



**forestry, fisheries
& the environment**

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

INVITATION TO BID

BID REFERENCE NUMBER: MLRF204/23

THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER THE SERVICES OF SCANNING, INDEXING AND DIGITALLY STORING RECORDS (APPROXIMATELY 5 MILLION COPIES) OF THE PREVIOUS FISHING RIGHTS APPLICATION PROCESSES (FRAP) TO THE MARINE LIVING RESOURCES FUND.

Contact person:

Name: Ms Talitha Bikani/ Mr Dyondzo Machimana

Office Telephone No: (021) 402 3260/021 402 3235

E-Mail: MLRFTENDERS@DFFE.GOV.ZA

NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION

Company name	Supplier registration number	Unique reference number	
			Main contractor
			Sub-contracted/ joint venture comp 1
			Sub-contracted/ joint venture comp 2

CLOSING DATE OF THE BID: 15 MARCH 2024 AT 11H00

Briefing session:

A physical compulsory briefing session and site visit will be held on the 1st of March 2024 (Friday). The site visit will start at 10:00, and the briefing session will follow afterward.

THE DETAILS ARE AS FOLLOWS:

Venue: 3rd and 4th Floor, Foretrust Building, 2 Martin Hammerschlag Way, Foreshore, Cape Town, 8001

Drop off Address:

The location of the drop off is: Tender Box, Ground Floor, Foretrust Building, 2 Martin Hammerschlag Way, Foreshore, Cape Town, 8001

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY):			
BID NUMBER:	MLRF204/23	CLOSING DATE:	15 MARCH 2024
		CLOSING TIME:	11:00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER THE SERVICES OF SCANNING, INDEXING AND DIGITALLY STORING RECORDS (APPROXIMATELY 5 MILLION COPIES) OF THE PREVIOUS FISHING RIGHTS APPLICATION PROCESSES (FRAP) TO THE MARINE LIVING RESOURCES FUND		
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)			
GROUND FLOOR, FORETRUST BUILDING			
MARTIN HAMMERSCHLAG WAY			
FORESHORE, CAPE TOWN, 8001			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Ms. Talitha Bikani	CONTACT PERSON	Mr Lwandisa Hoza
TELEPHONE NUMBER	021-402 3260	TELEPHONE NUMBER	021-402 3425
E-MAIL ADDRESS	MLRFtenders@dffe.gov.za	E-MAIL ADDRESS	MLRFtenders@dffe.gov.za
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



Application for a Tax Clearance Certificate

Purpose

Select the applicable optionTenders Good standing

If "Good standing", please state the purpose of this application

Empty text box for purpose of application

Particulars of applicant

Name/Legal name (Initials & Surname or registered name)

Trading name (if applicable)

ID/Passport no Company/Close Corp. registered no

Income Tax ref no PAYE ref no 7

VAT registration no 4 SDL ref no L

Customs code UIF ref no U

Telephone no Fax no

E-mail address

Physical address

Postal address

Particulars of representative (Public Officer/Trustee/Partner)

Surname

First names

ID/Passport no Income Tax ref no

Telephone no Fax no

E-mail address

Physical address

Particulars of tender (if applicable)

Tender number

Estimated Tender amount R

Expected duration of the tender year(s)

Particulars of the 3 largest contracts previously awarded

Date started Date finalised Principal Contact person Telephone number Amount

Audit

Are you currently aware of any Audit Investigation against you/the company? YES NO
If "YES" provide details

Appointment of representative/agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent

Date

Name of representative/agent

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer

Date

Name of applicant/Public Officer

Notes:

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
 - fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - without just cause shown by him, refuses or neglects to-
 - furnish, produce or make available any information, documents or things;
 - reply to or answer truly and fully, any questions put to him ...
 As and when required in terms of this Act ... shall be guilty of an offence ...
- SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.
- Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.: MLRF204/23
CLOSING TIME 11H00	CLOSING DATE: 15 MARCH 2024

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER THE SERVICES OF SCANNING, INDEXING AND DIGITALLY STORING RECORDS (APPROXIMATELY 5 MILLION COPIES) OF THE PREVIOUS FISHING RIGHTS APPLICATION PROCESSES (FRAP) TO THE MARINE LIVING RESOURCES FUND.

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

R.....

4. PERSON AND POSITION

	HOURLY RATE	DAILY RATE
--	-------------	------------

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

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

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

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

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

TOTAL: R.....

Name of Bidder:

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

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

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

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

*(DELETE IF NOT APPLICABLE)

Any enquiries regarding bidding procedures may be directed to the –

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

Contact Person: Ms. Talitha Bikani
Contact Number: 021 402 3260
E-Mail: MLRFtenders@dffe.gov.za

Or

Contact Person: Mr. Lwandisa Hoza
Contact Number: 021 402 3425
E-Mail: MLRFtenders@dffe.gov.za

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of institution	State

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

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

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

SBD4

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

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

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

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

.....
Signature	Date
.....
Position	Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

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

(delete whichever is not applicable for this tender).

