



**FORMAL WRITTEN QUOTATION:  
SCM017 – 2025/2026**

The appointment of a PSIRA registered service provider to render security services for a period of two (2) months within the Central Karoo District.

<b>Closing Date: 28 April 2026</b>	<b>Closing Time: 09H00</b>
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<b>NAME OF BIDDER</b>	
<b>CONTACT DETAILS</b>	Telephone Number: _____ Cellphone Number: _____
<b>EMAIL ADDRESS</b>	
<b>CSD REGISTRATION NR</b>	<b>MAAA</b>
<b>B-BBEE STATUS LEVEL</b>	
<b>LOCALITY</b> (Municipal Area / Province where the business is located)	
<b>TOTAL BID AMOUNT:</b>	R _____ (Inclusive of VAT)

## CENTRAL KAROO DISTRICT MUNICIPALITY



### FORMAL WRITTEN PRICE QUOTATION: SCM017– 2025/2026

The appointment of a PSIRA registered service provider to render security services for a period of two (2) months within the Central Karoo District.

The Central Karoo District Municipality awaits quotations from qualified service providers for the above mentioned services.

Detailed quotation must be done on company letterhead and must be returned with the rest of the completed document via the following means of communication:

- Email: [manager@skdm.co.za](mailto:manager@skdm.co.za) (no other email address should be used)

Suppliers must be registered on the Central Supplier Database. Proof of registration must be provided. The quotation should reach Supply Chain Office by no later than at **09H00 on 28 April 2026**.

**Queries relating specifications:** Wesley Strong at 023 449 1000 or [manager@skdm.co.za](mailto:manager@skdm.co.za)  
**Contact Person for the document:** Dormenia Swartz – 023 449 1000 / 1051 or [manager@skdm.co.za](mailto:manager@skdm.co.za)

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The following conditions will apply:

1. Price(s) quoted must be valid for 30 days from date of offer;
2. Price(s) quoted must be firm and must be inclusive of VAT and done on company letterhead.
3. Bids may only be submitted on the bid document that is issued.
4. A delivery period / commencement date must be indicated. (where applicable)
5. Bids will be evaluated according to the 80/20 preference points system. The bids are subject to the Council's Supply Chain Management Policy, the Municipal Preferential Procurement Policy, and the Preferential Procurement Regulations, 2022 (Government Gazette 47452, dated 04/11/2022). 50% of the 20 points will be allocated in terms of the bidder's B-BBEE and the other 50% for the bidder's location. The General Conditions of Contract is also applicable.
6. Only those suppliers who complies to specifications will be eligible for points.
7. Enclose valid Tax Clearance Certificate / Pin with the quotation.
8. Enclose valid certified B-BBEE certificate.
9. Enclose latest (not older than 30 days) Municipal Rates and Taxes Account or valid lease agreements of the company **and all the directors**. Please note lease agreements will be verified with third parties.
10. Bidder must submit valid proof of registered business within the boundaries of the Municipal jurisdiction in order to qualify for locality of supplier points.
11. Ensure that all pages of this document are read, completed, signed off and submitted on or before the closing date and time.
12. This Bid is subject to the General Conditions of Tender and if applicable, any other Special Conditions of Tender.
13. Payments to the successful bidder in terms of this contract will be processed within 30 days after receipt of a valid tax invoice for goods and/or services rendered to the satisfaction of the municipality.
14. Document **MUST** be completed in non-erasable black ink. This document may not be retyped. Retyped documents may result in the disqualification of the bid.

Council is not obliged to accept the lowest or any tender and reserves the right to accept any tender or part thereof.

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Mr. A Makendiana

Acting Municipal Manager, **Central Karoo District Municipality**, 63 Donkin Street / Private Bag X560

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## Evaluation Criteria for the Bid

### Compulsory documentation / Checklist

Only quotation which are completely responsive to the terms of the bid documents will qualify for evaluation. The following tests for responsiveness shall be performed: Ensure that all documents below are attached. **(bidder to complete)**

