



forestry, fisheries & the environment

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

INVITATION TO BID

BID NUMBER: DFFE-T058 (21/22)

APPOINTMENT OF A SERVICE PROVIDER FOR A PERIOD OF 8 MONTHS TO REVIEW AND REVISE THE GUIDELINE DOCUMENT FOR THE EVALUATION OF THE QUANTUM OF CLOSURE RELATED FINANCIAL PROVISION BY A MINE AS WELL AS THE RELATED SPREADSHEET AND MASTER RATES AND TO DEVELOP A REHABILITATION PLAN TEMPLATE, A RISK MODEL AND PREPARE RECOMMENDATIONS

Contact persons:

Name: Dr D Fischer

Cell phone: 0827729837

E-Mail: dfischer@dffe.gov.za

NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION

Bidder name	Registration number	Central Supplier Database (CSD number)	
		Main contractor	
			Sub-contracted/ joint venture comp 1
			Sub-contracted/ joint venture comp 2

CLOSING DATE OF THE BID: 02 FEBRUARY 2022 AT 11H00

PART A INVITATION TO BID /

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DFFE-T058 (21/22)	CLOSING DATE:	02 FEBRUARY 2022	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR A PERIOD OF 8 MONTHS TO REVIEW AND REVISE THE GUIDELINE DOCUMENT FOR THE EVALUATION OF THE QUANTUM OF CLOSURE RELATED FINANCIAL PROVISION BY A MINE AS WELL AS THE RELATED SPREADSHEET AND MASTER RATES AND TO DEVELOP A REHABILITATION PLAN TEMPLATE, A RISK MODEL AND PREPARE RECOMMENDATIONS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Department of Forestry Fisheries and the Environment; The Environment House, 473 Steve Biko Road; Cnr Soutpansberg and Steve Biko Road, Arcadia Pretoria /Tshwane					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Jacque Steyn or Ms Emily Babedi or Vonani Rikhotso		CONTACT PERSON	Dr D Fischer	
TELEPHONE NUMBER	012 399 9019		TELEPHONE NUMBER	0827729837	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	jsteyn@environment.gov.za ebabedi@environment.gov.za vrikhotso@environment.gov.za		E-MAIL ADDRESS	dfischer@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	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
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 PART B:3]	
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:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>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.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>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.”</p>

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

SIGNATURE OF BIDDER:

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

DATE:

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO: DFFE-T058(21-22)

CLOSING TIME 11:00 ON 02 FEBRUARY 2022.....

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED TAX</u>
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APPOINTMENT OF A SERVICE PROVIDER FOR A PERIOD OF 8 MONTHS TO REVIEW AND REVISE THE GUIDELINE DOCUMENT FOR THE EVALUATION OF THE QUANTUM OF CLOSURE RELATED FINANCIAL PROVISION BY A MINE AS WELL AS THE RELATED SPREADSHEET AND MASTER RATES AND TO DEVELOP A REHABILITATION PLAN TEMPLATE, A RISK MODEL AND PREPARE RECOMMENDATIONS

1. Services must be quoted in accordance with the Project deliverables in section 8 of the TOR

EXPECTED DELIVERABLES	OVERALL TIME ALLOCATION	HOURLY RATE PER STAFF MEMBER	STAFF MEMBERS TO BE ALLOCATED PER OUTPUT AND COSTS	TIME TO BE ALLOCATED PER STAFF MEMBER PER OUTPUT	TOTAL COST
Immediate Objective A Inception workshop and detailed workplan					R.....
Disbursements Immediate Objective A Identification of disbursement					R.....
Immediate Objective B Preparation of a background document					R.....
Disbursements Immediate Objective B Identification of disbursement					R.....
Immediate Objective C Initial stakeholder consultation and setting up peer review group					R.....
Disbursements Immediate Objective C Identification of disbursement					R.....
Immediate Objective D Document review and revision proposal					R.....
Disbursements Immediate Objective D					R.....