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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:

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% Black ownership	N/A	8	N/A	
50% Women ownership	N/A	4	N/A	
Youth ownership	N/A	4	N/A	
Disability	N/A	4	N/A	
Non-compliant contributor	N/A	0	N/A	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm,

certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

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

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

THE NATIONAL TREASURY

Republic of South Africa



**GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT**

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

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

General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract documents and information; inspection.

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

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

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

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

6. Patent rights

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

7. Performance security

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

8. Inspections, tests and analyses

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

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

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

9. Packing

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

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

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

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

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

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

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

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)



forestry, fisheries & the environment

Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

THE MARINE LIVING RESOURCES FUND, A SCHEDULE 3A PUBLIC ENTITY ESTABLISHED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999 (ACT NO 1 of 1999) AND THE DEPARTMENT OF FORESTRY, FISHERIES AND ENVIRONMENT (“DFFE”) (IN ITS COMMITMENT TO THE PRINCIPLES ENSHRINED IN THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1996) ADHERES TO THE PROVISIONS OF THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT, 53 OF 2003 (B-BBEE), THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 5 OF 2000 (“PPPF”) AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

TERMS OF REFERENCE

MLRF204/23: THE APPOINTMENT OF A SERVICE PROVIDER TO RENDER THE SERVICES OF SCANNING, INDEXING AND DIGITALLY STORING RECORDS (APPROXIMATELY 5 MILLION COPIES) OF THE PREVIOUS FISHING RIGHTS APPLICATION PROCESSES (FRAP) TO THE MARINE LIVING RESOURCES FUND.

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1. PURPOSE

- 1.1 The Marine Living Resources Fund (MLRF) is a Schedule 3A Public Entity established in terms of the Public Finance Management Act (PFMA), 1999 (Act No 1 of 1999) (hereafter referred to as the MLRF) under the auspices of the Department of Forestry, Fisheries, and the Environment (“Department”/ “DFFE”) requires the services of an experienced service provider to digitize and index the DFFE’s documents records (approximately five (5) million copies) of the previous Fishing Rights Application Processes (FRAP) within the Chief Directorate: Marine Resources Management.

2. INTRODUCTION AND BACKGROUND

- 2.1 In 2003, 2005, 2009, 2013 and 2015 the Department embarked on processes to allocate fishing rights to individuals and entities that applied in the relevant commercial fishing sectors. The manner in which the applications process took place was a manual process, which means that the application forms and the annexures were all submitted in hard copies/format. The MLRF has now embarked on a process to digitise all those submitted hard copy applications, inclusive of Successful, Unsuccessful and Excluded files.
- 2.2 This project will be carried out to save on occupational space and reduce the amount of time required to find and retrieve documents relating to past fishing rights applications. It will also curb misfiling and the loss of documents because sometimes, documents that are pulled out of the filing rooms get lost and/or are not returned by requesters. The service provider appointed for this project is expected to have digitized approximately five million (5 000 000) pages at the end of the project. In arriving to the estimation of the copies, the MLRF has considered that one (1) application has a minimum of 460 pages per application and total number of applications on our database and records is approximately 11 000 applications. (Average number of applications (460) X Total number of applications (11 000)).
- 2.3 Accordingly, there are four (4) storage facilities with actual files, and there are 22 fishing sectors that are to be scanned, digitized, and indexed.
 - 2.3.1 Abalone (Individuals and Entities);
 - 2.3.2 KZN Prawn Trawl;
 - 2.3.3 Demersal Shark;
 - 2.3.4 Tune-Pole Line;
 - 2.3.5 Hake Handline (Individuals and Entities);
 - 2.3.6 Traditional Linefish;
 - 2.3.7 White Mussels;
 - 2.3.8 Oysters;
 - 2.3.9 Squid;
 - 2.3.10 Small Pelagic (Pilchard and Anchovy);

- 2.3.11 Hake Deep-sea Trawl;
- 2.3.12 Hake Longline;
- 2.3.13 South Coast Rock Lobster;
- 2.3.14 West Coast Rock Lobster (Nearshore)
- 2.3.15 West Coast Rock Lobster (Offshore)
- 2.3.16 Hake Inshore Trawl;
- 2.3.17 Horse Mackerel;
- 2.3.18 Patagonian Toothfish;
- 2.3.19 Large Pelagic Longline;
- 2.3.20 Seaweed (Individuals and Entities);
- 2.3.21 Net fish (Gillnet and Beach Seine), and
- 2.3.22 Fish Processing Establishments (Individuals and Entities).

3. PHYSICAL SITE VISIT OF THE STORAGE

3.1. To ensure that service providers understand what is required from them with regards to this tender, bidders must attend a site visit that will be starting as per the following details.