Nr	Description	YES	NO
1	Valid Tax Clearance Certificate / Pin		
2	Valid <b>certified</b> B-BBEE certificate or sworn affidavit as per legislation – Please note, should the B-BBEE certificate not be certified, no points will be allocated towards B-BBEE and/or locality.		
3	Copy of the latest (month prior to tender closure) Municipal Accounts of the following:		
	- Business		
	- All directors/members/Owners of the business		
	<b>OR</b>		
	Copy of the Lease Agreement or Rental Statement of the following:		
	- Business		
	- All directors/members/Owners of the business		
4	Proof of company Registration (CIPRO)		
5	Copy of CIDB registration (if applicable)	N/A	N/A
6	Company Details: Is this form duly completed and signed		
7	Authority for signatory form duly completed and signed		
8	MBD 4: Is this form duly completed and signed		
9	MBD 6.1: Is this form duly completed and signed		
10	MBD 8: Is this form duly completed and signed		
11	MBD 9: Is this form duly completed and signed		
12	All supporting Documents as requested under the Terms of Reference		

**Please ensure that all pages of this document is signed.**

**CENTRAL KAROO DISTRICT MUNICIPALITY  
TERMS OF REFERENCE**

REQUEST FOR QUOTATION:

**1. INTRODUCTION**

The Central Karoo District Municipality (CKDM), invites tenders from service providers who are registered with the Private Security Industry Regulatory Authority (PSiRA) in terms of section 20 of the Private Security Industry Regulation Act, 2001 (Act No 56 of 2001) for the rendering of security, patrol and access control services to its various premises, depots and work sites throughout the district. Services to be rendered on a where and when needed basis. This document, and the specifications contained within, relates to security services and safeguarding of CKDM work offices, properties, depots, construction sites, construction plant and other assets.

**2. DEFINITION**

The appointment of a PSiRA registered service provider to render security services for a period of two (2) months within the Central Karoo District.

**3. SERVICES TO BE RENDERED**

Provision of Grade C or higher security guards.

Safeguarding of municipal buildings, properties and other assets as identified by CKDM.

Access control and monitoring.

Safeguarding of construction sites, construction plant & equipment and other construction assets as identified by CKDM.

**4. CKDM SERVICE HOURS**

CKDM work & operational depots:

Normal Operational hours

Monday to Thursday from 07H30 to 17H00.

Friday from 07H30 to 13H45.

Public Holidays closed.

After hours

Monday to Thursday from 17H00 to 07H30 the following morning.

Friday from 13H45 to 07H30 on Monday morning.

Public Holidays: 24-hours Security.

Access control: hours as and when needed.

Construction sites: hours as and when needed.

Other outposts: hours as and when needed.

Offices & other buildings: hours as and when needed.

Security guards are expected to report for duty 15 minutes prior to the start of a shift.

## 5. Company INSIGNIA

The registered Security Company shall have a clearly identifiable identity, including but not limited to, branded vehicles and uniforms.

The Security Company shall provide a security guard/s with a proper uniform in terms of *regulation 13 of the Private Security Industry Regulations, 2002*. This uniform shall be worn at all times when said security guard is on duty.

All appointed security guards shall be in possession of an identification card that contains their name and surname, PSIRA number, employee number and a photo of the employee. ID cards must be worn in such a manner that it is clearly visible whilst on duty.

Note, **NO** security guard shall be allowed access to the premise **WITHOUT** an official uniform and identification as stated above.

## 6. DUTIES

Functions listed serves as a guideline. Any variation shall be agreed upon in writing by both parties.

### Functions of the Service Provider:

Ensure that personnel are deployed at sites on time, in correct attire and in possession of the necessary equipment. The service provider must undertake to ensure that the following service equipment are available at all times for security officers on duty:

- i. Official Uniform (may not resemble law enforcement uniforms)
- ii. Communication: Two-way radios or walkie-talkies, or a mobile phone with sufficient airtime.
- iii. Flashlight
- iv. Personal Protective Equipment (PPE) as required
- v. Self-Defence: This can include a baton, handcuffs, whistle, panic button, pepper spray and other non-lethal self-defence tools.
- vi. Notebook and Pen: For recording incidents and observations.
- vii. Occurrence and/or Incident register
- viii. Admission Control Book (Visitors, Staff, Vehicles and Contractors)

Ensure that premises and guards be visited and inspected at random. The visit must be entered into the logbook of the guard.

Report any emergencies and possible illegal activities to the designated CKDM official immediately.

Control and supervise all personnel on duty.

Ensure that registers are up to date and available for inspection by a Safety and Security official(s) of the municipality, including the occurrence register.

Submit a monthly report to the Contracts Manager regarding all incidents within 5 days after the end of the month.

Make recommendations to Safety and Security official(s) with regard to improvement or preventative measures

with regard to security issues relating to a site.

Ensure that a supervisor is available at all times.

