



**CITY OF TSHWANE METROPOLITAN MUNICIPALITY**

**GROUP PROPERTY MANAGEMENT**

**TENDER NUMBER:**

**GPM 04 -2025/26**

|                            |                                                                                                                                                                         |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TENDER DESCRIPTION:</b> | <b>TENDER INVITATION FOR THE LONG - TERM LEASE AND DEVELOPMENT OF THE FOLLOWING COUNCIL OWNED PROPERTY:<br/>REMAINDER OF ERF 625 GEZINA AND A PORTION OF 641 GEZINA</b> |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**NAME OF BIDDER:** .....

**CSD NUMBER:** .....

**VENDOR NUMBER (WHERE APPLICABLE)** .....

Prepared by:  
City of Tshwane Metropolitan Municipality  
Tshwane House  
320 Madiba Street  
Pretoria CBD  
0002  
Tel: 012 358 9999

**BID CLOSING DATE**

**1 December 2025**

Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as this is a requirement from the National Treasury.

“Note: Bidders are required to submit electronic copies of the bid either by memory stick/USB flash drive/CD/DVD together with the hard copy of the Bid/Proposals”



## CITY OF TSHWANE METROPOLITAN MUNICIPALITY

DEPARTMENT: GROUP PROPERTY DEPARTMENT

Bids are hereby invited from suppliers for the following bid:

| Bid number        | Description                                                                                                                                                     | Department                | Contact person                                                                                                                                                                                                                                                                              | Compulsory briefing session                                                                                                                   | Closing date             |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| GPM 04<br>2025/26 | TENDER INVITATION FOR THE LONG - TERM LEASE AND DEVELOPMENT OF THE FOLLOWING COUNCIL OWNED PROPERTY:<br>REMAINDER OF ERF 625 GEZINA AND A PORTION OF 641 GEZINA | Group Property Department | Technical enquiries:<br>Johannah Maenetsa<br>( <a href="mailto:johannahp@tshwane.gov.za">johannahp@tshwane.gov.za</a> or 012 358 7389)<br>Supply chain enquiries:<br>Relebogile Malatswane<br>( <a href="mailto:relebogilem@tshwane.gov.za">relebogilem@tshwane.gov.za</a> or 012 358 2735) | Venue: Sammy Marks Council Chamber, 1 <sup>st</sup> Floor, cnr Lilian Ngoyi and Madiba Street, Pretoria CBD<br>Date: 24 October 2025 at 10:00 | 1 December 2025 at 10:00 |

**THE DOCUMENT IS DOWNLOADABLE ON THE TSHWANE WEBSITE ([www.tshwane.gov.za](http://www.tshwane.gov.za)) and on the E-tender portal ([www.etenders.gov.za](http://www.etenders.gov.za)).**

**Each tender shall be enclosed in a sealed envelope that bears the correct identification details and shall be placed in the tender box located at:**

**“Note: Bidders are required to submit electronic copies of the bid either by memory stick/USB flash drive/CD/DVD together with the hard copy of the Bid/Proposals”**

**Tshwane House  
320 Madiba Street  
Pretoria CBD  
0002**

**Documents must be deposited in the bid box not later than 10:00am on 1 December 2025**

**Bidders must contact the following officials for any enquiries:**

- Technical enquiries: Johannah Maenetsa ([johannahp@tshwane.gov.za](mailto:johannahp@tshwane.gov.za) or 012 358 7389
- Supply chain enquiries: Relebogile Malatswane ([relebogilem@tshwane.gov.za](mailto:relebogilem@tshwane.gov.za) or 012 358 2735)

**Bids will remain valid for a period of 90 days after the closing date.**

**The validity period for the tender after closure is 90 days. The city shall have right and power to extend any tender validity period beyond any initial validity period set and subsequent extensions. SCM shall ensure that an extension of validity is requested in writing from all bidders before the validity expiry date. Extension of validity shall be finalised while the quotations/bids are still valid.**

## INDEX

| Number | Details                                                                                | Document | Page |
|--------|----------------------------------------------------------------------------------------|----------|------|
| 1.     | Very important notice on disqualifications                                             |          |      |
| 2.     | Certificate of authority for signatory                                                 |          |      |
| 3.     | Scope of work                                                                          |          |      |
| 4.     | Pricing schedule                                                                       |          |      |
| 5.     | Invitation to bid                                                                      | MBD 1    |      |
| 6.     | Pricing schedule: Firm prices (purchases)                                              | MBD 3.1  |      |
| 7.     | Pricing schedule: Non-firm prices (purchases)                                          | MBD 3.2  |      |
| 8.     | Declaration of interest                                                                | MBD 4    |      |
| 9.     | Preference points claim form in terms of the preferential procurement regulations 2022 | MBD 6.1  |      |
| 10.    | Contract form: Rendering of services                                                   | MBD 7.2  | x    |
| 11.    | Declaration of past supply chain management practice                                   | MBD 8    |      |
| 12.    | Certificate of independent bid determination                                           | MBD 9    |      |
| 13.    | General conditions of contract                                                         |          |      |
| 14.    | Service-level agreement                                                                |          |      |
|        |                                                                                        |          |      |

## VERY IMPORTANT NOTICE ON DISQUALIFICATIONS

A bid that does not comply with the peremptory requirements stated hereunder will be regarded as not being an “acceptable bid”, and such a bid will be rejected. An “acceptable bid” means any bid which, in all respects, complies with the conditions of the bid and the specifications as set out in the bid documents, including the conditions as specified in the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and related legislation as published in *Government Gazette* 22549, dated 10 August 2001, in terms of which provision is made for this policy.

1. If any pages have been removed from the bid document and have therefore not been submitted or if a copy of the original bid document has been submitted.
2. If the bid document is completed using a pencil or Tippex corrections were made, or any other colour ink. Only black ink must be used to complete the bid document.
3. The bidder attempts to influence or has in fact influenced the evaluation and/or awarding of the contract.
4. The bid has been submitted after the relevant closing date and time.
5. If any bidder who, during the last five years, has failed to perform satisfactorily on a previous contract with the municipality, municipal entity or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
6. The accounting officer must ensure that, irrespective of the procurement process followed, no award may be given to a person –
  - (a) who is in the service of the state;
    - i. if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or
    - ii. who is an advisor or consultant contracted to the municipality in respect of a contract that would cause a conflict of interest.
7. Bid offers will be rejected if the bidder or any of his/her directors are listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004) as a person prohibited from doing business with the public sector.
8. Bid offers will be rejected if the bidder has abused the City of Tshwane supply chain management system.
9. Failure to complete and sign the certificate of independent determination or disclosure of wrong information.
10. Duly Signed and completed MBD forms (MBD 1, 4, 5, 8 and 9) The person signing the bid documentation must be authorised to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document.
11. All MBD documents fully completed and fully signed, By the authorized personnel.
12. False or incorrect declarations on any of the MBD documents will result in the rejection of the bidder.