- 01 March 2024 at 10:00
- Venue: 3rd floor and 4th floor, Foretrust Building, Hammerschlag Way, Foreshore,8001

3.2. Email should be sent to the following email address to RSVP for the site visit:

Name	Email address	Contact number
Mr Dyondzo Machimana	MLRFtenders@dffe.gov.za	021 402 3235
Ms Talitha Bikani		021 402 3260

4. PHYSICAL COMPULSORY BRIEFING SESSION

4.1. To ensure that service providers understand what is required from them with regard to this tender, bidders must attend a physical compulsory briefing session. The briefing sessions will start immediately after the site visit on the date, time and venue stated in paragraph 3.1.

5. SCOPE AND EXTENT OF WORK

5.1. The services include but not limited to:

- 5.1.1. Converting the approximately 5 million hard-copy pages into electronic/digital format using cost efficient, technological methods.
- 5.1.2. The service provider must use its existing technological solution/s.
- 5.1.3. The service provider must index each page/section as it appears in the archival folder.

- 5.1.4. Document digitization services, will include but not limited to the following:
 - 5.1.4.1. Safe receipting and transportation of original paper documents;
 - 5.1.4.2. Safe and secure storing of original paper documents in the premises of the service provider,
 - 5.1.4.3. Unfastening of the original paper documents,
 - 5.1.4.4. Scanning,
 - 5.1.4.5. Indexing,
 - 5.1.4.6. Storing of digitized documents on an external hard drive, and
 - 5.1.4.7. Refastening of the original paper documents (in cases of staple wires, clips, binding, etc.).
 - 5.1.4.8. Safe transportation and returning of original paper documents.
- 5.1.5. The service provider will be authorised to remove the documents from MLRF, perform the document digitization service at their premises and return the documents safely to the MLRF after completion of each fishing sector as stipulated in paragraph 2.3 of the terms of reference.
- 5.1.6. The service provider is expected to have their own resources, including:
 - 5.1.6.1. All the required hardware, software, and supporting equipment (scanners, computers, printers etc.).
 - 5.1.6.2. The required technical and non-technical personnel/staff.
 - 5.1.6.3. Transport and security resources of the documents.
 - 5.1.6.4. Document preparation, unfastening, scanning, and refastening must be done within in their premises.
- 5.1.7. Records to be digitized are stored at the Foretrust Building, Foreshore, Cape Town, in a labelled archival box/es and on the shelves.
- 5.1.8. The digitized documents must be provided to the MLRF on an external hard drive that is user accessible and able to be opened and stored in the departmental iT infrastructure.
- 5.1.9. Development of a digitization plan for DFFE's records prior to the project.
- 5.1.10. Implementation of a digitization project plan as approved by the MLRF.
- 5.1.11. Integration of the proposed plan to DFFE's operations and processes to ensure that the original paper documents are available as per service level agreement.
- 5.1.12. As part of the handover the service provider should:
 - 5.1.12.1. Provide a hand-over document of the digitised files with a document explaining steps to access and navigate through the files and present a demonstration to the MLRF personnel/staff.
- 5.1.13. To digitize approximately five (5) million original paper documents and the contract will be terminated on completion.

- 5.1.14. Progress reports to be submitted to the MLRF upon completion of each sector. To save costs, the MLRF will review and approve the first progress report and the service provider will use the approved progress report as the template future progress reports.
- 5.1.15. One virtual project inception meeting to be held by the MLRF and the service provider. In the meeting the digitization project/implementation plan will be finalised and approved by the MLRF. The meetings to be limited to the core management team of not more than five (5).
- 5.1.16. One virtual meeting for closing the project will be required. In the meeting the handover document will be presented and the discrepancies in the non-digitized documents returned, digitized documents provided to the MLRF will be addressed. The meetings to be limited to the core management team of not more than five (5).

5.2. **SECURITY**

- 5.2.1. Put in place security measures and controls to secure original paper documents in the premises of the service provider and the digitized records and any other digital content.
- 5.2.2. User access management: restrict and grant access to authorized users only and monitor changes to data/digital records.
- 5.2.3. The service provider must provide the details of how the security measures will be implemented, monitored and reported on to provide for the security of the system and its integrity.
- 5.2.4. The service provider must provide proof and certification letter that they have deleted any digital records from their system/databases/computers on completion of the project.

6. **PERIOD / DURATION OF APPOINTMENT**

- 6.1. The appointment of service provider will be appointed to digitalize and index an approximately five (5) million original paper documents and the contract will be terminated on completion. The contract will commence when a purchase order has been issued to the service provider and the service level agreement has been signed by all parties.
- 6.2. The project must be finalised within 12 months after the project implementation plan has been approved by the MLRF.

7. **COSTING / COMPREHENSIVE BUDGET**

- 7.1. A comprehensive costing must be provided in a separate envelope inclusive of all disbursement costs and related expenditure inclusive of Value Added Tax (VAT). Refer to additional pricing schedule for further detail and SBD 3.3 to be completed. The Service Provider (SP) must quote for all activities and should be quoted in South African currency.