The service provider shall provide Electronic Active Guard Patrol Monitoring Systems (capable of logging hours of patrol through individual scans as guard scans at the various monitoring points) at depots where services are rendered for more than 3 months. Reports shall be made available when requested by CKDM.

The service provider shall have a dedicated administrative office from which it conducts its security services in terms of *regulation 5 of the Private Security Industry Regulations, 2002*. An inspection by a delegated CKDM official may be conducted at the business premises.

### **Functions of the guards:**

Be on duty at least 15 minutes before the start of the shift and he/she may not leave the site before the time the shift has ended.

Fill in a daily log sheet indicating the following:

- a) Shift start time
- b) Shift end time
- c) Visitors to the site – entrance and exit times
- d) Inspections from Managers and Safety and Security Officials.

Record inspection results and activities on hourly basis.

Record incidents in the Occurrence Book (OB)

Report all emergencies and possible illegal activities to the designated managers and/or supervisors.

Prevent losses and damages by reporting timeously all irregularities to management.

Ensure that no unauthorised person/s enters the premises.

Patrol the facilities and perimeters of the site.

## **7. PROFESSIONAL REGISTRATIONS & GENERAL requirements**

Certified copy, not older than 6 months, of Company PSiRA registration as per chapter 3 of the *Private Security Industry Regulation Act, Act no. 56 of 2001*. (incl. any relevant amendment)

Certified copy, not older than 6 months, of registration certificates of company member's - Director(s), Partner(s), Trustee(s) and Manager(s) must be registered as a security service provider with **Grade B**. =

Valid copy, not older than 90 days, of "letter of good standing" issued by PSiRA.

The bidder must be registered with the National Bargaining Council for Private Security Services (NBCPSS)

The bidder shall adhere to all guidelines set out in the Basic Conditions of Employment Act: Sectoral Determination 6: Private Security Sector, or as stipulated in the Main Collective Agreement, including but not limited to minimum wages, annual bonuses, provident funds, ordinary hours of work, overtime and payment for overtime.

The bidder must be Occupational Health and Safety compliant.

The successful bidder must, at their own expense, take out sufficient insurance against any claims, cost, loss and/or damage ensuing from their obligations and shall ensure that such insurance remains operative for the

duration of this agreement. A copy of such insurance contract shall be handed to the CKDM on commencement of the service. Public Liability Insurance to a minimum value of five million Rand (R5 000 000).

The security guards must be authorized **Grade C** registered security guards. A list of guards to be in service must be supplied upon commencement of duty and/or any changes must be submitted timeously.

Certified copy, not older than 6 months, of PSiRA certificates must be supplied before any guard will be allowed on CKDM property. All certificates will be checked for validity by CKDM.

All guards must be fluent in two of the three official languages of the Western Cape.

The service provider will be held liable for any damages or loss suffered by the CKDM as a result of the service provider's own or his employees' negligence or intent, which originated on the site. Any monies due by service provider upon finalizing of an incident investigation will be deducted from the next statement.

CKDM is indemnified against any liability, compensation or legal expenses in respect of the following cases:

- Loss of life or injuries which may be sustained by the security personnel during the execution of their duties.
- Damage to or destruction of any equipment or property of the security during the execution of their duties.
- Any claims and legal costs which may ensue from the failure by or acts committed by the security personnel against third persons, which acts include illicit arrests and other illicit or wrongful deeds.

No overtime rate shall be paid. Overtime shall be at the discretion of the service provider and all additional costs relating to overtime shall be for the service provider's account.

The tender will be evaluated against the Illustrative Contracts Costing Guideline 2021 (PSiRA) and Provisional Pricing Guide (NBCPSS) to negate or minimise unfair competitive business practices which arise from non-compliance with the minimum conditions of employment by security businesses, and hopefully promote and encourage fair and legal competitive market practices.

#### **8. Mandatory submittals**

<b>Company PSiRA registration (certified copy)</b>	<b>YES</b> <input type="checkbox"/>
<b>Company members' PSiRA registration/s (certified copies)</b>	<b>YES</b> <input type="checkbox"/>
<b>Valid letter of good standing issued by PSiRA (not older than 90 days)</b>	<b>YES</b> <input type="checkbox"/>
<b>Certificate of registration with NBCPSS</b>	<b>YES</b> <input type="checkbox"/>
<b>Detailed Quotation for each depot</b>	<b>YES</b> <input type="checkbox"/>

**FAILURE TO INCLUDE AFOREMENTIONED DOCUMENTS WILL INVALIDATE THE BID.**

#### **9. TRAVEL RATE**

Travel rate only applies to sites situated beyond a 15km radius from the nearest CKDM depot. Travel may only be calculated between nearest CKDM depot and construction site. CKDM depots include Beaufort West, Murraysburg, Merweville, Laingsburg and Prince Albert.