- 13 It is the responsibility of the bidder to disclose in MBD4 any interest in any other related companies or business whether they are bidding for this contract. Failure to disclose this interest will result in the rejection of the bid.
- 14 Joint Ventures (JV) – (Only applicable when the bidder tender as a joint venture)
- i. Where the bidder bid as a Joint Ventures (JV), the required or relevant documents under administrative requirements must be provided/submitted for all JV parties. (These include MBD4, MBD5, MBD8, MBD 9, CSD and/ or SARS pin, Confirmation that the bidder's municipal rates and taxes are up to date.)
  - ii. In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties.
  - iii. It is a condition of this bid that the successful bidder will continue with same Joint Venture (JV) for the duration of the contract, unless prior approval is obtained from City of Johannesburg.
  - iv. JV agreement must be complete, relevant and signed by all parties.

Failure to comply with the above will lead to immediate disqualification.

-----  
**Bidder**

## CERTIFICATE OF AUTHORITY FOR SIGNATORY

Status of concern submitting tender (delete whichever is not applicable):

COMPANY/PARTNERSHIP/ONE-PERSON BUSINESS/CLOSE CORPORATION/JOINT VENTURE

### A. COMPANY

If the bidder is a company, a certified copy of the resolution of the board of directors that is personally signed by the chairperson of the board, authorising the person who signs this bid to do so and to sign any contract resulting from this bid, and any other documents and correspondence in connection with this bid or contract on behalf of the company, must be submitted with this bid.

An example is shown below:

By resolution of the board of directors on ..... 20.....,  
Mr/Ms ..... has been duly  
authorised to sign all documents in connection with  
Bid Number .....

**SIGNED ON BEHALF OF THE COMPANY:** .....

**IN HIS/HER CAPACITY AS** .....

**DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:** 1. ....

2. ....

## B. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

| Full name of partner | Residential address | Signature |
|----------------------|---------------------|-----------|
| .....                | .....               | .....     |
| .....                | .....               | .....     |
| .....                | .....               | .....     |

We, the undersigned partners in the business trading as ....., hereby authorise ..... to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid or contract on our behalf.

|           |           |           |
|-----------|-----------|-----------|
| .....     | .....     | .....     |
| Signature | Signature | Signature |

|       |       |       |
|-------|-------|-------|
| ..... | ..... | ..... |
| Date  | Date  | Date  |

## C. ONE-PERSON BUSINESS

I, the undersigned, ....., hereby confirm that I am the sole owner of the business trading as .....

|           |       |
|-----------|-------|
| .....     | ..... |
| Signature | Date  |

#### **D. CLOSE CORPORATION**

In the case of a close corporation submitting a bid, a certified copy of the founding statement of such corporation shall be included with the bid with a resolution by its members, authorising a member or other official of the corporation to sign the documents and correspondence in connection with this bid or contract on behalf of the company.

An example is shown below:

By resolution of the members at the meeting on ..... 20..... at .....  
....., Mr/Ms ....., whose  
signature appears below, has been duly authorised to sign all documents in  
connection with Bid Number .....

**SIGNED ON BEHALF OF THE CLOSE CORPORATION:** .....

**IN HIS/HER CAPACITY AS:** .....

**DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:**       1. ....

                          2. ....

## E. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This returnable schedule is to be completed by joint ventures.

We, the undersigned, are submitting this bid offer in joint venture and hereby authorise Mr/Ms ..... , authorised signatory of the company..... , acting in the capacity of the lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

| NAME OF FIRM | ADDRESS | DULY AUTHORISED<br>SIGNATORY                          |
|--------------|---------|-------------------------------------------------------|
| Lead partner |         | Signature: .....<br>Name: .....<br>Designation: ..... |
|              |         | Signature: .....<br>Name: .....<br>Designation: ..... |
|              |         | Signature: .....<br>Name: .....<br>Designation: ..... |
|              |         | Signature: .....<br>Name: .....<br>Designation: ..... |

**GROUP PROPERTY DEPARTMENT**

**TENDER INVITATION FOR THE LONG - TERM LEASE AND  
DEVELOPMENT OF THE FOLLOWING COUNCIL OWNED PROPERTY:  
REMAINDER OF ERF 625 GEZINA AND A PORTION OF 641 GEZINA**

**BID NUMBER: \_GPM 04 2025.26**





## PROPERTY INFORMATION

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DESCRIPTION                     | <p>PORTION OF THE REMAINDER OF ERF 625 GEZINA (Depicted as figure FbcE on the sketch plan)</p> <p>PORTION OF ERF 641 GEZINA (Depicted as figure AabF on the sketch plan)</p> <p><b>REGION 3 – WARD 53</b></p>                                                                                                                                                                                                                                                                                                                                                                                                      |
| STRUCTURE AND PHYSICAL FEATURES | <p>Vandalized structures that were previously used for filling station and convenient shop.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Size (approximate)              | 346m <sup>2</sup> and 1644m <sup>2</sup> respectively.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Zoning                          | <p>“Business 1”</p> <p><b><u>Permitted Land Use</u></b></p> <p>Business Building, Dwelling-units, Government Purpose, Guest-house, Institution, Light Industry subject to Schedule 10, Motor Dealership, Parking, Garage subject to Schedule 10, Parking Site subject to Schedule 10, Place of Child Care, Place of Instruction, Place of Public Worship, Place of Refreshment, Residential Building excluding Boarding House, Hostel and Blocks of Tenements, Retail Industry, Shop, Showroom, Social Hall, Sport and Recreation Club, Vehicle Sales Mart subject to Schedule 10, and Vehicle Sales Showroom.</p> |
| Access/ Parking Requirements    | <p>The Group Head: Roads and Transport will facilitate the process of rezoning the portions excluded from the proposed lease indicated as figure aBCb and figure bCDc on the sketch plan, affected by the existing street from “Business 1” to “existing street”.</p>                                                                                                                                                                                                                                                                                                                                              |

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bulk Service Contribution      | <p>The provision of electricity should be done through following the approved City's electricity application process as the supplier of electricity in the area. Any removal and relocation of the existing electrical services in the vicinity of these Erven must be done in consultation with Energy and Electricity Division. There must never be any encroachment of the electrical services in the vicinity of these Erven.</p> <p>The lease of water connection and the size of the thereof being confirmed after approval of building plans, the sewer slips are provided for portions where sewer connection was not in place and that the properties are consolidated.</p> |
| Other Requirements             | <p>A separate application shall be brought for the subdivision and consolidation of the proposed portion in line with the provisions of the Land Use Management By-Law.</p> <p>Site Development Plans shall be submitted prior to the land uses being exercised on the land.</p> <p>That all costs incurred for the provision or relocation of any services as a result of this application will be borne by the applicant.</p> <p>Any further structures/ buildings being erected on the premises must conform to the provisions of the National Building Regulations and the mentioned National Standards: SANS 10400.</p>                                                         |
| Health Department Requirements | <p>According to the zoning certificate, the lessee in title, shall be responsible for the maintenance of the whole development on the Erf. If the City Council is of the opinion that the site or any part of the development is not to the satisfactory maintained, the City Council shall be entitled to undertake such maintenance at the cost of the lessee.</p>                                                                                                                                                                                                                                                                                                                 |
| Minimum Upset Rental           | <p>R25 000 per month exclusive of assessment rates at an escalation of 9% annually.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

### 3. PROJECT SCOPE

***Tenderers that already acquired property on previous tenders by being appointed as the successful bidder, will be excluded from the bid evaluation process in the event that due to the tenderer's fault, any previous property bid could not be finalise by way of a contract or the subsequent transfer of the property asset. Such tenderer would thus not qualify as a valid bidder.***

The Council Property is being made available in accordance with the Property Information Section of which Proposed Development Controls are subject to Council Approval.