- 7.2. The MLRF shall not pay for any unproductive or duplicated time spent by the SP on any assignment because of staff changes, outsourcing, or re-drafting of reports due to errors, corrections or incorrect/incomplete findings.
- 7.3. The MLRF reserves the right to negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including prices without offering the same opportunity to any other bidder(s) who have not been awarded the status of the preferred bidder(s).
- 7.4. Prices should be quoted as per annexure B1.

8. EVALUATION METHOD

8.1. The evaluation for this bid will be carried out in five (5) phases:

- Phase 1: Pre-compliance
- Phase 2: Mandatory Requirement
- Phase 3: Functional and Technical Evaluation Criteria
- Phase 4: Due-diligence.
- Phase 5: Price and Specific Goals

8.2. PHASE 1: PRE-COMPLIANCE OR INITIAL SCREENING

8.2.1. During this phase bid documents will be reviewed to determine the compliance with Supply Chain Management Standard Bidding Documents and any other required returnable, tax matters and whether the Central Data Base (CSD) report has been submitted with the bid documents at the closing date and time of the bid. Bids which do not satisfy the compliance criteria will not be evaluated further.

8.2.2. The bid proposal will be screened for compliance with administrative requirements as indicated below:

Item No.	Administrative Requirements	Check/Compliance	Non-submission may result in disqualification?
1	SCM - SBD 1 - Invitation to Bid	Completed and signed	**NO
2	SCM - SBD 2 - Tax Clearance Certificate Requirements	CSD registration number/SARS PIN and CSD summary report	**NO
3	SCM - SBD 3.3 – Pricing Schedule	Completed and signed	**NO
4	SCM – NEW SBD 4 - Declaration of Interest	Completed and signed	**NO

Item No.	Administrative Requirements	Check/Compliance	Non-submission may result in disqualification?
5	SCM - NEW SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Completed and signed.	**NO
6	In case of bids where Consortia / Joint Ventures, Consortia agreement signed by both parties must be submitted with bid proposal	JV agreement completed and signed, if applicable	**NO

****NO** – MLRF reserves the right to send a request for information (RFI) to the service provider in the event of non-submission or incomplete documentation and to request a response within seven (7) days after the date of sending the RFI. If the documents are not submitted or completed in full within seven (7) days the MLRF will reject proposals, and these will not be further evaluated for Phase 2.

8.3. PHASE 2: MANDATORY REQUIREMENTS

8.3.1. The following table must be completed by the bidder by answering YES OR NO and attach proof.

8.3.2. Only bidders who achieve a “Yes” on at least one of the mandatory requirements and required proof has been submitted will proceed for evaluation to phase 3.

REQUIREMENT	REQUIRED PROOF TO BE SUBMITTED WITH BID	COMPLY: YES OR NO
SANS 15801:2013 (Ed. 2.00): Document management Information stored electronically - Recommendations for trustworthiness and reliability	- Valid ISO 15801 accreditation letter/certificate	
ISO (SANS) 23081-1:2017 - Information and documentation Records management processes Metadata for records Part 1: Principles;	- Valid ISO 23081 accreditation letter/certificate	
ISO (SANS) 23081-2:2009 - Information and documentation –	Valid ISO 23081 accreditation letter/certificate	
ISO (SANS) 1828:2014 – Information and Documentation – Risk Assessment for Records Processes and Systems	Valid ISO 1828 accreditation letter/certificate	
ISO (SANS) 18492:2005 Long-term Preservation of Electronic Document-Based Information	Valid ISO 18492 accreditation letter/certificate	
ISO (SANS) 17799:2005 –Information Technology Security	Valid ISO 17799 accreditation	

techniques –code of practice for information security management	letter/certificate	
ISO (SANS) 14721:2012 – The Open Archival Information System (OAIS) Reference Model: Introductory Guide	Valid ISO 14721 accreditation letter/certificate	
ISO (SANS)19005-1:2005 - Document management -Electronic document file format for long-term preservation Part 1: Use of PDF 1.4 (PDF/A-1)	Valid ISO 19005 accreditation letter/certificate	
SANS 19005-2:2011 -Document management - Electronic document file format for long-term preservation Part 2: Use of ISO 32000-1 (PDF/A-2)	Valid ISO 19005 accreditation letter/certificate	

8.4. PHASE 3: FUNCTIONALITY AND TECHNICAL CRITERIA

8.4.1. Only bid proposals that meets pre-qualification will be evaluated on functionality and technical criteria,

8.4.2. The bidder must score a minimum average of 50% during Phase 3 (functionality / technical) of the evaluation to qualify for Phase 4 of the evaluation to be considered. Should a bidder score less than 50% on functionality criteria, the bidder will be disqualified.