Travel cost must be claimed as follow:

Two (2) return trips may be claimed per single shift; or

One (1) return trip for start of shift, one (1) return trip between adjacent shifts and one (1) return trip end of shift;  
or

Only one (1) return trip may be claimed for any adjacent shifts.

Where more than one (1) security guard is on shift along the same road, the longest return trip applies.

A detailed travel log must be submitted along with the invoice for verification of distances claimed.

A rate shall be negotiated and agreed upon with the successful bidder before final award, in line with the rates published by the Department of Transport and other relevant publications. Any excessive claims must be substantiated with the relevant documentation.

## 10. SPECIFIC GOALS

This tender will be evaluated according to the Preferential Procurement Regulation, 2022, with 50% of the B-BBEE points awarded for specific goals as set out in the CKDM Procurement Policy.

Specific Goal: A maximum of 10 points may be awarded to service providers situated within CKDM Municipal boundary. This DOES NOT mean that a supplier outside of the municipal boundary may not tender, all responsive bids will be considered and evaluated. It remains the responsibility of the bidder to include proof of locality, e.g., municipal account or lease agreement of business premises addressed to the service provider.

Points will be awarded as follow:

<b>Max points scored for price of tender under consideration = 80 points</b>
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<b>Max points awarded for B-BBEE:</b>		
<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>	<b>Max Points awarded on tender</b>
1	20	<b>10</b>
2	18	<b>9</b>
3	14	<b>7</b>
4	12	<b>6</b>
5	8	<b>4</b>
6	6	<b>3</b>
7	4	<b>2</b>
8	2	<b>1</b>
Non-compliant contributor	0	<b>0</b>

<b>Max points awarded for specific goals:</b>	
<b>Locality of supplier</b>	<b>Points for 80/20 preference points system</b>
Within the boundaries/jurisdiction of the municipality	<b>10</b>
Outside municipal boundaries, but within boundaries of the Central Karoo District	<b>8</b>
Outside municipal and district boundaries, but within the Western Cape Province	<b>6</b>
Outside of the Western Cape Province	<b>0</b>

## 11. PRICE SCHEDULE

Pricing shall consist of a detailed quotation for the period 1 May 2026 to 30 June 2026 for each depot, Beaufort West, Murraysburg, Prince Albert and Liangsburg. The following should be considered:

### **Beaufort West:**

Prices must be calculated based on one (1) Grade C guard permanently posted at the depot – Day Shift

Prices must be calculated based on two (2) Grade C guard permanently posted at the depot – Night Shift

### **Murraysburg:**

Friday 13:30 to Monday 07:30 (Weekends only)

Prices must be calculated based on one (1) Grade C guard permanently posted at the depot – Day Shift

Prices must be calculated based on one (1) Grade C guard permanently posted at the depot – Night Shift

### **Prince Albert:**

Friday 13:30 to Monday 07:30 (Weekends only)

Prices must be calculated based on one (1) Grade C guard permanently posted at the depot – Day Shift

Prices must be calculated based on one (1) Grade C guard permanently posted at the depot – Night Shift

### **Liangsburg:**

Friday 13:30 to Monday 07:30 (Weekends only)

Prices must be calculated based on one (1) Grade C guard permanently posted at the depot – Day Shift

Prices must be calculated based on one (1) Grade C guard permanently posted at the depot – Night Shift

Items tendered for, meet the specifications as set out under point 11?

YES	
-----	--

NO	
----	--

If not, furnish reason: .....

.....

Clearly marked sample submitted?

YES	
-----	--

NO	
----	--

If not, furnish reason: .....

.....  
Signature of tenderer

**PLEASE NOTE**

- Document MUST be completed in non-erasable black ink and not be retyped
- The Bidder MUST indicate whether he/she/the entity is a registered VAT Vendor or not.
- In the case of the Bidder not being a registered VAT Vendor, both columns (amount/rate excluding AND including VAT) must reflect the same amount.

Are you/is the firm a registered VAT Vendor	INDICATE WITH AN „X“							
	YES				NO			
If “YES”, please provide VAT number								

I / We \_\_\_\_\_

(full name of Bidder) the undersigned in my capacity as \_\_\_\_\_

of the firm

\_\_\_\_\_

hereby offer to Central Karoo District Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the Central Karoo District Municipality and subject to the conditions of tender, for the amounts indicated on the price schedule.