3.1 The Property is made available by means of a long-term lease agreement in accordance with City of Tshwane's (CoT) standard agreement. The following terms of contract are non-negotiable:

- a) The Property shall be leased out to the lessee for a maximum period of thirty (30) years only. Upon expiry or termination of the Development and Lease agreement, possession of the Property will revert to the CoT without any compensation.
- b) That since the proposed lease agreement constitutes a long-term lease and is thereby due to be registered against the title deed of the Property at the instance and cost of the Lessee.
- c) That a development Program and/ or schedule must be provided to demonstrate when the development is expected to commence and the anticipated completion date; a development will be granted a maximum of 3 years (36 months) for construction to commence unless Land Use Rights must be obtained for which an allowance of a further 2 years (24 months) of signature of the agreement is given. Consideration will be made on reasonable explanation and request for extension by the developer of which such consent and permission shall not be unreasonable withheld:

Project Implementation Plan - Bids must provide the chronological order and time frames events and activities are due to transpire at land preparation, implementation, and completion of the development.

- d) The communication channels for close liaison between the developer's professional team and the operational divisions of (Fire and Rescue Operations, Emergency Medical Operations and Disaster Management) must be established in the planning, construction, and commissioning phase of the development, for purposes of the fire protection, fire installation, pre-incident and emergency plans as required.
- e) All existing services shall be protected by the lessee at all times during construction of any kind and should any services of the CoT be affected detrimentally or need to be upgraded, relocated and/or repaired as a result of this application, such services shall be upgraded, relocated and or repaired at the expense of the lessee and to the standards and satisfaction of the CoT.
- f) All costs incurred for the provision or relocation of any services as a result of this application will be borne by the lessee.
- g) The Municipality's further conditions of lease usually applicable on a transaction of this nature and the conditions embodied in the Council resolution shall be applicable.

3.2 That if a separate electrical connection (metering point) is required, an application has to be lodged at the relevant Division in which case a quota charge has to be paid.

3.3 Access to the property must be to the satisfaction of the Group Head: Roads and Transport.

3.4 The Municipality is not liable for any defects, latent or patent, in or on the Property. The size of the Property as indicated is not guaranteed.

3.5 The lessee will be responsible for the removal of illegal structures/ occupants that may have occupied the land.

3.6 In demonstrating the ability and capacity to deliver and manage the proposed development, a submission of the following documentation must accompany the proposal:

- a) Proposals must demonstrate compliance with the Tshwane Spatial Development Framework requirements.
- b) Site Development Plans in respect of buildings to be erected on the Property will be considered by the Municipality. The actual building of improvements on the Property is prohibited until such building plans and site development plans have been approved.
- c) The approval of the site development plans must be obtained within 36 months unless reasonable explanation and request for extension is provided by the developer of which such consent and permission shall not be unreasonable withheld.
- d) Should the successful bidder's proposal include land use rights over and above the allowable proposed land uses, costs of acquiring consents and/ or lodging a rezoning application for additional land uses will be for the bidder's account; where necessary all land ennoblement requirements will be handled in terms of the appropriate provision of the City of Tshwane Land Use Management By-Law, 2014 and in line with the Tshwane Town Planning Scheme, 2008 (Revised 2014).
- e) Any structures/buildings being erected on the premises must conform to the provisions of the National Building Regulations and the mentioned National Standards: SANS 10400.
- f) During development, access for fire-fighting and rescue purposes, must be provided in accordance with Regulations T(1)(1)(e) of the National Building Regulations, read with the Deemed to Satisfy rules, Clause 4.54 of SANS 10400.
- g) The successful bidder will be responsible to obtain all statutory approvals (Environmental, Water Use Licence, Site Development Plan/s, Building Plan/s, etc.) which are required for the development of the Property - the development shall be subject to all related legislation and Municipal By-Laws.
- h) In demonstrating ability and capacity to deliver and manage the proposed development, a submission of detailed profiles of the professional team and

their successfully completed developments is required. They must further demonstrate their ability to secure funds required to carry out the project; and

- i) The City of Tshwane has developed an ambitious Climate Action Plan (CAP) with the aim to become net zero and climate resilience by 2050. The target set out in the CAP for buildings and /or the built environment is to have all new & existing City-owned buildings to be net-zero carbon and resource efficient by 2030, following requirements as stipulated in the City of Tshwane Green Buildings By-Law.

Thus, the consideration of and inclusion of green building elements including energy efficiency, use of renewable energy, sustainable water consumption, waste separation and use of other natural resources etc must be prioritised as a contribution to climate change mitigation and adaptation in accordance with policies and in achieving Sustainable Development Goals.

- j) The lessee, at its cost and risk apply in terms of the appropriate provisions of the Spatial Planning and Land Use Management Act, 16 of 2013, SPLUMA, within three months of signing of the Deed of Lease, to subdivide the Remainder of Erf 625 and Erf 641 Gezina and consolidate the portions as indicated in figure AabcEF of the sketchplan.

### 3.7 The lease cost implications are as follows:

- a) A minimum deposit amount of R25 000.00 together with the proof of payment on the contract administrative fee of R593.30 including VAT is payable upon signing the Lease Agreement. The successful bidder shall provide proof of payments made upon signing the Lease Agreement - a deposit is the direct equal amount of one month's rent.
- b) Rent must not be below the set minimum upset rental of R25 000.00 The first rent is payable at the month end of the issued date of the Occupational Certificate, and thereafter on a month-to-month basis and is subject to an escalation as further specified in the pricing schedule. The rent is exclusive of rates and taxes.
- c) The rental be reviewed after 5 years in order to cater for land improvements and enhance revenue value for the City.
- d) The lessee will take responsibility for the payment of Municipal property rates and taxes. The rates and taxes will be levied by the City's Group Financial Services Department in accordance with approved tariffs and will become payable from the date the lessee takes possession of the site.
- e) The lessee shall be liable for the payment of all bulk services contributions and pay the normal tariffs and fees to obtain connection to services.

