



cogta

Department:
Cooperative Governance and
Traditional Affairs
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



SUPPLY CHAIN MANAGEMENT

27 James Watt Crescent
Industrial Site,
Mafikeng, 2735
Private Bag X 2145, Mmabatho, 2735
Tel: +27 (0) 18 388 2892

House No. 1 Lowe Complex, Old Parliament, Mmabatho, 2735
Chief Directorate: Traditional Affairs, Private Bag X2005
Mmabatho, 2735
Tel: +27 (0) 18 388 4494 Fax: +27 (0) 86 651 7885

DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS (COGTA)

RFB NO.: COGTA 10/2023/NW

**REQUEST FOR BIDS (RFB) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO
UNDERTAKE PHYSICAL SECURITY SERVICES FOR THE DEPARTMENT OF COOPERATIVE
GOVERNANCE AND TRADITIONAL AFFAIRS FOR THE PERIOD OF 36 MONTHS.**

MAY 2024

EMPLOYER:

**THE HEAD OF DEPARTMENT
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
PRIVATE BAG X2145
MMABATHO
2735**

TENDERER : _____
CSD Nr : **MAAA** **TCS PIN** : _____

REQUEST FOR BIDS

RFB ISSUED : 10 May 2024 **RFQ NUMBER** : COGTA 10/2023/NW

CLOSING DATE : 14 June 2024 **CLOSING TIME** : 11:00

REQUEST FOR BID (RFB) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE PHYSICAL SECURITY SERVICES FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS FOR THE PERIOD OF 36 MONTHS.

1. Kindly furnish the Department with a bid for services shown on the attached forms.
2. The conditions contained in the General Conditions of Contract (GCC) ANNEXURE A, and the attached bid forms, as well as any other conditions accompanying this request, are applicable.
3. No late bid will be considered. Bids received after the closing date and time are late and will as a rule not be acceptable for consideration.
4. Faxed, emailed bids will not be considered, only hand delivered bids deposited into the designated tender box before the closing date and time will be accepted.
5. It is the responsibility of the bidder to ensure that the company is registered on the National Treasury Central Suppliers Database as service providers.
6. Bid documents can be downloaded for free of charge on www.etenders.gov.za or be purchased from our offices at a cost of R250.00 each (non-refundable).

Bank Account : ABSA
Account Name : NW – Cooperative Governance
Account Number: 41-1181-1663
Branch Code : 632005
Account Type : CHEQUE
Reference : COGTA 10/2023/NW

7. The Department of Cooperative Governance and Traditional Affairs reserve the right to award any bid in whole or in part to one or more service providers and does not bind itself to award the lowest bidder.
8. All the documents accompanying this request must be completed in detail where applicable and sealed in an envelope clearly marked with the bid/tender number and placed in the bid box before the closing date and time. The bid box is situated at **CRAFT PRESS BUILDING (formerly known as CCP BUILDING), 27 JAMES WATT CRESCENT; INDUSTRIAL SITE, MAFIKENG, 2745.**

CONDITIONS TO BID

This bid is issued under the condition that the bidder should at any stage during production or execution or on completion of the bid be subjected to inspection. The premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by the representative of the Department of Cooperative Governance and Traditional Affairs or organisation acting on behalf of the State. The bidder also agrees that the financial standing may be examined as part of the inspection.

9. BID EVALUATION QUALIFICATION REQUIREMENTS

The bid will be evaluated in three stages as follows: -

STAGE 1 : Compliance and Responsiveness to the Administrative Requirements

The following should be returnable together with the request: -

- 8.1. Company Profile
- 8.2. Central Supplier Database (CSD) full report, if is a Joint Venture, it should appear as such on the CSD report
- 8.3. Valid SARS Tax PIN (Compliance Certificate from SARS)
- 8.4. Proof of Grades for Security Guards
- 8.5. B-BBEE Certificate or Sworn Affidavit (Valid at the time of closure of the request)
- 8.6. All SBD forms must be completed, signed and certified where applicable.
 - 8.6.1. SBD 1
 - 8.6.2. SBD 3.1
 - 8.6.3. SBD 4
 - 8.6.4. SBD 6.1

Mandatory Requirements

- 8.7. Certified copy of a valid and current Private Security Industry Regulatory Authority (PSIRA) registration certificate and Letter of Good Standing for Company, Bidder and Members.
- 8.8. Certified copy of a valid letter of good standing as issued by Department of Labour for: COIDA and Unemployment Insurance Fund (UIF) Certificate.

STAGE 2 : Technical Functionality Requirements

Bidders passing compliance and responsiveness will thereafter be evaluated on Functionality as per the PPPFA.

Functionality

100 points

Minimum threshold to be attained by the bidder 70 points

STAGE 3 : Site Inspection

This stage of evaluation is based on site inspection for shortlisted bidders, which will be evaluated as follows:

A total point of 50 points are allocated for the site visit. Bidders who obtain less than threshold of 35 points will be declared non-responsive and will be eliminated from further evaluation.

STATE 4 : Preferential Point System

Bidders passing the minimum Functionality threshold will thereafter be evaluated on preferential point system as per the PPPFA.

The 80/20 preferential point system is applicable to this request.

The maximum points for this tender are allocated as follows: -

	POINTS
Price	80
Specific Goals	20
Total points for Price and Specific Goals	100

NOTE: -

- **The validity period is ninety (90) days and is calculated as from the closing date of a request.**

FOR MORE INFORMATION ON SPECIFICATIONS / TERMS OF REFERENCE CONTACT: -

Contact Person : Mr. S.Z. Nene
Telephone Number : 018 388 5525
E-mail address : snene@nwpg.gov.za

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:-

Contact Person : Mr. C.T. Mbombi / Mr. D.L. Smith
Telephone Number : 018 – 388 2947 / 018 – 388 2946
E-mail address : ctmbombi@nwpg.gov.za / dlsmith@nwpg.gov.za


Mr. C.T. MBOMBI
DIRECTOR: SUPPLY CHAIN MANAGEMENT
DATE: 09 / 05 / 2024

COMPULSORY BRIEFING SESSION

COGTA 10/2023/NW: REQUEST FOR BID (RFB) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE PHYSICAL SECURITY SERVICES FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS FOR THE PERIOD OF 36 MONTHS.