.....  
Name of bidder

.....  
Company Name

.....  
Signature of bidder

.....  
Date

**1. COMPANY'S DETAILS**

The following details schedule must be completed to ensure that the prerequisite requirements to tendering are met.

Registered Company Name:			
Central Supplier Database Number (MAAA number)			
Contact Person:			
Cell phone number:		Office Number	
Fax number:		e-mail address	
Company Physical Address:			
Company Postal Address:			
Company Registration Number:			
VAT Number: (if registered)			
Bank Name and Branch:			
Bank Account Number:			
Name of Account Holder:			

<b>Name of Bidder:</b>			
<b>Position:</b>			
<b>Signature:</b>		<b>Date:</b>	

**2. AUTHORITY FOR SIGNATORY**

Details of person responsible for process

Name .....

Contact number (.....) .....

Address of office submitting the  
Tender .....

.....

.....

Telephone no (.....) .....

Fax no (.....) .....

E-mail address .....

Signatories for close corporations and companies shall confirm their authority by attaching to this form a **duly signed and dated original or certified copy** of the relevant resolution of their members or their board of directors, as the case may be.

"By resolution of the board of directors passed on (date) .....

Mr. ....

has been duly authorized to sign all documents in connection with the bid for Contract Number .....and any Contract which may arise there from on behalf of

(BLOCK CAPITALS) .....

.....

.....

SIGNED ON BEHALF OF THE COMPANY .....

IN HIS CAPACITY AS .....

DATE .....

FULL NAMES OF SIGNATORY .....

AS WITNESSES 1. ....

2. ....

**3. DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state\*.
- 2. Any legal person, having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 3.1 Full Name .....
- 3.2 Identity number.....
- 3.3 Company Registration Number.....
- 3.4 Tax Reference Number.....
- 3.5 VAT Registration Number.....
- 3.6 CIDB Registration Number .....n/a.....Grading:.....n/a

3.7 The names of all directors/trustees/shareholders, member and their individual identity numbers must be indicated in paragraph 4 below.

3.8 Are you presently in service of the state\* YES / NO

3.8.1 If so, furnish particulars.

.....  
 .....

\*MSCM Regulations: "in the service of the state" means to be-

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

“Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If so, furnish particulars.

.....  
 .....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and adjudication with this bid? **YES / NO**

3.10.1 If so, state particulars.

Full Name of Director/Trustee/Manager/ Shareholder	Relationship	Related Party's Name	State Organisation

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If so, state particulars.

.....  
 .....

3.12 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If so, furnish particulars.

.....

3.13 Are any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in service of the state?

**YES / NO**

3.13.1 If so, furnish particulars.

<b>Full Name of Director/Trustee/Manager Shareholder</b>	<b>Relationship</b>	<b>Related Party's Name</b>	<b>State Organisation</b>	<b>Capacity of related party</b>

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract

**YES/NO**

3.14.1 If yes, furnish particulars:

Full details of directors / trustees / members / shareholders.

<b>Full Name</b>	<b>Identity Number</b>	<b>Capacity in company</b>

Full Name	Identity Number	Capacity in company

**DECLARATION**

I, THE UNDERSIGNED (NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

---

**4. TAX CLEARANCE CERTIFICATE REQUIREMENTS**

It is a condition of the bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1	A copy of a Tax Compliance Status pin and a Tax Compliance Certificate, printed from the South African Revenue Service (SARS) website, must accompany the bid documents. The onus is on the bidder to ensure that their tax matter with SARS are in order.
2	In the case of a Consortium/Joint Venture every member must submit a separate Tax Compliance Status Pin and Tax Compliance Certificate, printed from the SARS website, with the bid documents.
3	If a bid is not supported by a Tax Compliance Status Pin and a Tax Compliance Certificate as an attachment to the bid documents, the Municipality reserves the right to obtain such documents after the closing date to verify that the bidder's tax matters are in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.
4	The Tax Compliance Status Pin will be verified by the Municipality on the SARS website.

**5. PROOF OF PAYMENT OF MUNICIPAL RATES AND TAXES**

In terms of Council's Supply Chain Management Policy, the Head of Department must check whether "any municipal rates and taxes or municipal service charges owed by a bidder or any of its directors to the municipality or municipal entity, or to any other municipality or municipal entity, are not in arrears.