### 3.8 Signing of the Lease Agreement and Contract:

- a) The successful bidder shall sign a Lease Agreement within 60 Calendar Days after receiving the offer.
- b) Upon signature it becomes the responsibility of the Lessee/ Developer to secure and maintain the property, failure to do so shall be considered a material breach of agreement.
- c) In the event that the successful bidder fails to comply with the abovementioned conditions, the property shall be offered to the second successful bidder.
- d) The lease agreement shall give rights to a Financial Institution to step in if the lessee fail to carry out its obligations under the lease agreement in which case the Financial Institution shall take over the development of the property and improvements as contemplated, in the place of the lessee.
- e) No lease shall be signed with any applicant or proposed lessee, which has outstanding rental in terms of the earlier lease with the Municipality or any bad payment record with the Municipality.
- f) The lessee shall not cede, sublet, transfer, pledge of in any way alienate any of his/her rights in terms of this agreement.
- g) The lessee be responsible for registration of the Notarial Lease Agreement of the leased property at the Office of the Registrar of Deeds, at the lessee's costs.

## 4. DELIVERABLES

Proof of availability of funding qualifies as a letter from the Bank or a recognized Financial Institution, on an official letter head, confirming the bidder's ability to access the funding required for the development of the Property.

## 5. STAGES OF EVALUATION

The following tenders will be evaluated according to the following stages:

Stage 1: Administration Compliance  
Stage 2: Mandatory Requirements  
Stage 3: Functionality Criteria  
Stage 4: Preferential Point System

### STAGE 1: ADMINISTRATIVE COMPLIANCE

All the bids will be evaluated against the administrative responsiveness requirements as set out in the list of returnable documents.

| Compulsory returnable documentation<br>(submission of these documents is compulsory)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Submitted<br>(YES or NO) | Checklist (guide for bidder and the Bid Evaluation Committee)                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a) To enable the City to verify the bidder's tax compliance status, the bidder must provide: <ul style="list-style-type: none"> <li>Tax compliance status PIN</li> <li>or</li> <li>Central Supplier Database (CSD)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          | Tax status must be compliant before the award.                                                                                                                                                                                                                                                                                                                                               |
| b) A copy of their Central Supplier Database (CSD) registration or indicate their Master Registration Number or CSD Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          | CSD must be valid.                                                                                                                                                                                                                                                                                                                                                                           |
| c) Confirmation that the bidding company's rates and taxes are up to date: Original or copy of municipal account statement of the bidder (bidding company) not older than three months and account must not be in arrears for more than 90 days or signed lease agreement or in case of bidders located in informal settlements, rural areas or areas where they are not required to pay rates and taxes, a letter from the local councillor confirming they are operating in that area                                                                                                                                                                                             |                          | Was a municipal account statement or landlord letter provided for the bidding company? Does the name and/or address of the bidder's statement correspond with the CIPC document, address on CSD or company profile? Are all payment(s) up to date (not in arrears for more than 90 days)?                                                                                                    |
| d) In addition to the above, confirmation that all the bidding company's owners', members', directors' or major shareholders' rates and taxes are up to date: Original or copy of municipal account statement of all the South Africa-based owners, members, directors or major shareholders not older than three months and the accounts may not be in arrears for more than 90 days; or a signed lease agreement of owners, members, directors or major shareholders or in case of bidders located in informal settlements, rural areas or areas where they are not required to pay rates and taxes, a letter from the local councillor confirming they are residing in that area |                          | Was a municipal account statement or landlord letter provided for the bidding company? Does the name and/or address of the bidder's statement correspond with the CIPC document, address on CSD or company profile? Are all payment(s) up to date (not in arrears for more than 90 days)?                                                                                                    |
| e) Duly signed and completed MBD forms (MBD 1, 4, 5, 8 and 9): The person signing the bid documentation must be authorised to sign on behalf of the bidder. Where the signatory is not a director, member, owner or shareholder of the company, an official letter of authorisation or delegation of authority should be submitted with the bid document.<br><br><b>NB: Bidders must ensure that the directors, trustees, managers, principal shareholders or stakeholders of this company declare any interest in any other related companies</b>                                                                                                                                  |                          | Are all documents fully completed (no blank spaces)? Are all documents fully signed by any director, member or trustee as indicated on the CIPC document? Alternatively a delegation of authority would be required.<br><br>Documents must be completed in black ink (no "Tippex" corrections, no pencil, no other colour ink) or <b>non-submission of the MBD forms</b> will be considered. |

| Compulsory returnable documentation<br>(submission of these documents is compulsory)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Submitted<br>(YES or NO) | Checklist (guide for bidder and the Bid Evaluation Committee)                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| or business, whether or not they are bidding for this contract. <u><b>See Question 3.14 of MBD 4. Failure to declare interest will result in a disqualification</b></u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |                                                                                                                                                                                                                                                                                                                                 |
| <p>f) Audited financial statements for the most recent three years or audited financial statements from date of existence for companies less than three years old.</p> <p><b>NB:</b> The bidder must submit signed audited annual financial statements for the most recent three years, or if established for a shorter period, submit audited annual financial statements from date of establishment.</p> <p>If the bidder is not required by law to prepare signed annual financial statements for auditing purposes, then the bidder must submit proof that the bidder is not required by law to prepare audited financial statements.</p> |                          | <p>Applicable for tenders above R10 million in conjunction with MBD 5)</p> <p>Are audited financial statements provided (audited financials must be signed by auditor) or proof that the bidder is not required by law to prepare audited financial statements?</p>                                                             |
| <p>g) Joint ventures (JV) (only applicable when the bidder tenders as a joint venture): Where the bidder bids as a JV, the required or relevant documents as per (a) to (f) above must be provided for all JV parties. In addition to the above, the bidder must submit a JV agreement signed by the relevant parties.</p> <p><b>NB:</b> It is a condition of this bid that the successful bidder will continue with the same JV for the duration of the contract unless prior approval is obtained from the City.</p>                                                                                                                        |                          | <p>If applicable, was JV agreement provided? Is JV agreement complete and relevant?</p> <p>Was the agreement signed by all parties?</p> <p>All required documents as per (a) to (f) must be provided for all partners of the JV.</p>                                                                                            |
| h) Bidder attended a compulsory briefing session, where applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          | <p>A compulsory briefing register must be signed by the bidder.</p> <p><b>Bidders will be disqualified should they fail to attend the compulsory briefing session.</b></p>                                                                                                                                                      |
| i) Pricing schedule (all items must be quoted for in pricing schedule and if all items are not quoted, the bidder will be disqualified unless the tender is awarded per item or per section where the bidder only quoted the items or sections they are interested in)                                                                                                                                                                                                                                                                                                                                                                        |                          | <p>Incomplete pricing schedule results in totals being incomparable. Bidder must be disqualified.</p> <p><b>Bidder will be disqualified should they make corrections on the price schedule without attaching a signature or initialising thereto.</b></p> <p><b>Bidder will be disqualified should they use “Tippex” or</b></p> |

| Compulsory returnable documentation<br>(submission of these documents is compulsory) | Submitted<br>(YES or NO) | Checklist (guide for bidder and the Bid Evaluation Committee) |
|--------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------|
|                                                                                      |                          | correction ink on the price schedule.                         |

## STAGE 2: MANDATORY REQUIREMENTS

### • **BIDDERS MUST PROVIDE PROOF OF FUNDING FOR THE PROPOSED DEVELOPMENT**

Bidders must provide proof of access to financial facility by institution accredited by Financial Sector Conduct Authority (FSCA) and/or National Credit Regulator (NCR)

Attach a letter of Financial Support from institution accredited by Financial Sector Conduct Authority (FSCA) and/or National Credit Regulator (NCR).