ALL BIDDERS KINDLY NOTE THAT THE COMPULSORY BRIEFING SESSION WILL BE HELD ON:

DATE : 04 June 2024

TIME : 11H00 a.m

VENUE : OLD DISASTER MANAGEMENT BUILDING, 35 JAMES WATT CRESCENT STREET, INDUSTRIAL SITE, MAFIKENG, 2745

TENDERERS ARE REQUESTED TO BE SEATED AT 10H45

FOR FURTHER INFORMATION:-

ENQUIRIES : Mr. S.Z. Nene
TEL : (018) 388 5525

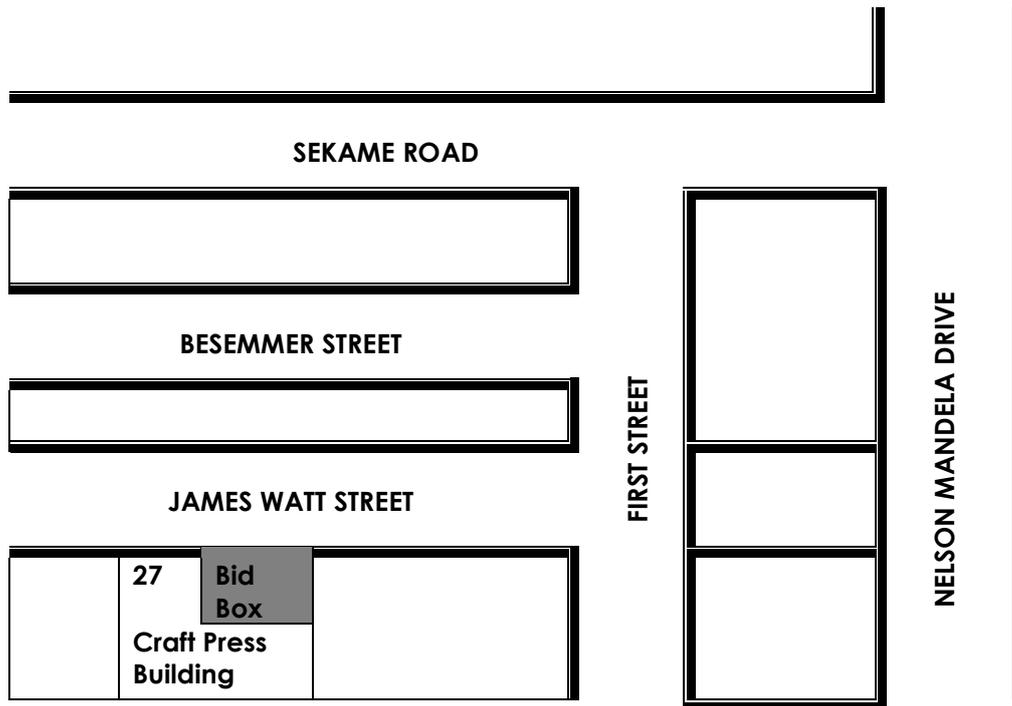
BID RELATED : Mr. C.T. Mbombi
TEL : (018) 388 2947

MAP TO BIDDER BOX

YOUR ARE HEREBY INVITED TO QUOTE TO THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

SUBMIT ALL BIDS ON THE OFFICIAL FORMS – DO NOT RETYPE

The bid documents may be deposited /placed in the bid box situated at **CRAFT PRESS BUILDING (formerly known as CCP BUILDING), 27 JAMES WATT CRESCENT; INDUSTRIAL SITE, MAFIKENG, 2745,** or Send it back via Email: **ctmbombi@nwpg.gov.za / dlsmith@nwpg.gov.za**



THE BID BOX WILL BE CLOSED AT 11H00 WHICH IS THE CLOSING TIME OF BIDS.

BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS.

SUBMIT EACH BID IN A SEPARATE SEALED ENVELOPE

RESOLUTION OF DIRECTORS / MEMBERS (AUTHORITY TO SIGN THE BID)

RESOLUTION for completion by Directors (if the tenderer is a (Pty) Ltd or Ltd) or Members (if the tenderer is a CC)

NAME OF THE TENDERER: _____

Meeting held at _____ (Place) on the ___ day of _____ (Month) 20___ (Year)

RESOLVED THAT:-

1. The Tenderer submits a tender to the Department of Cooperative Governance and Traditional Affairs in respect of Bid No.: **COGTA 10/2023/NW: REQUEST FOR BID (RFB) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE PHYSICAL SECURITY SERVICES FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS FOR THE PERIOD OF 36 MONTHS.**

Mr / Mrs / Ms _____ in his/her capacity as _____ and who sign as follows:-

(SPECIMEN SIGNATURE)

be, and is hereby, authorized to sign the tender and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any contract and/or all documentation resulting from the award of the tender to the Tenderer.

Note: The resolution MUST be signed by all the Directors / Members of the Tenderer. Should the space provided below not be sufficient for all Directors / Members to sign, please attach a separate sheet to this schedule in the same format.

Nr	Name	Capacity	Signature
1.
2.
3.
4.
5.



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Department:
Cooperative Governance and
Traditional Affairs
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



MISS

3366 Bessemmer Street, Telkom Building
Industrial Site, Mafikeng, 2735
Private Bag X 2145, Mmabatho, 2735
Tel: +27 (0) 18 388 4824/5

House No. 1 Lowe Complex, Old Parliament, Mmabatho, 2735
Chief Directorate: Traditional Affairs, Private Bag X2005
Mmabatho, 2735
Tel: +27 (0) 18 388 4494 Fax: +27 (0) 86 651 7885

Terms of Reference for rendering of physical security services for the Department of Cooperative Governance and Traditional Affairs (COGTA) for the period of 36 months at the following buildings:

- **3366 Bessemmer St. Telkom Building Industrial Site Mafikeng**
- **Craft Press Building, 27 James Watt Crescent St. Industrial Site Mafikeng**
- **Old Disaster Office James Watt Crescent St. Industrial Site Mafikeng**
- **Provincial Disaster Management Centre Imperial Reserve Mafikeng**
- **Garona Building C/O University Drive & Provident Street Mmabatho**
- **Traditional Affairs Office Lowe Building Old Parliament**

BID NUMBER: COGTA 10/2023/NW

Head Office:

Craft Press Building

Physical Address:

27 James Watt Crescent
Mafikeng
Industrial Site

Technical Enquiries

Contact: Mr S. Z. Nene
Office: 018 388 5525
Email: snene@nwpg.gov.za

SCM and Bid Process

Contact: Ms. K. Mohumapele
018 388 4525
Email : kmohumapele-moaisi@nwpg.gov.za

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Let's Grow North West Together

1. OBJECTIVE

- 1.1. The specific objective of this project / assignment is to provide 24 hours' security services to the Department of Cooperative Governance and Traditional Affairs for the protection of employees, information and other physical assets.