**PLEASE ATTACHED TO THIS FORM**

The recent municipal account of the Company that is bidding as well as the municipal account of each Director on the CIPRO of the Company. Include a copy of the CIPRO if possible then we can be sure all of the Directors accounts has been received.

Failing to include all of the above accounts will mean that your bid will not be considered as it will be regarded as non-compliant.

**THIS IS COMPULSORY.**

Please note, it is the responsibility of the bidder to submit the municipal accounts as requested together with the bid document on or before the closing date and time. Should the municipal accounts not be included, no points will be allocated towards locality. Should the municipality request the municipal accounts after the closing date of submission, it will only be to determine that such accounts are not in arrears.

**SIGNED ON BEHALF OF THE TENDERER .....**

**6. 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**

(a) The 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

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

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender.

For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of —

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

At least **50%** of the **20 / 10 points** will be allocated to promote this goal and points will be allocated in terms of the BBBEE scorecard as follows

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
1	10	5
2	9	4.5
3	7	3
4	6	2.5
5	4	2
6	3	1.5
7	2	1
8	1	0.5
Non-compliant contributor	0	0

Tenderer must submit proof of its B-BBEE status level contributor (scorecard).

A tenderer failing to submit proof of B-BBEE status level of contributor –

- may only score in terms of the **80 / 90 points** formula for price; and
- scores **0 points** for BBBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.

**B-BBEE Status Level of Contributor points claimed: = ..... (maximum of 10 or 5 points)**

A maximum of **10 / 5** of the **20 / 10 points** will be allocated as follows:

Locality of supplier/ Local Labour	Points (80/20)	Points (90/10)
Within the boundaries/jurisdiction of the municipality	10	5
Outside municipal boundaries, but within boundaries of the Central Karoo District	8	4
Outside municipal and district boundaries, but within the Western Cape Province	6	3
Outside of the Western Cape Province	0	0

Tenderer failing to submit proof of required evidence to claim preferences for specific goals –

- may only score in terms of the **80 / 90 points** formula for price; and
- scores **0 points** out of **10 / 5** of the relevant specific goals where the supplier or service provider did not stipulate.

**Locality of supplier / Local Labour points claimed: = ..... (maximum of 10 or 5 points)**

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number:  
.....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

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

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

**7. DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>(To access this Register enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME) .....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of Bidder**

## 8. CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:
  - ***Includes price quotations, advertised competitive bids, limited bids and proposals.***
  - ***Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.***

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_
(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:
(Name of Bidder)

- 1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
(a) has been requested to submit a bid in response to this bid invitation;
(b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
(c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.

**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.**

10. 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.

.....  
Signature

.....  
Date

.....

.....

## GENERAL CONDITIONS OF CONTRACT

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## General Conditions of Contract (GCC)

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 "Day" means calendar day.
  - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
  - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
  - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods 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 goods 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 ancillaries 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 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26 "Tort" means in breach of contract.
- 1.27 "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.28 "Written" or "in writing" means hand-written 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 (excluding professional services related to the building and construction industry), 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 goods, 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 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

## **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.
- 6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

## **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.

## **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 goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

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 goods 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 goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Goods 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 goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods 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 goods, which do comply with the requirements of the contract. Failing such removal, the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods 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 22 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 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, and in any subsequent instructions ordered by the purchaser.

## **10. Delivery and documents**

10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms specified in the contract.

## **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.

## **12. Transportation**

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

## **13. Incidental Services**

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

- (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, 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.

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 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, 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.

- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment 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.

## **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 or in the purchaser's request for bid validity extension, as the case may be.

## **18. Variation orders**

- 18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

## **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 contract 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 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 goods are required, or the supplier's services are not readily available.
- 21.4 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 22.2 without the application of penalties.
- 21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods 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 judgement 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 supplier as having no objection and proceed with the restriction.
- 23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, 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 purchaser 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 Schedules 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 Schedule 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 supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods 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. Limitation of Liability**

- 27.1 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.

## **28. Governing language**

- 28.1 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.

## **29. Applicable law**

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

## **30. Notices**

- 30.1 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.
- 30.2 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.

## **31. Taxes and duties**

- 31.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 31.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 31.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
- 31.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

## **32. Transfer of contracts**

- 32.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser

## **33. Amendment**

- 33.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and

signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

**34. Prohibition of restrictive practices**

34.1 In terms of Schedule 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.

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 Schedule 59 of 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.

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bidder(s) or contractor(s) concerned.