Letter should indicate the amount offered to the bidder and must be aligned to the development cost of R8 000 000. Proof of financial support shall be on the financial support letterhead and shall be stamped/signed by the Financial Institution.

\*The funding required on the estimated development cost will be based on a **6 months** incremental value at the time of award and signature of the agreement.

| PROPERTY DESCRIPTION                                                                                                                                                                      | EXTENT                                         | ESTIMATED DEVELOPMENT COST | ANTICIPATED DEVELOPMENT COST |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------------------|------------------------------|
| <b>Portion of the Remainder of Erf 625 Gezina</b><br>(Depicted as figure FbcE on the sketch plan) and<br><b>Portion of Erf 641 Gezina</b><br>(Depicted as figure AabF on the sketch plan) | 346m <sup>2</sup><br>And<br>1644m <sup>2</sup> | R8 000 000                 |                              |

\*Submission to the relevant department every three months, proof by your company the availability of funding letter from the Bank or recognized Financial Institution.

## STAGE 3: FUNCTIONALITY CRITERIA

Bids will be evaluated to establish whether they meet a minimum threshold of 70 points out of 100 for Functionality, based on the following criteria:

| CRITERIA            | SUB-CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | SCALE                               | WEIGHT | HIGH POSSIBLE SCORE |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------|---------------------|
| ENTITY EXPERIENCE   | <p><b>CAPACITY AND EXPERIENCE OF THE BIDDER'S PROFESSIONAL TEAM IN DELIVERING PROJECTS OF A SIMILAR NATURE:</b></p> <p>Proof of Registration with the relevant professional bodies for the following professionals:</p> <ul style="list-style-type: none"> <li>• Civil Engineer- Proof of Registration as a Professional Engineer with the Engineering Council of South Africa</li> <li>• Architect = Proof of Registration with The South African Council for the Architectural Profession, a professional Architect</li> <li>• Quantity Surveyor Proof of Registration with South African Council for the Quantity Surveying Profession</li> <li>• Town Planner Proof of Registration with The South African Council for Planners</li> </ul> | <p>1</p> <p>2</p> <p>3</p> <p>4</p> | 5      | 20                  |
| ENTITY'S CAPABILITY | <p><b>CUMULATIVE DEVELOPMENT EXPERIENCE OF THE BIDDING ENTITY IN DELIVERING PROJECTS OF A SIMILAR NATURE</b></p> <p>The bidder must demonstrate its experience in delivering building projects of similar nature. The value of the projects must be clearly stated. Scoring will be based on the total value of development projects successfully completed. <b>(Attach proof of Completion certificate/letter confirming the delivery and the value of the project)</b></p> <ul style="list-style-type: none"> <li>• Cumulative Projects of R10 million and above</li> </ul>                                                                                                                                                                  | <p>5</p>                            | 6      | 30                  |

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |   |            |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---|------------|
|                               | <ul style="list-style-type: none"> <li>• Cumulative Projects of between R8 million and less than R9 million</li> <li>• Cumulative Projects of between R7 million and less than R8 million</li> <li>• Cumulative Projects of between R4 million and less than R5 million</li> <li>• Cumulative Projects of less than R3 million</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 4  |   |            |
|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3  |   |            |
|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2  |   |            |
|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1  |   |            |
| <b>DEVELOPMENT PROPOSAL</b>   | <b>CONFORMITY OF THE DEVELOPMENT PROPOSAL TO THE VISION FOR THE PROPERTY:</b><br><br>-High level conceptual design outlining the intended uses in line with the zoning and the integration of multiple uses within the development including parking and sustainability elements (demonstrate use of green building principles that are environmentally responsible and resource efficient).<br><br>- High level conceptual design lacking though one of the aspects of (intended uses in line with the zoning, integration of multiple uses within the development including parking and sustainability elements that demonstrate use of green building principles that are environmentally responsible and resource efficient).<br><br>- High level detailed write up demonstrating how the bidder will deliver on the projects vision without a conceptual design. | 10 | 5 | 50         |
|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 8  |   |            |
|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 6  |   |            |
| <b>HIGHEST POSSIBLE SCORE</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |   | <b>100</b> |

**\*\*Bids which do not meet the minimum threshold of 70 points will not be considered further.**



#### **STAGE 4: PREFERENTIAL POINT SYSTEM**

The preferential points to be used will be the 80/20 points system for the revenue generating tender in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Regulations 2022.

The system comprises of the following elements:

- 80 points for price
- 20 points for Specific goals

#### **SPECIFIC GOALS**

- 1) Bidders are required to submit supporting documents for their bids to claim the specific goal points.
- 2) Non-compliance with specific goals will not lead to disqualification but bidders will not be allocated specific goal points. Bidders will score points out 80 for price only and zero (0) points out of 20 for specific goals.
- 3) Cot shall act against any bidder or person when it detects that the specific goals were claimed or obtained on a fraudulent basis.

The specific goal for this bid is outlined below.

| <b>Specific goals</b>                                                                                                                                                                                                                               | <b>80/20 preference point system</b>                                                                                                                                                                                        | <b>Proof of specific goals to be submitted</b>                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| BB-BEE score of companies <ul style="list-style-type: none"> <li>• Level 1</li> <li>• Level 2</li> <li>• Level 3</li> <li>• Level 4</li> <li>• Level 5</li> <li>• Level 6</li> <li>• Level 7</li> <li>• Level 8</li> <li>• Non-compliant</li> </ul> | <ul style="list-style-type: none"> <li>• 8 Points</li> <li>• 7 Points</li> <li>• 6 Points</li> <li>• 5 Points</li> <li>• 4 Points</li> <li>• 3 Points</li> <li>• 2 Points</li> <li>• 1 Point</li> <li>• 0 Points</li> </ul> | Valid Certified copy of BBEE certificate. Sworn Affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBEE certificate. |
| EME and/ or QSE                                                                                                                                                                                                                                     | 2 Points                                                                                                                                                                                                                    | Valid Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBEE certificate                                      |

| Specific goals                                                                                                                          | 80/20 preference point system   | Proof of specific goals to be submitted                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| At least 51% of Women-owned companies                                                                                                   | 2 Points                        | Certified copy of Identity Document/s <b>and</b> proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)                                                       |
| At least 51% owned companies by People with disability                                                                                  | 2 Points                        | Medical Certificate with doctor's details (Practice Number, Physical Address, and contact numbers) and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership) |
| At least 51% owned companies by Youth                                                                                                   | 2 Point                         | Certified copy of Identity Document/s <b>and</b> proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)                                                       |
| Local Economic Participation <ul style="list-style-type: none"> <li>• City of Tshwane</li> <li>• Gauteng</li> <li>• National</li> </ul> | 4 Points<br>2 Points<br>1 Point | Municipal Account statement/Lease agreement.                                                                                                                                                                                                                      |

For points to be allocated as per above the tenderers will be required to submit proof of documentation as evidence for claims made. Any tenderer that does not submit evidence as stated in the bid document to claim applicable points will be allocated zero points.

