reference. It will be expected that the contracted company have necessary expertise secured via subcontract, or under a joint venture arrangement.
- b) A request for quotations on rotational basis will be done for service providers who qualified to be in a panel.
- c) Valid Tax Compliance status- Pin issued by SARS must be submitted by all South African companies submitting bids as part of a consortium or joint venture.
- d) Foreign company providing proposals must become familiar with local conditions and laws and take them into account in preparing their proposals.
- e) Bids must be submitted in South African Rands, on a fixed rates per annum.
- f) The cost of preparing bids and of negotiating the contract will not be reimbursed.
- g) The NDoHS is not bound to accept any of the bids submitted.
- h) The NDoHS reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference.
- i) The NDoHS reserves the right to call interviews with short-listed bidders before final selection.
- j) The NDoHS reserves the right to negotiate price with the preferred bidder.
- k) Company may ask for clarification on these terms of reference up to close of business 48 hours before the deadline for the submission of bids. Any request

for clarification must be submitted in writing by email and will be replied to in writing by email: [tendersenquiries@dhs.gov.za](mailto:tendersenquiries@dhs.gov.za)

- l) The NDoHS reserves the right to return late bid submissions unopened.
- m) The NDoHS reserves the right not to award the bid.
- n) The NDoHS reserves the right not to evaluate bids that are not submitted in the format specified in these terms of reference. Failure to submit the bids in the specified format may invalidate your bid.
- o) The service provider will be required to sign a Nondisclosure agreement regarding the protection of NDoHS Personal information that is in the department.
- p) A company may not contact the NDoHS or any member of the bid committees, on any matter pertaining to their bid from the time when bids are submitted to the time the consultant contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned.
- q) The deadline for submission of bids is 11h00 on the 16 February 2026
- r) The required service must commence one week after the official order has been placed and contract signed.
- s) Late tenders will not be accepted.
- t) The personnel of the civil company shall adhere to security regulations of the NDoHS. This entails issues like locking all valuables and computer equipment, remove of any computer equipment from the Department's premises.

Bids must be submitted by hand to:

**THE NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS, 260 JUSTICE MOHAMED STREET, GOVAN MBEKI BUILDING PRETORIA, 0001**

- u) Bids must be clearly marked:
  - i. Bid Number: ...VA49/32-2023/24 .....
  - ii. Service provider
  - iii. National Department of Human Settlements; Directorate: Supply Chain Management

iv. Attention: Demand and Acquisitions

## **12. GENERAL CONDITIONS OF CONTRACT**

The general conditions of contract as enclosed in the standard bidding documents apply.

## **13. COMPULSORY BRIEFING SESSION**

Prospective service providers to attend a Compulsory Briefing session. Service providers who do not attend the briefing session will be automatically disqualified.

## **14. POPIA (Protection of Personal Information Act)**

In addition to the requirements listed above, the service provider will be processing personal information on behalf of the DHS, as a result the service provider needs to demonstrate that it complies with Protection of Personal Information Act, 4 of 2013 ("POPIA").

The service provider must complete the Operator Checklist and provide all necessary information, which will then be assessed by the DHS. The appointment of the service provider is conditional upon demonstrating compliance with POPIA.

## **14. ENQUIRIES**

[tendersenquiries@dhs.gov.za](mailto:tendersenquiries@dhs.gov.za)

**NB:**

- The cut-off time to receive enquiries is 6 days before the closing date.
- The cut-off date for the NDoHS to respond to all questions received is 4 days before the closing date.

**PART A**  
**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>			
BID NUMBER:	BID VA49/32-2023/245	CLOSING DATE: 16 FEBRUARY 2026	11:00
<b>TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR RECRUITMENT (ADVERTISING AND RESPONSE-HANDLING) FOR A PERIOD OF 24 MONTHS</b>			
DESCRIPTION			
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>			
tendersenquiries@dhs.gov.za			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON		CONTACT PERSON	
TELEPHONE NUMBER		TELEPHONE NUMBER	
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	tendersenquiries@dhs.gov.za	E-MAIL ADDRESS	tendersenquiries@dhs.gov.za
<b>SUPPLIER INFORMATION</b>			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSURE 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]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

YES  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**  
**(Professional Services)**

NAME OF BIDDER: ..... BID NO.: BID VA49/32-2023/24

CLOSING TIME 11:00

CLOSING DATE: 16 FEBRUARY 2026

OFFER TO BE VALID FOR... 120... DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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**TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR  
RECRUITMENT (ADVERTISING AND RESPONSE-HANDLING) FOR A PERIOD OF 24 MONTHS**

1. The accompanying information must be used for the formulation  
of proposals.
2. Bidders are required to indicate a **ceiling price** based on the total  
estimated time for completion of all phases and including all  
expenses inclusive of all applicable taxes for the project.
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND  
RATES APPLICABLE (CERTIFIED INVOICES MUST BE  
RENDERED IN TERMS HEREOF)

R.....