2. BACKGROUND

- 2.1. The Department of Cooperative Governance and Traditional Affairs through the Minimum Information Security Standards (MISS) approved by the Parliament in 1996 and the Minimum Physical Security Standards (MPSS), is required to have minimum security measures to protect its information, assets and personnel.
- 2.2. In order to implement the above standards, a security service provider has to be appointed to provide physical security services 24 hours 07 days a week.

3. PURPOSE

- 3.1. The purpose of this exercise is to appoint a reputable and PSIRA registered security services provider for thirty (30) security guards for the purpose of access control, general guarding and patrolling services on a day and night shift basis at the North West Department of Cooperative Governance and Traditional Affairs for a period of 36 months.

4. MINIMUM SECURITY STANDARDS TO BE PROVIDED BY THE SERVICE PROVIDERS

The security service provider is required to provide minimum physical security standards such as, **access control, patrol and protection services.**

4.1. Access Control Services

- 4.1.1. The aim is to create a safe working environment for employees, to prevent unauthorized access to department's information and to keep the assets of the department safe from theft, damage, sabotage, malicious acts, etc.
- 4.1.2. Security Service Provider must ensure that all vehicles entering and exiting the premises are screened and the relevant access control procedures are observed.

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4.2. Patrols

- 4.2.1. Patrols are to be done by foot unless specified differently by the Directorate of (MISS) Minimum Information Services and Security Management
- 4.2.2. The Security Officer must ensure he/ she clocks in at all the checkpoints and within the required time intervals at all locations enhanced with security control clocking systems. All defects or tampering with these clocking systems must be reported to the security supervisor and the official of Directorate of (MISS) Minimum Information Security Standards immediately. An appropriate occurrence book (OB) and monitoring device entries must also be made.
- 4.2.3. All patrols and any irregularities must be recorded in the OB and reported to the security supervisor and the Directorate of (MISS) Minimum Information Services and Security Management

4.3. Protection Services

The Service provider will be required to provide protection services as and when required by the North West Department of Cooperative Governance and Traditional Affairs. Protection services may include, **but not limited to** the following:

- 4.3.1. Protection of the sites and premises of the North West Department of Cooperative Governance and Traditional Affairs.
- 4.3.2. Protection of assets, information, and employees.
- 4.3.3. Escort services as and when.

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5. AWARD OF THIS BID IS SUBJECTED TO –

- 5.1. That the Service Provider shall have a minimum of Two **Million Rand (R 2 000 000 .00) Liability insurance cover** which must be submitted to the department where services are rendered three months after commencement of services by the security Service Provider. The insurance must be sufficient to cover against any claims, costs, loss and /or damage ensuing from his/her obligation/s for the operative duration of the contract period.
- 5.2. That both the contracting company and its Director/s or Member/s are **cleared** in line with MISS clearance. The security clearance includes criminal record checks by the South African Police Services (SAPS) and vetting investigation by State Security Agency (SSA) where necessary. The recommendation from the clearing authorities must be positive before the award to this contract. The Service Provider's incidents database developed by NWPG and the PSIRA's company's status database will also be considered during the screening process.
- 5.3. That the Service Provider will implement all such security measures as the safe performance of the **contract may require**.
- 5.4. That the Service Provider will sign the **service level agreement** with the department.
- 5.5. Obtaining a positive recommendation on criminal background checks of the Service Provider's employees on site is the **responsibility of the Service Provider concerned**. The Service Provider must within fourteen days (14) of appointment submit criminal background status of all employees on site to the department where services are rendered.
- 5.6. The Service Provider should have an existing and fully **operational control room** with high **technical communication equipment** to enable effective security monitoring within reasonable time and security backup.

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6. SECURITY JOB DESCRIPTION: GENERAL DUTIES AND RESPONSIBILITIES OF THE BIDDER

- 6.1. The official of Directorate of Minimum Information Security Standards (MISS) will provide a detailed security job description, which will form part of the contract for each site where physical security services are required.
- 6.2. The official of Directorate of Minimum Information Security Standards (MISS) and Service provider(s) will mutually approve the particular job descriptions. No alterations, deletions or additions may be made to the job descriptions without the official of Directorate of Minimum Information Security Standards' (MISS) signature and approval. Permanent alterations will be rectified by means of signatures of all the above-mentioned parties.
- 6.3. Job descriptions will be reviewed on a regular basis. Any proposed amendments will be negotiated with the official of Directorate of Minimum Information Security Standards (MISS) and the Service provider.
- 6.4. Once the amendments have been agreed upon by all the above, they will be ratified by signatures to the relevant document. The official of Directorate of Minimum Information Security Standards (MISS) has final approval of all amendments. Copies of the amended job description will be forwarded to all the relative role players.
- 6.5. The official of Directorate of Minimum Information Security Standards (MISS) will decide which site registers will be required.
- 6.6. The types of registers may include, but are not limited to the following: occurrence books (OB), visitor registers, after hour's registers, vehicle registers, firearm registers, vehicle and/or person search registers, key registers, etc.

7. HOURS OF DUTY

- 7.1. The North West Department of Cooperative Governance and Traditional Affairs reserves the right to change the duty hours to suit its requirements. Changes to duty hours will be conveyed to the Service provider at least one (1) week prior to the change being implemented. In case of an emergency, the matter will be handled in a manner to be agreed upon between the official of Directorate of Minimum Information Security Standards (MISS) and the Service provider.