8.4.3. The following values / indicators will be applicable when evaluating functionality:

PHASE 2				
NO	GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY AND TECHNICAL ASSESSMENT (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
1	<p>Bidder's experience on successfully completed Information and documentation – Records Management projects (attached signed contactable reference letters from successfully completed projects).</p> <p>Note: MLRF will not accept appointment letters, Purchase Orders or reference letters which are not issued in the name of the bidder.</p>	Number of projects completed by bidder within the field of Information and documentation – Records Management.	Indicator	35%
No successfully completed projects in Information and documentation – Records Management		0		
1 to 3 successfully completed projects in Information and documentation – Records Management		1		
3 to 4 successfully completed projects in Information and documentation – Records Management		2		
4 successfully completed projects in Information and documentation – Records Management		3		
5 or 6 successfully completed projects in Information and documentation – Records Management		4		

PHASE 2			
NO	GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY AND TECHNICAL ASSESSMENT (GUIDELINES FOR CRITERIA APPLICATION)	WEIGHT
		more than 5 successfully completed projects in Information and documentation – Records Management	5
2	<p>Bidders are to demonstrate number of years of combined teams' experience in the Information and documentation – Records Management projects (attach summary table of the project teams individual members' experience of project team's individual member's experience and evidence that Team Leader and Team Members has extensive experience in the relevant field)</p> <p>Annexure A to be used as a CV format. Only CVs provided in the Annexure A format will be accepted.</p>	In the proposal bidders should supply a summary table indicating individual project team member's experience Information and documentation – Records Management projects. However, combined experience of project team members will be used for scoring purposes.	Indicator 35%
		Less than one year experience.	0
		1 and less than 2 years of experience.	1
		2 and less than 3 years of experience.	2
		3 and less than 4 years of experience.	3
		4 and less than 7 years of experience.	4
		7 and more years of experience.	5
3	<p>A comprehensive and detailed project plan that covers the following:</p> <p>a) Handling of files from and to MLRF to their premises. b) Safety and security measures. c) Staff capacity and equipment dedicated to the project; d) Implementation of POPIA; e) Incident and emergency measures such as theft, fire, and natural disasters; and f) Timeframes</p>	Bidders are required to provide a detailed project plan covering the six (6) components indicated on the left.	Indicator 30%
		No information provided.	0
		Project plan/proposal that is linked or addresses one (1) but not more than three (3) of the six (6) components of the plan.	1
		Project plan/proposal that is linked or addresses three (3) but not more than four (4) of the six (6) components of the plan.	2
		Project plan/proposal that is linked or addresses four (4) of the six (6) components of the plan.	3
		Project plan/proposal that is linked or addresses five (5) of the six (6) components of the plan.	4
		Project plan/proposal that is linked or addresses ALL the six (6) components of the plan.	5
Total points on functionality			100

8.5. PHASE 4: DUE-DILIGENCE

- 8.5.1. Only bid proposals that meet phase one (1), two (2) and three (3) will be evaluated on this phase of the evaluation method.
- 8.5.2. The Department shall have the right to perform due-diligence exercise during the evaluation process of this bid and to reject proposals that do not comply with the requirements.
- 8.5.3. The MLRF will perform due diligence on the areas of the bidders in order for the Bid Evaluation Committee (BEC) to inspect the premises of the SP to verify that it meets the required standards.
 - 8.5.3.1. Safe and secure transport and storage facilities,
 - 8.5.3.2. Processing area for the unfastening and refastening of documents in folders
 - 8.5.3.3. Verify that the service provider complies with relevant regulations and holds necessary licenses for their operations.
 - 8.5.3.4. Examine the processes in place for quality control and assurance to meet your standards.
 - 8.5.3.5. Review the service provider's infrastructure and technology capabilities to ensure they align with the MLRF requirements.
 - 8.5.3.6. Assess the expertise and qualifications of the service provider's staff who will be involved in delivering the service.
 - 8.5.3.7. Confirm the measures taken to ensure the security and confidentiality of any data involved in the service.
 - 8.5.3.8. Evaluate plans in place to handle emergencies, disasters, and ensure business continuity.
 - 8.5.3.9. Clarify ownership and protection of intellectual property related to the services.
- 8.5.4. Live demonstrations and/or site inspections will be performed to confirm the ability of the bidder to execute the project and the availability of sufficient personnel, working equipment, and other resources to deliver the required services.
- 8.5.5. The MLRF will communicate the dates to the bidder/s beforehand. Bidders must
 - 8.5.5.1. have the personnel who will be responsible for the demonstrations that will be required to be available.
 - 8.5.5.2. have any other information or staff required for MLRF to successfully perform the due diligence.
 - 8.5.5.3. provide the MLRF, before the date of the due diligence, with the contact details of two people that will be contacted on the day of the due diligence.
 - 8.5.5.4. reserve two (2) parking bays for the representative of the MLRF.
- 8.5.6. Bidder/s who do not demonstrate the ability to deliver the required services and the availability of resources will NOT be evaluated further.