**Bidders are to note that the following tender is a revenue generating tender and the below formula will be used.**

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

## 6. TYPE OF AGREEMENT REQUIRED

- A 30 Year Lease Agreement will be requested from Group Legal and will be signed by the successful bidder.
- A Notarial Lease Agreement will be registered against the Title Deed at the successful bidders cost.

## 7. VALIDITY PERIOD

The validity period for the tender after closure is **90 days**. City of Tshwane shall have right and power to extend any tender validity period beyond any initial validity period set and subsequent extensions. SCM shall ensure that an extension of validity is requested in writing from all bidders before the validity expiry date. Extension of validity shall be finalized while the quotations/bids are still valid.

## 8. RENTAL OFFER

| PROPERTY DESCRIPTION                                                                                                                                                       | EXTENT                                         | MINIMUM UPSET RENTAL PER MONTH (EXCL. VAT) | VAT.   | MINIMUM UPSET RENTAL (INCL. VAT) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------------------------------------------|--------|----------------------------------|
| <b>Remainder of Erf 625 Gezina</b><br>(Depicted as figure FbcE on the sketch plan) and<br><b>Portion of Erf 641 Gezina</b><br>(Depicted as figure AabF on the sketch plan) | 346m <sup>2</sup><br>and<br>1644m <sup>2</sup> | R25 000.00<br>7% escalation per annum      | R3 750 | R28 750.00                       |
| <b>INDICATE RENTAL OFFER (EXCL.VAT)</b>                                                                                                                                    |                                                |                                            |        |                                  |
| <b>VAT</b>                                                                                                                                                                 |                                                |                                            |        |                                  |
| <b>INDICATE RENTAL OFFER (INCL.VAT)</b>                                                                                                                                    |                                                |                                            |        |                                  |

## 9. DRAFT LEASE AGREEMENTS

- Standard Lease Agreement will be provided in the Request for Proposal Document.

## PART A INVITATION TO BID

### YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF TSHWANE MUNICIPALITY

|                                                                                                   |                                                                                                                                                                     |               |                 |               |          |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------|---------------|----------|
| BID NUMBER:                                                                                       | GPM 04 2025.26                                                                                                                                                      | Closing Date: | 1 December 2025 | Closing Time: | 10:00 am |
| DESCRIPTION                                                                                       | <b>TENDER INVITATION FOR THE LONG - TERM LEASE AND DEVELOPMENT OF THE FOLLOWING COUNCIL OWNED PROPERTY: REMAINDER OF ERF 625 GEZINA AND A PORTION OF 641 GEZINA</b> |               |                 |               |          |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b> |                                                                                                                                                                     |               |                 |               |          |

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

|                                                                                                                                                                       |                                                                                        |  |                                                                                                            |         |                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------|---------|--------------------------------------------------------------------------------------------|
| <b>Tshwane House</b>                                                                                                                                                  |                                                                                        |  |                                                                                                            |         |                                                                                            |
| <b>Supply Chain Management</b>                                                                                                                                        |                                                                                        |  |                                                                                                            |         |                                                                                            |
| <b>320 Madiba Street</b>                                                                                                                                              |                                                                                        |  |                                                                                                            |         |                                                                                            |
| <b>Pretoria CBD</b>                                                                                                                                                   |                                                                                        |  |                                                                                                            |         |                                                                                            |
| <b>0001</b>                                                                                                                                                           |                                                                                        |  |                                                                                                            |         |                                                                                            |
| <b>SUPPLIER INFORMATION</b>                                                                                                                                           |                                                                                        |  |                                                                                                            |         |                                                                                            |
| NAME OF BIDDER                                                                                                                                                        |                                                                                        |  |                                                                                                            |         |                                                                                            |
| POSTAL ADDRESS                                                                                                                                                        |                                                                                        |  |                                                                                                            |         |                                                                                            |
| STREET ADDRESS                                                                                                                                                        |                                                                                        |  |                                                                                                            |         |                                                                                            |
| TELEPHONE NUMBER                                                                                                                                                      | CODE                                                                                   |  | NUMBER                                                                                                     |         |                                                                                            |
| CELLPHONE NUMBER                                                                                                                                                      |                                                                                        |  |                                                                                                            |         |                                                                                            |
| FACSIMILE NUMBER                                                                                                                                                      | CODE                                                                                   |  | NUMBER                                                                                                     |         |                                                                                            |
| E-MAIL ADDRESS                                                                                                                                                        |                                                                                        |  |                                                                                                            |         |                                                                                            |
| VAT REGISTRATION NUMBER                                                                                                                                               |                                                                                        |  |                                                                                                            |         |                                                                                            |
| TAX COMPLIANCE STATUS                                                                                                                                                 | TCS PIN:                                                                               |  | OR                                                                                                         | CSD No: |                                                                                            |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]                                                                                                    | <input type="checkbox"/> Yes<br><br><input type="checkbox"/> No                        |  | B-BBEE STATUS LEVEL SWORN AFFIDAVIT<br><br><input type="checkbox"/> Yes<br><br><input type="checkbox"/> No |         |                                                                                            |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b> |                                                                                        |  |                                                                                                            |         |                                                                                            |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[IF YES ENCLOSE PROOF] |  | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?                                   |         | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>[IF YES, ANSWER PART B:3 ] |

|                                                        |                                                                            |                                                  |                                                                        |
|--------------------------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------------------------------|
| TOTAL NUMBER OF ITEMS OFFERED                          |                                                                            | TOTAL BID PRICE                                  | R                                                                      |
| SIGNATURE OF BIDDER                                    | .....                                                                      | DATE                                             |                                                                        |
| CAPACITY UNDER WHICH THIS BID IS SIGNED                |                                                                            |                                                  |                                                                        |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b> |                                                                            | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b> |                                                                        |
| DEPARTMENT                                             | Supply Chain Management                                                    | DEPARTMENT                                       | Group Property Management                                              |
| CONTACT PERSON                                         | Relebogile Malatswane                                                      | CONTACT PERSON                                   | Johannah Maenetsa                                                      |
| TELEPHONE NUMBER                                       | 012 358 2735                                                               | TELEPHONE NUMBER                                 | 012 358 7389                                                           |
| EMAIL ADDRESS                                          | <a href="mailto:relebogilem@tshwane.gov.za">relebogilem@tshwane.gov.za</a> | EMAIL ADDRESS                                    | <a href="mailto:johannahp@tshwane.gov.za">johannahp@tshwane.gov.za</a> |