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8. SCOPE OF WORK

Department/ Area	Number of Guards per shift and their grades.		Armed/ Unarmed	Total Security Guards
	Day shift	Night shift		
3336 Bessemer Street , Industrial Site (Telkom Building)	1 x Site Commander unarmed Grade B, Day shift only. 2x Grade C Security guards 12 Hour Shift	2x Grade C Security guards 12 Hour Shift	No armed guards	5 x Security guards
Craft Press Building, 27 James Watt Crescent Street, Industrial Site Mafikeng	1 x Site Commander unarmed Grade B, Day shift only. 3x Grade C Security guards 12 Hour Shift	3x Grade C Security guards 12 Hour Shift	No armed guards	7 x Security guards
Provincial Disaster Management Centre (PDMC) Imperial Reserve Mafikeng	1 x Site Commander unarmed Grade B, Day shift only. 3x Grade C Security guards 12 Hour Shift	3x Grade C Security guards	No armed guards	7x Security guards
Traditional Affairs Office Lowe Building Old Parliament	1 x Site Commander unarmed Grade B, Day shift only. 2x Grade C Security guards 12 hour Shift	2xGrade C Security guards 12 Hour Shift	No armed guards	5 x Security guards
Garona Building Corner University Drive and Provident House 2nd Floor West Wing	2xGrade C Security guards 12 Hour Shift five days a week	No Security guards	No armed guards	2 x Security guards
Old Disaster Office James Watt Crescent Str Industrial Site Mafikeng	2xGrade C Security guards 12 Hour Shift	2xGrade C Security guards 12 Hour Shift	No armed guards	4 x Security guards
Total Number of Security Officers per grade	26 X Grade C	4 X Grade B		30 x Security Officers

NB. The Department of Cooperative Governance and Traditional affairs reserves the right to reduce or increase the quantity and scope of the security services.

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9. ADMINISTRATIVE REQUIREMENTS

- 9.1. A service provider must be in possession of the following documents:
- 9.1.1. Company Profile
 - 9.1.2. Active Central Supplier Database (CSD) full report, if Joint Ventures, should appear as such on CSD report
 - 9.1.3. SARS verification Pin.
 - 9.1.4. Proof of Grades for security guards.

10. MANDATORY REQUIREMENTS

The following must be adhered to, failure to comply will result in offer not being considered for evaluation.

Item	Description
1.	Certified copy of a valid and current Private Security Industry Regulatory Authority (PSIRA) registration certificate and Letter of Good standing for: - Company, Bidder and Members.
2.	Certified copy of a valid letter of Good Standing as issued by Department of Labour for: - Compensation Fund (COID) and Unemployment Insurance Fund (UIF) Certificate
3.	All Standard Bidding Documents (SBD) Forms.

11. BID EVALUATION PROCESS

- 11.1. The bid will evaluate based on the four (4) phases as follows:

Phase 1	Phase 2	Phase 3	Phase 4
Administrative and Mandatory Requirements	Functionality Evaluation	Site Inspection	Pricing and Specific Goals

NB: Evaluation on Price and Specific Goals will be only on the main part of the Physical Security Services. The successful bidder will be automatically render the Closed Protection Services (As and When Required)

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11.2. Phase 1: Administrative and Mandatory Requirements

- 11.2.1. During Phase 1, a short list will be established, and the shortlisted service providers will be evaluated at phase 2. Service providers must meet all the mandatory administrative requirements below to proceed to phase 2; *failure to submit the following will result in disqualification*. Service provider is required to:
- 11.2.1.1. Submit certified copy of a valid and current Private Security Industry Regulatory Authority (PSIRA) registration certificate and Letter of Good standing for:
- Company / Bidder and Members.
- 11.2.1.2. Submit certified copy of a valid letter of Good Standing as issued by Department of Labour for:
- Compensation Fund (COID) and Unemployment Insurance Fund (UIF) Certificate.
- 11.2.1.3. Submit completed, signed and fully disclosure SBD forms.
- 11.2.1.4. Attend the compulsory briefing session.
- 11.2.2. Bidders whose bid price is abnormally lower than the direct cost per the current PSIRA rates will automatically be disqualified.

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11.3. Phase 2: Functionality Evaluation

Bidders who qualified for the previous stage(s) of the Evaluation will then be evaluated in terms of the functional requirements.

TECHNICAL EVALUATION CRITERIA								
Criteria	Sub-Criterion	Allocated Score					Maximum Points	
Operational Plan (OP) (Add allocated score on each sub-criterion to maximum of 25 points)	Detailed operational plan on how the sites would be managed and controlled during rendering of security services considering the following elements: -						25	
	• Posting procedures	0	1	2	3	4		5
	• Patrolling and control of access	0	1	2	3	4		5
	• Communication and operating tools	0	1	2	3	4		5
	• Reporting	0	1	2	3	4		5
Risk Management (RM) (Add allocated score on each sub-criterion to maximum of 20 points)	Provide detailed risk assessment plan for physical security services						10	
	• How the risk will be identified							
	• Mitigation and how it will be implemented	0	1	2	3	4		5
	• Example of the template to be attached							
	• Management and Supervision	0	1	2	3	4		5
Control Room Compliance Certificate (Add allocated score on each sub-criterion to maximum of 20 points)	Provide detailed contingency plan in case of labour unrest incidents by own company personnel, national security strike and COGTA Staff.						15	
	• Contingency plan for national security strike	0	1	2	3	4		5
	• Contingency plan for own company personnel	0	1	2	3	4		5
	• Contingency plan for COGTA personnel	0	1	2	3	4		5
	• None or either of the above control room certificate(s) submitted							
Training of Staff (Allocate score either 0 or 5 or 10 on a sub-criterion)	Submit copy of the Control Room Compliance certificate AND two (2) for control room personnel						20	
	• Submit either Control Room Certificate OR 2 certificates of training for control room personnel							
	• None or either of the above control room certificate(s) submitted							
Company Experience (Allocate score either 2 or 5 or 10 or 20 on a sub-criterion)	Provide details staff training and development programme to ensure competence and required expertise by accredited service provider						10	
	• Non-accredited internal/external training programme and development programme including timelines							
	• Accredited internal/external training and development plan including timelines (attach accreditation)							
	• Nothing or none of internal/external training and development plan submitted							
Company Experience (Allocate score either 2 or 5 or 10 or 20 on a sub-criterion)	Company must have a minimum of 12 months' experience in similar service. Proof of physical security service done in the last 5 years: Proof of experience must be provided in the form of Contactable reference company's letterhead per each contract (must include number of months or years)						20	
	• < 12 months							
	• 12 months							
	• 13 to 24 months							
	• 25 months and above							

NB. The minimum threshold for functionality is 70 out of 100 points. Bidders who fail to obtain / meet minimum threshold will be disqualified and will not be evaluated further.
Scoring Guide of Bids (Functionality Criteria)

The following scoring system will be applied to the evaluation for all sub-criterions.