8.6. PHASE 5: PRICE AND SPECIFIC GOALS

- 8.6.1. Only bid proposals that meet phase one (1), two (2), three (3) and four (4) will be evaluated on functionality and technical criteria.
- 8.6.2. An evaluation of Price and Specific Goals Preference points on the suppliers, that successful qualified to this stage of evaluation.
- 8.6.3. **Calculation of points for price** - The Preferential Procurement Policy Framework Act (PPPFA) prescribes that the lowest acceptable bid will score 80 points (for tenders under R50m) or 90 points (for tenders above R50m) for price. Suppliers that quoted higher prices will score lower points for price on a pro-rata basis. Where functionality is set as criteria, only bid proposals that meets functionality requirements will be considered for evaluation on price and specific goals preference points.
- 8.6.4. The 80/20 as an appropriate preference point system will be used in the evaluation and adjudication of this quote. However, it must be extended that the lowest acceptable quote will be used to determine the applicable preference point system as per regulation (Section 3(2)(b) of the Preferential Procurement Regulations (PPR) 2022, which states: "If it is unclear which preference point system will be applicable, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable proposal will be used to determine the applicable preference point system". Therefore, either 80 or 90 points, depending on the rand value of the proposal, will be awarded to the suppliers who offers the lowest price, and proportionately fewer points are awarded to those with higher prices. Either 20 or 10 points are then available as preference points for Specific Goals, as applicable. The contract will be awarded to the suppliers that scores the highest total number of adjudication points per category.

Calculating of points for Specific Goals

- 8.6.5. Points will be awarded to a supplier for specific goals. Bidders are required to submit the original and valid proof for preference points claimed or certified copies thereof; to substantiate their preference points claims. SBD 6.1 must also be duly completed, signed, and submitted alongside the bid to claim preference points. Failure to do so will result in Specific Goals preference points being forfeited.
- 8.6.6. The 80/20 as an appropriate preference point system will be used in the evaluation and adjudication of this quotation. However, it must be extended that the lowest acceptable supplier will be used to determine the applicable preference point system as per regulation (Section 3(2)(b) of the Preferential Procurement Regulations (PPR) 2022, which states: "If it is unclear which preference point system will be applicable, that either the 80/20 or 90/10 preference point system will apply and

that the lowest acceptable supplier will be used to determine the applicable preference point system". Therefore, either 80 or 90 points, depending on the rand value of the quotation, will be awarded to the suppliers who offers the lowest price, and proportionately fewer points are awarded to those with higher prices. Either 20 or 10 points are then available as preference points for specific goals, as applicable. The contract will be awarded to the suppliers that scores the highest total number of adjudication points per category.

8.6.7. Points will be awarded to a supplier for specific goals in accordance with the table below:

A.	PRICE	80
B.	Specific Goal	Number of points (20)
	51% black ownership	8
	50% women ownership	4
	Youth ownership	4
	Disability	4
	Non-compliant contributor	0

*The definitions of the above specific goals are as per the PPR policy of the MLRF.

8.6.8. The SCM unit of the DFFE / MLRF will allocate preferential points (Specific Goals) to each company for its contribution towards empowerment of the black designated groups as prescribed in the Preferential Procurement Regulations of 2022, women, people with disabilities, youth as well as local economic development.

8.6.9. A supplier will not be disqualified from the quotation process if the suppliers does not submit supporting documents substantiating the specific goals preference points claimed or is a non-compliant contributor. Such some suppliers will score 0 for Specific Goals.

8.6.10. Suppliers will be subject to SCM conditions of the Department – MLRF and the Preferential Procurement Regulations, 2022 issued in terms of section 5 of the Preferential Procurement Policy Framework Act (Act No 5 of 2000) (PPPFA).

8.6.11. The PPPFA prescribes that the lowest acceptable bid will score 80 or 90 points for price (as explained above, depending on whether the bid prices is more or less than R50million). Suppliers that quoted higher prices will score lower points for price on a pro-rata basis. Where functionality is set as a criterion, only bid proposals that meets functionality requirements will be considered to be evaluated on price and Specific Goals.

8.6.12. The contract will be awarded to the supplier scoring the highest points subject to section 2(1) (f) of the PPPFA, 2000.

9. BID SUBMISSION REQUIREMENTS

9.1. **All completed documentation must be returned to the Marine Living Resource Fund (MLRF) the entity of the Department of Forestry, Fisheries and the Environment (DFFE) on or before 11:00 on the 15th of March 2024. The location of the drop off is: Tender Box, Ground Floor, Foretrust Building, 2 Martin Hammerschlag Way, Cape Town, 8000.**

9.2. Bidders should ensure that the following submission requirements, which will be needed for evaluation purposes are included in their bid proposal and are as follows:

9.2.1. The SP must draft a table of content which will indicate where each document is located in the proposal.

9.2.2. The proposal shall consist of two parts, namely the technical bid and the pricing bid (master and copies).

9.2.3. Completed table of mandatory requirements, as set out in the table in paragraph 8.3.2 of this document, together with all necessary supporting documents and required documentary proof.

9.2.4. Standard bidding documents (SBD1, 2, 3.3, 4, and 6.1) completed and signed.

9.2.5. A valid copy of the Tax Clearance Certificate/ Tax Compliance Status Pin issued by SARS to the supplier/copy of Central Supplier Database (CSD)/ MA supplier Number must be submitted together with the bid.