Identification of disbursement					
Immediate Objective E Development of standard rehabilitation plan templates					R.....
Disbursements Immediate Objective E Identification of disbursement					R.....
Immediate Objective F Development of a risk model and the preparation of recommendations					R.....
Disbursements Immediate Objective F Identification of disbursement					R.....
Immediate Objective G Second stakeholder consultation					R.....
Disbursements Immediate Objective G Identification of disbursement					R.....
Immediate Objective H Final amended guideline, spreadsheet and master rates, final rehabilitation templates and risk model prepared and recommendations updated					R.....
Disbursements Immediate Objective H Identification of disbursement					R.....
	SUB-TOTAL EXCLUDING VAT				R.....
	VAT 15%				R.....
	TOTAL INCLUDING VAT				R.....

2. Period required for commencement with project after acceptance of bid _____
3. Are the rates quoted firm for the full period? Yes/No
4. If not firm for the full period, provide details of the basis on which Adjustments will be applied for.



SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder², member):
.....
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.....
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person connected to the bidder is employed :
Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.

.....

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

November 2011

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20 **or** **90/10**

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

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = maximum 20 points

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		

Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES
1.
2.

.....
SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS
.....
.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.4.1	If so, furnish particulars:
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SBD 8

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js914w 2



forestry, fisheries
& the environment

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

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE), AS AN ORGAN OF STATE SUBSCRIBES TO AND PROPAGATES BOTH THE NOTION OF BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT, 2003 (Act No. 53 of 2003) (BBBEE), THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 (Act No. 5 of 2000) AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER FOR A PERIOD OF 8 MONTHS TO REVIEW AND REVISE THE GUIDELINE DOCUMENT FOR THE EVALUATION OF THE QUANTUM OF CLOSURE RELATED FINANCIAL PROVISION BY A MINE AS WELL AS THE RELATED SPREADSHEET AND MASTER RATES AND TO DEVELOP A REHABILITATION PLAN TEMPLATE, A RISK MODEL AND PREPARE RECOMMENDATIONS

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR A PERIOD OF 8 MONTHS TO REVIEW AND REVISE THE GUIDELINE DOCUMENT FOR THE EVALUATION OF THE QUANTUM OF CLOSURE RELATED FINANCIAL PROVISION BY A MINE AS WELL AS THE RELATED SPREADSHEET AND MASTER RATES AND TO DEVELOP A REHABILITATION PLAN TEMPLATE A RISK MODEL AND PREPARE RECOMMENDATIONS

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1. PURPOSE

1.1 This document provides the terms of reference (TOR) for a consultant team to assist the Department of Forestry, Fisheries and the Environment as well as the Department of Mineral Resources and Energy for a period of 8 months to:

- 1.1.1 *Review, through a consultative process, the 2005 DME “Guideline Document for the Evaluation of the Quantum of Closure Related Financial Provision by a Mine” (the Guideline document) to identify any shortcomings;*
- 1.1.2 *Review, through a consultative process, the 2005 spreadsheet which was associated with the Guideline document”, to identify any gaps or shortcomings;*
- 1.1.3 *Revise the Guideline document and the associated spreadsheet to address the identified gaps or shortcomings and to incorporate the experience gained in calculating financial provisioning requirements since 2005 as well as the requirements of the Financial Provisioning Regulations, 2015;*
- 1.1.4 *Revise the Department of Energy’s Master Rates for the costs of various rehabilitation activities for mines at various distances from economic hubs and the relevant dynamics;*
- 1.1.5 *Prepare a standard template for the preparation of an annual rehabilitation plan, final closure plan and post closure plan;*
- 1.1.6 *Using a risk-based methodology prepare a risk model, run the risk model and make recommendations as to the extent to which low risk commodity mines, being: clay; aggregate; slate; pebbles; diamonds and sand with mining rights can be enabled to utilise this guideline and master rate system. These recommendations should consider the size, magnitude and the environmental risk of the operation among others.*