4. PERSON AND POSITION

.....	HOURLY RATE	DAILY RATE
.....	R.....	.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE  
COMPLETED, COST PER PHASE AND MAN-DAYS TO BE

SPENT

.....	R.....	..... days

- 5.1 Travel expenses (specify, for example rate/km and total km, class  
of air travel, etc). Only actual costs are recoverable. Proof of the  
expenses incurred must accompany certified invoices.

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

Name of Bidder: .....

..... R.....  
..... R.....

TOTAL: R.....

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

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

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

TOTAL: R.....

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

\*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

THE NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS, DR RUTH S MUMPATI, 260 JUSTICE MAHOMED STREET, SUNNYSIDE, PRETORIA

Department: THE NATIONAL DEPARTMENT OF HUMAN SETTLEMENTS

E-mail address: [tendersenquiries@dhs.gov.za](mailto:tendersenquiries@dhs.gov.za)

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

E-mail address: [tendersenquiries@dhs.gov.za](mailto:tendersenquiries@dhs.gov.za)

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State Institution

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

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

SBD4

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

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

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

SBD4

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

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

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

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

**1. GENERAL CONDITIONS**

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

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

1.2 To be completed by the organ of state

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

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

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

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

## 8. DEFINITIONS

**DEFINITIONS**

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

2.1 POINTS AWARDED FOR PRICE

500 or 600 points is allocated for price on the following basis:

$$P_S = 80 \left(1 - \frac{P_f - P_{min}}{P_{min}}\right) \text{ or } P_S = 90 \left(1 - \frac{P_f - P_{min}}{P_{min}}\right)$$

where

— Points scored for price of tender under consideration

Price of tender under consideration

Price of lowest acceptable tender

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

### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

## 4. POINTS AWARDED FOR SPECIFIC GOALS

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

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
WOMEN		10		
YOUTH		8		
PERSONS WITH DISABILITIES (PWD's)		2		

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

#### 4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole proprietor
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

**THE NATIONAL TREASURY**

**Republic of South Africa**



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**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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1. Definitions
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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](http://www.treasury.gov.za)

**4. Standards**

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

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

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

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

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

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

**6. Patent rights**

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

<b>7. Performance security</b>	<p>7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.</p> <p>7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.</p> <p>7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:</p> <p style="margin-left: 20px;">(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</p> <p style="margin-left: 20px;">(b) a cashier's or certified cheque</p> <p>7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.</p>
<b>8. Inspections, tests and analyses</b>	<p>8.1 All pre-bidding testing will be for the account of the bidder.</p> <p>8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.</p> <p>8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.</p> <p>8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.</p> <p>8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.</p> <p>8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.</p> <p>8.7 Any contract supplies may on or after delivery be inspected, tested or</p>

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

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

**9. Packing**

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

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

**10. Delivery and documents**

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

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

**11. Insurance**

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

**12. Transportation**

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

**13. Incidental services**

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

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

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

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

**14. Spare parts**

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

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

**15. Warranty**

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

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

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

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

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

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

**16. Payment**

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

**17. Prices**

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

**18. Contract amendments**

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

**19. Assignment**

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

**20. Subcontracts**

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

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

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

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

- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

**22. Penalties**

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

**23. Termination for default**

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
  - (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any

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

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

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

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

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

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

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

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

may be due to him

<b>25. Force Majeure</b>	<p>25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.</p> <p>25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.</p>
<b>26. Termination for insolvency</b>	<p>26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.</p>
<b>27. Settlement of Disputes</b>	<p>27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.</p> <p>27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.</p> <p>27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.</p> <p>27.5 Notwithstanding any reference to mediation and/or court proceedings herein,</p> <p class="list-item-l1">(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</p> <p class="list-item-l1">(b) the purchaser shall pay the supplier any monies due the supplier.</p>
<b>28. Limitation of liability</b>	<p>28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;</p> <p class="list-item-l1">(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</p>

- (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)