## PART B TERMS AND CONDITIONS FOR BIDDING

|                                                      |                                                                                                                                                                                                                                                                    |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION</b>                             |                                                                                                                                                                                                                                                                    |
| 1.1                                                  | BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.                                                                                                                                            |
| 1.2                                                  | <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b>                                                                                                                                                                    |
| 1.3                                                  | THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.                                |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>                |                                                                                                                                                                                                                                                                    |
| 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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.                                                                                        |
| 2.3                                                  | APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a> . |
| 2.4                                                  | FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.                                                                                                                                                                                           |
| 2.5                                                  | BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.                                                                                                                                                                                           |
| 2.6                                                  | IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.                                                                                                                     |
| 2.7                                                  | WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.                                                                                                                                      |
| <b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b> |                                                                                                                                                                                                                                                                    |
| 3.1                                                  | IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES <input type="checkbox"/> NO <input type="checkbox"/>                                                                                                                                           |
| 3.2                                                  | DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES <input type="checkbox"/> NO <input type="checkbox"/>                                                                                                                                                                 |
| 3.3                                                  | DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES <input type="checkbox"/> NO <input type="checkbox"/>                                                                                                                                                |
| 3.4                                                  | DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES <input type="checkbox"/> NO <input type="checkbox"/>                                                                                                                                                     |

3.5 IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES ☐ NO ☐

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....



**MBD 3.1**

**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 .....   |
| Closing Time .....  | Closing Date ..... |

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

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY<br>**(ALL APPLICABLE TAXES INCLUDED) |
|----------|----------|-------------|----------------------------------------------------------------|
|----------|----------|-------------|----------------------------------------------------------------|

- Required by: .....
- At: .....
- Brand and Model .....
- Country of Origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....  
\*Delivery: Firm/Not firm
- Delivery basis .....

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

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

\* Delete if not applicable

**PRICING SCHEDULE: NON-FIRM PRICES (PURCHASES)**

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

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

|                      |                    |
|----------------------|--------------------|
| Name of Bidder ..... | Bid number .....   |
| Closing Time .....   | Closing Date ..... |

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

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY<br>**(ALL APPLICABLE TAXES INCLUDED) |
|----------|----------|-------------|----------------------------------------------------------------|
|----------|----------|-------------|----------------------------------------------------------------|

- Required by: .....
- At: .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- Delivery: \*Firm/Not firm
- \*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.
- \* Delete if not applicable

## PRICE ADJUSTMENTS

### A. NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

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

Where:

- Pa = The new escalated price to be calculated.
- (1-V) Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

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

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

| FACTOR<br>(D1, D2 etc. eg. Labour, transport etc.) | PERCENTAGE OF BID PRICE |
|----------------------------------------------------|-------------------------|
|                                                    |                         |
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**B. PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

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

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

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

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

| ADJUSTMENT PERIODS         | DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE |
|----------------------------|-------------------------------------------------------------|
| 1 <sup>st</sup> Adjustment | After 12 calendar months                                    |
| 2 <sup>nd</sup> Adjustment | After 24 calendar months                                    |

**NB: Unless prior approval has been obtained from Supply Chain Management, no adjustment in contract prices will be made**

## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 3.1 Full Name of bidder or his or her representative: .....
  - 3.2 Identity Number: .....
  - 3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>) .....
  - 3.4 Company Registration Number: .....
  - 3.5 Tax Reference Number: .....
  - 3.6 VAT Registration Number: .....
  - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
  - 3.8 Are you presently in the service of the state? **YES / NO**
  - 3.8.1 If yes, furnish particulars. ....  
.....

<sup>1</sup> MSCM Regulations: "in the service of the state" means to be –

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

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars. ....

.....

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

3.10.1 If yes, furnish particulars. ....

.....

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

3.11.1 If yes, furnish particulars. ....

.....

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

3.12.1 If yes, furnish particulars. ....

.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars. ....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars: ....

.....



4. Full details of directors / trustees / members / shareholders.

| Full Name | Identity Number | State Employee Number |
|-----------|-----------------|-----------------------|
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
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|           |                 |                       |
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|           |                 |                       |
|           |                 |                       |

.....

**Signature**

.....

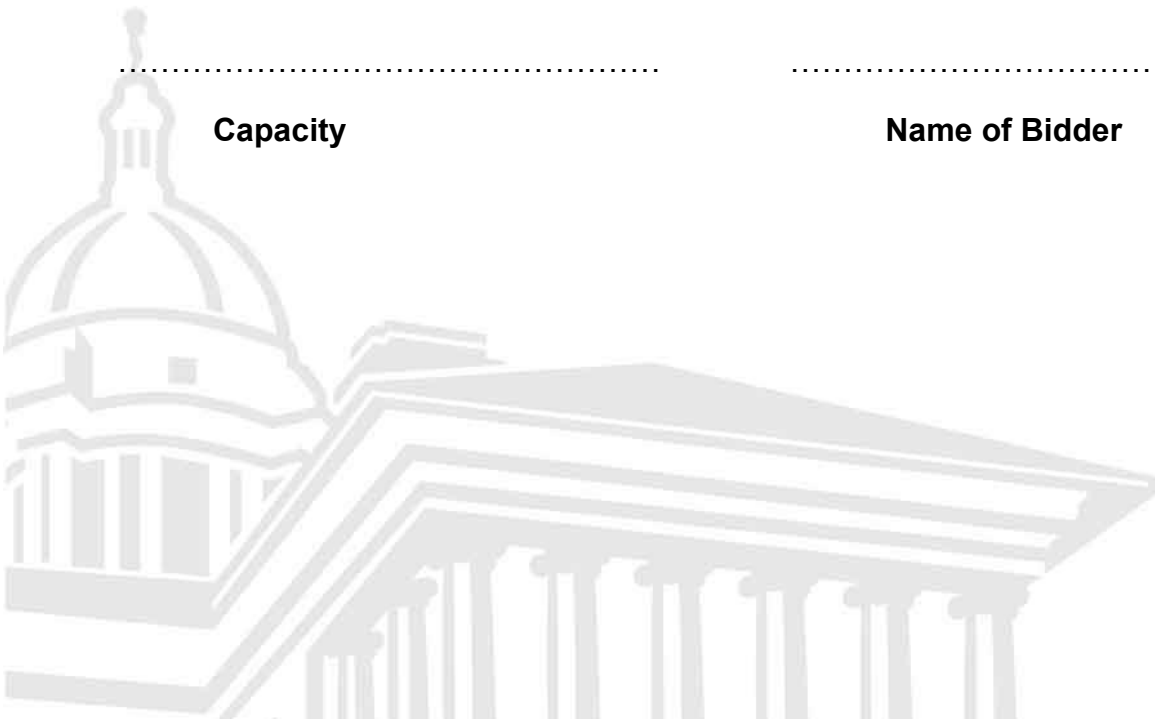
**Date**

.....

**Capacity**

.....