Criteria	Allocated Scoring System 0 to 5					
	0: Non-compliance	1: Poor compliance	2: Partial compliance	3: Satisfies the requirements	4: Fully compliance	5: Exceeds the requirements
On all competency Criteria, the Bidders are required to provide or submit detailed information to score maximum points.	No response submitted	Insufficient response on point form and/or table format with no info / explanation.	Inadequately information partially addresses the requirements.	Information is specifically tailored to satisfy the security services' requirements.	Bidders' information fully complies and shows understanding on security services' requirements	Detailed information provided exceptionally specify the way the project will be delivered
Depending on allocated score, the Bidders will either score zero (0) up to the maximum allocated score for bullet point of sub-criterion.		Information provided did not outline the requirements	Point form and/or table format with partial info / explanation.			

All bids that qualify for this stage of the evaluation process are considered acceptable bids/tenders and will then be evaluated on Technical Due Diligence.

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11.4 Phase 3: Site Inspection

Stage: Technical Due Diligence

This stage of evaluation is based on site inspection for shortlisted bidders, which will be evaluated as follows:

A total point of 50 points are allocated for the site visit. Bidders who obtain less than threshold of 35 points will be declared non-responsive and will be eliminated from further evaluation.

TECHNICAL DUE DILIGENCE / SITE INSPECTION									
Criteria	Sub-Criterion	Allocated Score					Maximum Points		
Human Resources (Allocate score either 0 or 3 or 5 on a sub-criterion) (Add allocated score on each sub-criterion to maximum of 10 points)	Recruitment strategy or policy on how staff is recruited in order to provide the service:					5			
	Complete and detailed recruitment strategy or policy						5		
	Incomplete recruitment strategy or policy						3		
	None of the above					0			
	Provide a personnel files in accordance with Basic Condition of Employment Act and related legislation: (personnel file must include educational & formal guard training certificate, signed contract of employment, code of conduct, CV's indicating experience, identity copies, valid PSIRA certificate and criminal record screening/ security clearance)					10			
	<ul style="list-style-type: none"> Educational and formal guard training certificate 						0 1		
	<ul style="list-style-type: none"> Relevant CV indicating experience in line with work requirements 						0 1		
	<ul style="list-style-type: none"> Signed contract of employment by employee and employer 						0 1 2		
	<ul style="list-style-type: none"> Organizational code of conduct 						0 1 2		
	<ul style="list-style-type: none"> Valid employee PSIRA certificate 						0 1		
<ul style="list-style-type: none"> Security clearance / criminal record screening 					0 1 2				
<ul style="list-style-type: none"> RSA ID copy 					0 1				
Operational Resources (Add allocated score on each sub-criterion to maximum of 25 points)	Detailed operational resources (this includes proof of documentation on how sites would be managed and controlled during rendering of security services) taking into account following:					25			
	<ul style="list-style-type: none"> Operational equipment in line with infrastructure requirements to execute the scope of work 						0 1 2 3 4 5		
	<ul style="list-style-type: none"> Operational communication tools that works for 24-hour manned control room 						0 1 2 3 4 5		
	<ul style="list-style-type: none"> Clearly identifiable personnel protective clothing including identification cards (combat / corporate) 						0 1 2		
	<ul style="list-style-type: none"> Duty roster for posting systems and for contingency in case of absenteeism or strike 						0 1 2 3		
	<ul style="list-style-type: none"> Working procedure guidelines for guard functions 						0 1 2 3 4 5		
	<ul style="list-style-type: none"> Proof of risk assessment report conducted on previous work done 						0 1 2 3 4 5		
Customer Services (Add allocated score on each sub-criterion to maximum of 20 points)	Documented proof of how the service provider will monitor and ensure quality of their service.					10			
	<ul style="list-style-type: none"> Standard operating procedure and customer complaints resolution system 						0 1 2		
	<ul style="list-style-type: none"> Proof of incident investigation report conducted 						0 1 2		
	<ul style="list-style-type: none"> Weekly or monthly meetings held between management and security guards 						0 1 2		
	<ul style="list-style-type: none"> Daily inspection visits with evidence 						0 1 2		
	<ul style="list-style-type: none"> Proof of customer satisfaction survey questionnaire 						0 1 2		

new

Scoring Guide of Bids (Technical Due Diligence / Site Inspection)

The following scoring system will be applied.

Criteria	Allocated Scoring System 0 to 5					
	0: Non-compliance	1: Poor compliance	2: Partial compliance	3: Satisfies the requirements	4: Fully compliance	5: Exceeds the requirements
On all competency Criteria, the Bidders are required to provide or submit detailed information to score maximum points.	No response submitted	Insufficient response on point form and/or table format with no info / explanation.	Inadequately information partially addresses the requirements.	Information is specifically tailored to satisfy the security services' requirements.	Bidders' information fully complies and shows understanding on security services' requirements	Detailed information provided exceptionally specify the way the project will be delivered
Depending on allocated score, the Bidders will either score zero (0) up to the maximum allocated score for bullet point of sub-criterion.		Information provided did not outline the requirements	Point form and/or table format with partial info / explanation.			

11.5 Phase 4: Price and Specific Goals

Therefore, only bids that qualify from the site inspection can be evaluated in terms of **80/20 preferential points system**.

The maximum points for this tender are allocated as follows:

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

11.5.1 POINTS AWARDED FOR SPECIFIC GOALS

11.5.1.1 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:

view

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.)

No	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)
	Mandatory specific goal	Max 10 points
1.	The promotion of enterprise owned by black people [Black people Ownership (≥51% own by blacks)]	10
	Other specific goals	Max 6 points
2.	The promotion of enterprises owned by people who are women [Women Ownership (≥30% own by women)]	3
	The promotion of enterprises owned by people with disabilities [Disability Ownership (≥2% own by disable people)]	1
	Promotion of enterprise owned by people living in rural or underdeveloped areas or townships of North West Province.	2
	Mandatory specific goal of B-BBEE Level of Contributor	Max 4 points
3.	B-BBEE status level of contributor level 1	4
	B-BBEE status level of contributor level 2	2
	B-BBEE status level of contributor level 3 – 8	1
	Non-compliant contributor	0

NB: Confirmation of claimed Specific Goals will be against Central Supplier Database (CSD) Report or CIPC or SANAS B-BBEE Certificate.