9.2.6. In case of bids where Consortia / Joint Ventures / Sub-contractors are involved; such must be clearly indicated, and each party must submit a separate copy of a valid Tax Clearance Certificate or copy of Tax Compliance Status Pin or CSD/ MAAA supplier Number together with the bid.

9.2.7. Certified copies of identity documents of directors and shareholders of the company.

9.2.8. Entity registration Certificate (e.g. CK1).

9.2.9. Letter of Authority to sign documents on behalf of the company.

10. SPECIAL CONDITIONS OF CONTRACT

10.1. On appointment, the performance measures for the delivery of the agreed services will be closely monitored by MLRF.

10.2. The MLRF will not be held responsible for any costs incurred by the SPs in the preparation, presentation and submission of the proposal.

- 10.3. The appointed Contract Manager shall do the ongoing management of the Memorandum of Agreement (MOA).
- 10.4. All the conditions specified in the General Conditions of Contract (GCC) will apply and where the conditions in the special conditions of contract contradicts the conditions in the general conditions of contract, the special conditions of contract will prevail.
- 10.5. The bid proposals should be submitted with all required information containing technical information.
- 10.6. Travelling costs and time spent or incurred between home and office of the SP and the Department / MLRF office will not be for the account of Department / MLRF.
- 10.7. Bidders failing to meet all the requirements will automatically be disqualified.
- 10.8. Poor or non-performance by the bidder will result in cancellation of the order and the MOA.
- 10.9. Should the service provider fail to perform, the Department /MLRF reserves the right to cancel the appointment of such service provider immediately and without any notice. The Department / MLRF also reserves the right to recover the costs incurred thus far.
- 10.10. It is the responsibility of the service provider to keep and maintain a backup of the digitised information until the MLRF confirmed that the digitised information was transferred successfully to the department's servers/databases. The service provider will ensure that the digitalized documents are available in case of a loss/damage of the hard drives.
- 10.11. The service provider will be liable for any and/or all loss, damages and/or misfiling of any non-digitised and/or digitalised information. This will be effective from the receipt of the pages/documents/folders/boxes until the return of the files in the manner required.
- 10.12. The service provider is required to have measures to ensure compliance to the Protection of Personal Information Act (POPIA). The service provider is required to demonstrate the measures in place to comply with Protection of Personal Information Act (POPIA) and confidentiality.

11. PAYMENT TERMS

- 11.1. The MLRF undertakes to pay out in full or as per deliverables within 30 (thirty) days all valid claims for work done to its satisfaction upon presentation of a substantiated claim and the required reports stipulated in special conditions. No payment will be made where there is outstanding information/work not submitted by the Service Provider/s until that outstanding information is submitted.
- 11.2. Payment by the MLRF shall be made by means of an electronic transfer into the SP's bank account.
- 11.3. Payment requirements
 - The successful Service Provider shall render services to the MLRF in accordance with the Project Plan and Project Scope.
 - The amounts are inclusive of VAT and all disbursements shall be paid in South African Rands.

- The MLRF reserves the right to, after consultation with the successful Service Provider, increase, reduce or cancel the budget.
- Disbursements of project funding will be agreed on for each project and disbursements will be made on agreed and verified deliverables and indicators (targets) that are included in the Project Plan.
- The successful Service Provider shall provide the Department / MLRF with an original tax invoice for the services rendered. Once the Department / MLRF has approved such an invoice and is satisfied with the services rendered as outlined in the Project Plan, it will make payment to the successful Service Provider within 30 days of approval of such a request.
- The successful Service Provider are required to submit the following documents with each invoice;
 - letter of the manager of SP (if applicable)
 - Monthly/Period Project Progress Report as per agreement (SLA or MOA)
- The MLRF requires that a new order number be raised after 1 April of each of the financial years of the contract period.
- All invoices must be addressed to the MARINE LIVING RESOURCES FUND.