**Name of Bidder**



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

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

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

### **1. GENERAL CONDITIONS**

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

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

1.2 **To be completed by the organ of state**

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

a) The applicable preference point system for this tender is the **80/20** preference point system.

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:

|                                                  | <b>Points</b> |
|--------------------------------------------------|---------------|
| <b>PRICE</b>                                     | <b>80</b>     |
| <b>SPECIFIC GOALS</b>                            | <b>20</b>     |
| <b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b> | <b>100</b>    |

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

| Specific goals                                                                                                                                                                                                                    | 80/20 preference point system                                                                                                                                                                             | Number of points claimed (80/20 system)<br><br>(To be completed by the tenderer) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| BB-BEE score of companies <ul style="list-style-type: none"> <li>Level 1</li> <li>Level 2</li> <li>Level 3</li> <li>Level 4</li> <li>Level 5</li> <li>Level 6</li> <li>Level 7</li> <li>Level 8</li> <li>Non-compliant</li> </ul> | <ul style="list-style-type: none"> <li>8 Points</li> <li>7 Points</li> <li>6 Points</li> <li>5 Points</li> <li>4 Points</li> <li>3 Points</li> <li>2 Points</li> <li>1 Point</li> <li>0 Points</li> </ul> |                                                                                  |
| EME and/ or QSE                                                                                                                                                                                                                   | 2 Points                                                                                                                                                                                                  |                                                                                  |
| At least 51% of Women-owned companies                                                                                                                                                                                             | 2 Points                                                                                                                                                                                                  |                                                                                  |

|                                                                                                                                         |                                 |  |
|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--|
| At least 51% owned companies by People with disability                                                                                  | 2 Points                        |  |
| At least 51% owned companies by Youth                                                                                                   | 2 Point                         |  |
| Local Economic Participation <ul style="list-style-type: none"> <li>• City of Tshwane</li> <li>• Gauteng</li> <li>• National</li> </ul> | 4 Points<br>2 Points<br>1 Point |  |

**N.B** For points to be allocated as per above the tenderers will be required to submit proof of documentation as evidence for claims made. Any tenderer that does not submit evidence as stated in the bid document to claim applicable points will be allocated zero point

#### **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:** .....

.....

.....

## CONTRACT FORM: RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

### PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **GPM 04 2025.26** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, *viz*
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for specific goals in terms of the Preferential Procurement Regulations 2022;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES

1 .....

2 .....

DATE: .....

**CONTRACT FORM: RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as ..... accept your bid under reference number ..... dated..... for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

| DESCRIPTION OF SERVICE | PRICE (ALL APPLICABLE TAXES INCLUDED) | COMPLETION DATE | B-BBEE STATUS LEVEL OF CONTRIBUTION |
|------------------------|---------------------------------------|-----------------|-------------------------------------|
|                        |                                       |                 |                                     |

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....  
2 .....

DATE: .....

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

| Item  | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Yes                             | No                             |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.1   | Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?<br><br>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).<br><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b> | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                 |                                |
| 4.2   | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>                                                                                                                                                                                                                                                                           | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |

|       |                                                                                                                                                                                                                                        |                                 |                                |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.2.1 | If so, furnish particulars:                                                                                                                                                                                                            |                                 |                                |
| 4.3   | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?                                                 | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars:                                                                                                                                                                                                            |                                 |                                |
| 4.4   | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars:                                                                                                                                                                                                            |                                 |                                |
| 4.5   | Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?                         | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.7.1 | If so, furnish particulars:                                                                                                                                                                                                            |                                 |                                |

### CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM  
TRUE AND CORRECT.**

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

.....  
**Signature**

.....  
**Date**

## **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid: **GPM 04 2025/26**

**TENDER INVITATION FOR THE LONG - TERM LEASE AND  
DEVELOPMENT OF THE FOLLOWING COUNCIL OWNED PROPERTY:  
REMAINDER OF ERF 625 GEZINA AND A PORTION OF 641 GEZINA**

**IN RESPONSE TO THE INVITATION FOR THE BID MADE BY:**

**CITY OF TSHWANE MUNICIPALITY**

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

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

<sup>3</sup> Joint venture or consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

# **THE NATIONAL TREASURY**

**Republic of South Africa**



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## **GOVERNMENT PROCUREMENT**

**GENERAL CONDITIONS OF CONTRACT July 2010**

## GOVERNMENT PROCUREMENT

### GENERAL CONDITIONS OF CONTRACT

July 2010

#### NOTES

The purpose of this document is to:

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

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

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

## 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 anything of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 “Day” means calendar day.
  - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
  - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
  - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the 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.

## **1. 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.

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|                                                                 | 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 <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>                                                                                                                                                                                                                                   |
| <b>4. Standards</b>                                             | 4.1 | The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>5. Use of contract documents and information inspection.</b> | 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.                                                                                                                                                                                                                                                                                                                               |
| <b>6. Patent rights</b>                                         | 6.1 | The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.                                                                                                                                                                                                                                                                                                                                       |
| <b>7. Performance security</b>                                  | 7.1 | Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.                                                                                                                                                                                                                                                                                                                                                               |
|                                                                 | 7.2 | The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.                                                                                                                                                                                                                                                                                                                                                         |
|                                                                 | 7.3 | The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms: <ul style="list-style-type: none"> <li>(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</li> <li>(b) a cashier's or certified cheque</li> </ul> |
|                                                                 | 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.                                                                                                                                                                                                                                                       |
| <b>8. Inspections, tests and analyses</b>                       | 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.

|                                          |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b>11. Insurance</b>                     | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>12. Transportation</b>                | 12.1 | Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>13. Incidental services, services</b> | 13.1 | <p>The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <ul style="list-style-type: none"> <li>(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;</li> <li>(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;</li> <li>(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;</li> <li>(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</li> <li>(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.</li> </ul> |
|                                          | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>14. Spare parts</b>                   | 14.1 | <p>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:</p> <ul style="list-style-type: none"> <li>(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</li> <li>(b) in the event of termination of production of the spare parts: <ul style="list-style-type: none"> <li>(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and</li> <li>(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul> </li> </ul>                                            |
| <b>15. Warranty</b>                      | 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**
- 18.1 No variation in or modification of the terms of the contract shall be made **amendments** 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 antidumping 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

|                                       |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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|                                       |      | reasonable alternative means for performance not prevented by the force majeure event.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>26. Termination for insolvency</b> | 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.                                                                                                                                                                                                                                                                                                                                                                     |
| <b>27. Settlement of Disputes</b>     | 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, <ul style="list-style-type: none"> <li>(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and</li> <li>(b) the purchaser shall pay the supplier any monies due the supplier.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>28. Limitation of liability</b>    | 28.1 | Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6; <p>the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and</p> <p>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.</p> |
| <b>29. Governing language</b>         | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>30. Applicable law</b>             | 30.1 | The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>31. Notices</b>                    | 31.1 | Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice                                                                                                                                                                                                                                                                                                                                                                                                                        |

- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties**
- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme**
- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation
- 34. Prohibition of Restrictive practices**
- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)