11.5.1.2 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.

12 COSTING METHODOLOGY

- 12.1 Provide fully inclusive quotation for the duration of the contract.
- 12.2 Cost must be VAT inclusive and quoted in South African Rand.
- 12.3 Costing should be aligned with the project activities/project phases.
- 12.4 The service provider will be required to disclose the actual amounts paid to security officers and supervisor.

Prices must be inclusive of VAT (if VAT registered) and must include all costs to fully execute all deliverables indicated in this ToR. No variation in contract price will be permitted.

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13. DELIVERABLES AND TIME FRAMES

13.1 Provisioning of Physical Security Services for the Department of Cooperative Governance and Traditional Affairs for a period of 36 months.	36 months
13.2 Provide monthly performance reports	Monthly
13.3 Provide a security contingency plan	As required
13.4 Recording of all incidents / events in the Occurrence Book (OB)	Daily
13.5 Provide all security registers	Monthly

14. INFRASTRUCTURE

The Service provider should have the following infrastructure:

- 14.1 A compliance control room which is telephonically contactable twenty-four hours a day, seven days a week (24/7). Service provider must submit documentary proof of address of control room together with the bid.
- 14.2 Two-way radio.
- 14.3 Security Registers (e.g. Occurrence Book, Pocket Book, Visitors register and Firearm Register)
- 14.4 Company uniform for the Security Officers.
- 14.5 Torches.
- 14.6 Company Vehicle(s) to transport Security Officers and patrols. Service provider must submit proof of ownership, lease agreement together with the bid.
- 14.7 Firearms.
- 14.8 Baton sticks and handcuffs

15. MINIMUM WAGES

- 15.1 It is expected that the Bidder shall pay his/her employees at least a minimum monthly basic wage, at a rate prescribed by PSIRA. The Department reserves the right at any time to request documentary proof of compliance with the minimum wage as per sector determination. The proof may include but not limited to the copy of the salary advice from any of the officers on site. Failure to produce such proof will constitute breach of the contract and may result in the cancellation of the contract.
- 15.2 Non-compliance with the payment of minimum wage constitutes breach of the contract and may result in the Department cancelling the contract.

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16 CONFIDENTIALITY

- 16.1 Both parties shall keep all information obtained by them in the context of the Contract confidential and shall not divulge it without the written approval of the other part and be fully compliant with The Protection of Personal Information Act 4 of 2013 (POPI).

17 ACCREDITATION

- 17.1 All security officers deployed at COGTA must always be in full branded uniform and visible name tags.
- 17.2 A successful service provider must ensure that all security officers deployed at COGTA sites have Valid PSIRA Registration for the duration of the contract.
- 17.3 Should any services within the scope of the tender be carried out by an unqualified person as required by the specification above it will be considered a breach of contract by COGTA and penalties shall be affected.

18 PERSONNEL REQUIREMENTS (SOUTH AFRICAN CITIZENS)

- 18.1 The successful security provider must provide full-time and relief security officers who are South African citizens, qualified and competent for the duration of the contract. At a minimum, the security officers must have (3) years of security experience, of which two (2) years of experience is from a government / municipal / state-owned entity facility. The required number of security officer as per the table provided in paragraph 5, and must have at least Grade C PSIRA accreditation.

19 CLOSED PROTECTION OFFICERS (CPO) (AS AND WHEN REQUIRED)

- 19.1 The Department will require Closed Protection Officers or Body Guards on As and When necessary to protect Administrators.
- 19.2 Bidders are required to Price or Quote separately the Monthly Costs of two (2) Armed Close Protection Officer (CPO) and one (1) Private Vehicle un-marked 1.6 sedan for escort.
- 19.3 The services provider(s) shall invoice or put claim to the Department only when the specialized services of protection has been rendered or provided.
- 19.4 Requirements for the Closed Protection Officer (As and When Required)
- 19.4.1 The Closed Protection Officers will always resume their duties from 06H00 to 18H00 on a daily basis except weekends when the administrators has gone home.

In case there is a need for weekend duties proper arrangement will be made in advance. Protectors will report directly to the official of Directorate of Minimum Information Security Standards (MISS) of the Department.

- 19.4.2 Protectors will wear private and safety clothes such as bullet proof and ensure that they masquerade as support staff to the Administrators (can assist to make copies or filling) meaning their firearm or bullet proof vest shall not be visible).
- 19.4.3 The Protectors will perform both static protection (guarding services) and close protection services. Two Protectors will also be deployed at the guest house of the administrator within the borders of the Municipality deployed at, for night shift duties.
- 19.4.4 The assumption of service and month will effect from the date of approval of the request, while awaiting SAPS response or assessment results.
- 19.4.5 The protectors should be in possession of Grade B Security certificates licensed to carry fire arms when on duty and have experience in close protection services field.
- 19.4.6 Administrators will be transported from the guest house to the office and to the official meetings in and outside Municipality borders such as to the Department in Mafikeng or to SALGA offices around the Province and to the National Department (COGTA).
- 19.4.7 The company should provide minimum safety standard vehicles to escort administrators. The vehicle(s) should be in good condition, have all basic safety features such as airbags, tinted windows, and drive a minimum required speed in case of emergency.
- 19.4.8 In case of emergency the nearest police station will be used as a safe haven for the administrator meaning that the Administrator will be kept in the police station for time being and in case of attack backup system of SAPS flying squad will be used.
- 19.4.9 The company(ies) should be accredited by Private Security Industry Regulatory Authority (PSIRA) with a registration number as well as tax matters shall be in good standing.