12. ENQUIRIES

12.1. Should you require any further information in this regard, please do not hesitate to email:

Name	Email address
Mr Lwandisa Hoza	MLRFtenders@dffe.gov.za
Ms Talitha Bikani	

**Bidders should use "MLRF204/23: Enquiries" as the subject of the email for all enquiries.*

ANNEXURE A

2011/12

A. PERSONAL PARTICULARS															
PERSONAL INFORMATION															
SURNAME															
FIRST NAMES															
IDENTITY NUMBER															
DATE OF BIRTH													AGE		
TITLE															
ARE YOU A SOUTH AFRICAN CITIZEN?			YES						NO						
POSTAL ADDRESS						WORK ADDRESS									
POSTAL CODE															
CODE						TELEPHONE (HOME)									
CODE						TELEPHONE (WORK)									
CODE						TELEPHONE (FAX)									
CELLPHONE						EMAIL									
AFRICAN		M	F	WHITE		M	F	COLOURED		M	F	INDIAN		M	F
MARRIED				SINGLE				DIVORCED							
QUALIFICATIONS															
HIGHEST GRADE PASSED IN SCHOOL (PLEASE MARK WITH AN X):															
BELOW GRADE 10					GRADE 10					GRADE 12					
SPECIFY NAME OF SCHOOL															
POST SCHOOL QUALIFICATION (IF APPLICABLE, SPECIFY THE FOLLOWING):															
INSTITUTION															
DEGREE OR DIPLOMA															
MAIN SUBJECTS															
DRIVER'S LICENSE															
DO YOU HAVE A DRIVER'S LICENCE?			YES			NO			Code (as it is appearing on the license card)						
DATE THAT THE DRIVER'S LICENCE WAS ISSUED			DAY and MONTH:			YEAR:									
EXPIRY DATE			DAY and MONTH:			YEAR:									
PLACE WHERE LICENCE WAS ISSUED															
LANGUAGE PROFICIENCY															
LANGUAGE PROFICIENCY — specify level: - good / fair / poor															
LANGUAES (1)					(2)					(3)					
SPEAK															
WRITE															
READ															

DISABILITY

ARE YOU PHYSICALLY DISABLED? (SPECIFY)

YES

NO

HEALTH

ARE YOU IN GOOD HEALTH?

PHYSICALLY

YES

NO

MENTALLY

YES

NO

IF YOUR ANSWER TO ANY OF THE ABOVE IS NO, SPECIFY

ANY OTHER COMMENT(S) CONCERNING YOUR HEALTH

PREVIOUS TERMINATION OF SERVICE (DISCHARGE)

HAS YOUR SERVICE PREVIOUSLY BEEN TERMINATED?

YES

NO

IF YES, SPECIFY THE FOLLOWING REASON (SELECT ONE WITH AN X):

RETRENCHMENT

MISCONDUCT

MEDICAL UNFITNESS

SEVERANCE PACKAGE

VOLUNTARY RESIGNATION

DATE OF TERMINATION:

IN THE INSTANCE OF VOLUNTARILY RESIGNATION, WAS THERE A DISCIPLINARY CASE PENDING?

YES

NO

(IF YES ABOVE, PROVIDE DETAILS IN A SEPARATE SHEET)

EMPLOYER:

CONFLICT OF INTEREST

ARE YOU INVOLVED IN ANY OUTSIDE BUSINESS OR ACTIVITIES, OR DO YOU HAVE ANY INTERESTS WHICH MAY CONFLICT OR ARE LIKELY TO CONFLICT WITH THE EXECUTION OF ANY OFFICIAL DUTIES, SHOULD YOU BE THE SUCCESSFUL CANDIDATE FOR THIS POST?

YES

NO

HAVE YOU EVER BEEN DECLARED INSOLVENT?

YES

NO

B. SKILLS AND COMPETENCIES

NO

SKILLS AND COMPETENCIES

C. EDUCATIONS

YEAR (DD/MM/YYYY)	INSTITUTION	QUALIFICATION

D. PREVIOUS WORK EXPERIENCE (From inception to date)

START DATE (DD/MM/YYYY)	END DATE (DD/MM/YYYY)	COMPANY (INSTITUTION)	DUTIES

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	1	2	3

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E. PARTICULARS OF WORK REFERENCES LISTED IN SECTION D

NAME:				NAME:			
ADDRESS OF COMPANY:							
POSTAL CODE				POSTAL CODE			
E-MAIL				E-MAIL			
Tel. WORK				Tel. WORK			
FAX				FAX			
CELLPHONE				CELLPHONE			

NAME:				NAME:			
ADDRESS OF COMPANY:							
POSTAL CODE				POSTAL CODE			
E-MAIL				E-MAIL			
Tel. WORK				Tel. WORK			
FAX				FAX			
CELLPHONE				CELLPHONE			

Annexure B1-Detailed Deliverables and Costing

Costing Activity	Duration (Day/Months)	Total Costs
1. Development of a digitization plan for MLRF's records prior to the project.		
2. Implementation of a digitization project plan as approved by the MLRF.		
3. Put in place security measures and controls to secure original paper documents in the premises of the service provider and the digitized records and any other digital content.		
4. The service provider must provide the details of how to implement the security measures to provide for the security of the system and its integrity.		
5. Document digitization services, will include but not limited to the following: Safe and secure storing of original paper documents in the premises of the service provider		
Unfastening of the original paper documents		
Scanning		
Indexing		
Storing of digitized documents on an external hard drive and		
Refastening of the original paper documents (in cases of staple wires, clips, binding, etc.)		
6. The service provider is expected to have their own resources, including: All the required hardware, software, and supporting equipment (scanners, computers, printers etc.). The required technical and non-technical personnel/staff.		
Transport and security resources of the documents		
Document preparation, unfastening, scanning, and refastening must be done within in their premises.		
Grand Total		

Annexure B1

Disbursements

Item #	Unite Rate	Quantity	Cost Estimated
Traveling (by Vehicle)			
Venue Hire			
Accommodation			
Consumables			
Per diem			
Other	-	-	
Sub-Total			

Cost of Deliverables + Cost of Disbursements		(NAT inclusive) R
R	R	