20 SPECIAL CONDITIONS APPLICABLE TO THIS BID

- 20.1 COGTA will furnish the Service Provider with all relevant and available data and information, which is necessary to perform the services under the agreement.
- 20.2 COGTA will become the owner of all information, documents, programmes, advice and reports generated and compiled by the Service Provider in the execution of the services.
- 20.3 The copyright of all documents and reports compiled by the Service Provider will vest in COGTA and may not be reproduced or distributed or made available in any other way without the written consent of COGTA.
- 20.4 All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of COGTA.
- 20.5 Appointment is subject to both parties being in agreement with the Service Level Agreement; both parties must sign the agreement.
- 20.6 The Service Provider is entitled to general knowledge acquired in the execution of this agreement and may use it, provided that it shall not be to the detriment of the COGTA.
- 20.7 Conditions stipulated in the general conditions of contract will be applicable should any of the parties fail to deliver (read together with the Service Level Agreement signed by both parties).
- 20.8 On termination of the agreement, for whatever reason(s), all documents, programmes, reports, must be handed to COGTA. The Service Provider relinquishes the right of retention thereof.
- 20.9 The security service provider must attach a valid PSIRA certificate for company and directors.
- 20.10 The security service provider must attach a proof of UIF compliance.
- 20.11 The company directors and employees must be South African.
- 20.12 The Department reserves the right to terminate the contract if the State Security Agency clearance is negative for company, directors and employees.
- 20.13 The Service Provider will liable for any loss/damage of assets during the contract period.

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21 AWARD OF BID

- 21.1 A bid must be awarded to the bidder who scored the highest total number of points in terms of the preference point systems.
- 21.2 A contract may be awarded to a bidder who did not score the highest total number of points, based on either the following additional objective criteria in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000) –
 - 21.2.1 Rotation of tenders
 - 21.2.2 Environmental considerations
 - 21.2.3 Abnormally low tender (if PAJA is adhered to)
 - 21.2.4 Risk consideration (if PAJA is adhered to)

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	COGTA 10/2023/NW	CLOSING DATE:	14 JUNE 2024	CLOSING TIME:	11:00
DESCRIPTION	REQUEST FOR BID (RFB) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO UNDERTAKE PHYSICAL SECURITY SERVICES FOR THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS FOR THE PERIOD OF 36 MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
CRAFT PRESS BUILDING (CCP)					
27 JAMES WATT CRESCENT					
INDUSTRIAL SITE					
MAHIKENG					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Casper Mbombi		CONTACT PERSON	Mr S Z Nene	
TELEPHONE NUMBER	018 388 2947		TELEPHONE NUMBER	018 388 5525	
FACSIMILE NUMBER	086 549 0900		FACSIMILE NUMBER		
E-MAIL ADDRESS	ctmbombi@nwpg.gov.za		E-MAIL ADDRESS	snene@nwpg.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 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 – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

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

Name of bidder.....	Bid number: COGTA 10/2023/NW
Closing Time 11:00	on the 04 JUNE 2024

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)	
1	5	TELKOM BUILDING: 3366 Bessemer Street Day Shift 1 x Site Commander unarmed Grade B , day shift only	R	R
		2 x Grade C Security Guards 12 Hour Shift	R	R
		Night Shift 2 x Grade C Security Guards 12 Hour Shift	R	R
2	7	CRAFT PRESS BUILDING: 27 James Watt Day Shift 1 x Site Commander unarmed Grade B , day shift only	R	R
		3 x Grade C Security Guards 12 Hour Shift	R	R
		Night Shift 3 x Grade C Security Guards 12 Hour Shift	R	R
3	7	PROVINCIAL DISASTER MANAGEMENT CENTRE (PDMC): Imperial Reserve Mafikeng Day Shift 1 x Site Commander unarmed Grade B , day shift only	R	R
		3 x Grade C Security Guards 12 Hour Shift	R	R
		Night Shift 3 x Grade C Security Guards 12 Hour Shift	R	R

4	5	TRADITIONAL AFFAIRS LOWE BUILDING: Old Parliament Day Shift 1 x Site Commander unarmed Grade B , day shift only	R	R
		2 x Grade C Security Guards 12 Hour Shift	R	R
		Night Shift 2 x Grade C Security Guards 12 Hour Shift	R	R
5	2	GARONA BUILDING: Day Shift 2 x Grade C Security Guards 12 Hours Shift five days a Week	R	R
		Night Shift No Security Guards		
6	4	OLD DISASTER BUILDING: Day Shift 2 x Grade C Security Guards 12 Hours Shift	R	R
		Night Shift 2 x Grade C Security Guards 12 Hours Shift	R	R
SUB-TOTAL (EXCLUDING VAT)			R	
VAT @ 15%			R	
TOTAL (1 MONTH)			R	
TOTAL BID PRICE IN RSA CURRENCY (INCLUDING VAT) YEAR 1 (12 MONTHS)			R.....	

- Does offer comply with specification? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
 - Delivery basis (all delivery costs must be included in the bid price)
- *Delivery: Firm/not firm

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

..... SIGNATURE(S) OF BIDDERS(S) NAME OF THE BIDDER(S) DATE
--

***Delete if not applicable**

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

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

Name of bidder.....	Bid number: COGTA 10/2023/NW
Closing Time 11:00	on the 04 JUNE 2024

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)	
1	5	TELKOM BUILDING: 3366 Bessemer Street Day Shift 1 x Site Commander unarmed Grade B , day shift only	R	R
		2 x Grade C Security Guards 12 Hour Shift	R	R
		Night Shift 2 x Grade C Security Guards 12 Hour Shift	R	R
2	7	CRAFT PRESS BUILDING: 27 James Watt Day Shift 1 x Site Commander unarmed Grade B , day shift only	R	R
		3 x Grade C Security Guards 12 Hour Shift	R	R
		Night Shift 3 x Grade C Security Guards 12 Hour Shift	R	R
3	7	PROVINCIAL DISASTER MANAGEMENT CENTRE (PDMC): Imperial Reserve Mafikeng Day Shift 1 x Site Commander unarmed Grade B , day shift only	R	R
		3 x Grade C Security Guards 12 Hour Shift	R	R
		Night Shift 3 x Grade C Security Guards 12 Hour Shift	R	R

4	5	TRADITIONAL AFFAIRS LOWE BUILDING: Old Parliament Day Shift 1 x Site Commander unarmed Grade B , day shift only	R	R
		2 x Grade C Security Guards 12 Hour Shift	R	R
		Night Shift 2 x Grade C Security Guards 12 Hour Shift	R	R
5	2	GARONA BUILDING: Day Shift 2 x Grade C Security Guards 12 Hours Shift five days a Week	R	R
		Night Shift No Security Guards		
6	4	OLD DISASTER BUILDING: Day Shift 2 x Grade C Security Guards 12 Hours Shift	R	R
		Night Shift 2 x Grade C Security Guards 12 Hours Shift	R	R
SUB-TOTAL (EXCLUDING VAT)			R	
VAT @ 15%			R	
TOTAL (1 MONTH)			R	
TOTAL BID PRICE IN RSA CURRENCY (INCLUDING VAT) YEAR 2 (12 MONTHS)			R.....	

- Does offer comply with specification? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery basis (all delivery costs must be included in the bid price)
*Delivery: Firm/not firm

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

..... SIGNATURE(S) OF BIDDERS(S) NAME OF THE BIDDER(S) DATE
--

***Delete if not applicable**

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

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

Name of bidder.....	Bid number: COGTA 10/2023/NW
Closing Time 11:00	on the 04 JUNE 2024

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)	
1	5	TELKOM BUILDING: 3366 Bessemer Street Day Shift 1 x Site Commander unarmed Grade B , day shift only	R	R
		2 x Grade C Security Guards 12 Hour Shift	R	R
		Night Shift 2 x Grade C Security Guards 12 Hour Shift	R	R
2	7	CRAFT PRESS BUILDING: 27 James Watt Day Shift 1 x Site Commander unarmed Grade B , day shift only	R	R
		3 x Grade C Security Guards 12 Hour Shift	R	R
		Night Shift 3 x Grade C Security Guards 12 Hour Shift	R	R
3	7	PROVINCIAL DISASTER MANAGEMENT CENTRE (PDMC): Imperial Reserve Mafikeng Day Shift 1 x Site Commander unarmed Grade B , day shift only	R	R
		3 x Grade C Security Guards 12 Hour Shift	R	R
		Night Shift 3 x Grade C Security Guards 12 Hour Shift	R	R

4	5	TRADITIONAL AFFAIRS LOWE BUILDING: Old Parliament Day Shift 1 x Site Commander unarmed Grade B , day shift only	R	R
		2 x Grade C Security Guards 12 Hour Shift	R	R
		Night Shift 2 x Grade C Security Guards 12 Hour Shift	R	R
5	2	GARONA BUILDING: Day Shift 2 x Grade C Security Guards 12 Hours Shift five days a Week	R	R
		Night Shift No Security Guards		
6	4	OLD DISASTER BUILDING: Day Shift 2 x Grade C Security Guards 12 Hours Shift	R	R
		Night Shift 2 x Grade C Security Guards 12 Hours Shift	R	R
SUB-TOTAL (EXCLUDING VAT)			R	
VAT @ 15%			R	
TOTAL (1 MONTH)			R	
TOTAL BID PRICE IN RSA CURRENCY (INCLUDING VAT) YEAR 3 (12 MONTHS)			R.....	

- Does offer comply with specification? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
 - Delivery basis (all delivery costs must be included in the bid price)
- *Delivery: Firm/not firm

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

..... SIGNATURE(S) OF BIDDERS(S) NAME OF THE BIDDER(S) DATE
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***Delete if not applicable**

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED
IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number: COGTA 01/2022/NW
Closing Time 11:00	on the 20 OCTOBER 2023

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
1	YEAR 1	TOTAL BID PRICE (VAT INCLUSIVE)	R
2	YEAR 2	TOTAL BID PRICE (VAT INCLUSIVE)	R
3	YEAR 3	TOTAL BID PRICE (VAT INCLUSIVE)	R
TOTAL BID PRICE IN RSA CURRENCY (INCLUDING VAT) 36 MONTHS / 3 YEARS			R.....

- Does offer comply with specification? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery *Delivery: Firm/not firm
- Delivery basis (all delivery costs must be included in the bid price)

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

..... SIGNATURE(S) OF BIDDERS(S)
..... NAME OF THE BIDDER(S)
..... DATE

***Delete if not applicable**

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

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

Name of bidder.....	Bid number: COGTA 10/2023/NW
Closing Time 11:00	on the 14 JUNE 2024

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY UNIT PRICE	(INCLUDING VAT)
1	2	SECURITY SERVICES: - Grade B – Two ARMED Security Officers	R	R
2	1	PRIVATE VEHICLE: - One UNMARKED 1.6 Sedan (Escort Vehicle)	R	R
SUB – TOTAL				R
VAT @ 15%				R
TOTAL QUOTATION PRICE IN RSA CURRENCY (INCLUDING VAT)				R
PRICE (INCLUDING VAT) – MONTHLY				R

- Required by:
- Does offer comply with specification? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- *Delivery: Firm/not firm
- Delivery basis (all delivery costs must be included in the bid price)

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

(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)

..... SIGNATURE(S) OF BIDDERS(S)
..... NAME OF THE BIDDER(S)
..... DATE

***Delete if not applicable**

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

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

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

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institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder.

**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

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.

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.

1.6 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 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The promotion of enterprise owned by black people. [Ownership (≥ 51% own by blacks)]	10	
The promotion of enterprise owned by people who are women. [Ownership (≥ 30% own by women)]	3	
The promotion of enterprise owned by people with disabilities. [Disability Ownership (≥ 2% own by people living with disabilities)]	1	
The promotion of enterprise owned by people living in rural or underdeveloped areas or townships of North West Province.	2	
Specific Goal of B-BBEE Level of Contributor Maximum 4 points		
B-BBEE status level of contributor (Level 1)	4	
B-BBEE status level of contributor (Level 2)	2	
B-BBEE status level of contributor (Level 3 – 8)	1	
Non-compliant contributor	0	

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.

 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

THE NATIONAL TREASURY

Republic of South Africa



**GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT**

July 2010

Annexure A

GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance**
- 7.1 Within thirty (30) days of receipt of the notification of contract award,

security

the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

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

8. Inspections, tests and analyses

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

cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
- 9. Packing**
- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.
- 10. Delivery and documents**
- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.
- 11. Insurance**
- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
- 12. Transportation**
- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
- 13. Incidental services**
- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties,

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser

may have against the supplier under the contract.

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily

available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the

envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

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

26. Termination for insolvency

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

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34. Prohibition of Restrictive practices** 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)