2. INTRODUCTION AND BACKGROUND

- 2.1 In September 2014 the “One Environmental System” for mining, water and the environment was enacted by Parliament. The system was implemented in order to resolve the duplication of the legislative framework managing the impacts of mining on the environment. Under the “One Environmental System” the aspect of the environmental protection related to the mining sector is now enabled under the National Environmental Management Act, 1998 (Act No. 107 of 1998) (NEMA) and relevant references to environmental management were repealed from the Mineral and Petroleum Resources Development Act, 2002 (Act No. 28 of 2002) (MPRDA). In line with these provisions, in November 2015 the NEMA Financial Provisioning Regulations were promulgated. These Regulations represented a departure from the method used to calculate financial provisioning for mines implemented under the MPRDA, in that the calculation was based on the preparation of three plans and surveyed areas of disturbance. Although this shift was necessary in light of the One Environmental System, it did not completely eliminate all the shortcomings immediately.
- 2.2 After the coming into effect of the Regulations, the Minerals Council South Africa, on behalf of their members, raised certain issues of concern which needed to be addressed. One of the concerns identified, among others, was the complexity of the three-plan system for small scale miners. In the ensuing discussions it has been suggested that a dual system of financial provisioning for mining permit holders of low-risk commodities, prospecting operations (without the removal and disposal of minerals) and onshore seismic surveys be allowed, which will follow a more standard approach, reminiscent of the calculation

system implemented under the MRPDA. However, to allow for the implementation of such a dual system, certain shortcomings which have been identified in the Guideline document and spreadsheet system must be addressed and the Department of Energy's master rates need to be updated to reflect current rehabilitation and engineering costs. As such it is necessary to review and revise the Guideline document, the associated spreadsheet and the master rates, to address the gaps and shortcomings as well as to update the document, spreadsheet and master rate to take into account the advancement in rehabilitation technology and engineering experience. In addition, as the dual system does not anticipate the preparation of the specific rehabilitation plans for this category of miner, a standard template will need to be prepared to understand the manner in which mining will take place and the rehabilitation implemented.

- 2.3 Although the current proposal on implementing a dual financial provisioning system foresees the template, spreadsheet and master rate system being used only by permit holders of low-risk commodities, prospecting operations which exclude bulk sampling and onshore seismic surveys, it is possible that additional categories of miners could utilise this system should the environmental risks of their operations be assessed and identified as low risk. It is intended through this project, to consider, using risk profiling methodology, to prepare a risk model and based on the outcomes of the risk model to make recommendations on the ability to extend the dual system in a measured and risk appropriate manner to other possible low risk mining operations.

3. PROBLEM ANALYSIS

- 3.1 There is a need to ensure adequate funds are set aside by the mining sector through the operational life of the mine to facilitate environmentally sound closure and post closure mitigation and rehabilitation. In 2015 the NEMA Financial Provisioning Regulations were promulgated which based the calculation of financial provision for existing and new mining operations on a three-plan system. The preparation of the three plans is to be undertaken by independent specialists and is to be based on surveyed disturbance and modelled risks which must cover certain minimum criteria.
- 3.2 This system of calculation has been identified as being overly complicated and expensive to implement for small scale miners. In order to address this concern, it has been proposed that consideration be given to the use of a dual financial provision calculation system, with the introduction of a system which follows a similar approach as used under the MPRDA Regulations which was based on the use of a guideline document, spreadsheet and master rate methodology. Whereas this system was used for the entire mining sector prior to 2015, it is now proposed to be used only for mining permit holders of low-risk commodities, prospecting operations (without the removal and disposal of minerals) and on-shore seismic surveys.
- 3.3 Certain shortcomings and gaps have been identified with the use of the MPRDA financial provision calculation system which must be addressed if a dual system based on the MPRDA methodology is to be further considered. In order to critically review and update the Guideline document, the spreadsheet and the master rates and to supplement these tools with a template to describe a rehabilitation plan, the Department of Forestry, Fisheries and the Environment in partnership with the Department of Mineral Resources and Energy (DMRE) (the partners) require the assistance of a multidisciplinary team of mining professionals to review, through a consultative process, the Guideline document, the associated spreadsheet and the master rates and to develop a template to describe the rehabilitation plan of the mining operation. A risk-based methodology is also to be applied to other potential low risk mining operations to make recommendations on the ability to utilise the dual calculation system on such operations.

4. OVERALL OBJECTIVE

4.1 The overall objective of the consultancy is framed as:

4.1.1 *Through a participatory approach, review and revise the Guideline document, spreadsheet and master rates prepared under the MPRDA and to prepare a rehabilitation plan template to allow for mining permit holders of low risk commodities, prospecting operations (without the removal and disposal of minerals) and onshore seismic survey's to make use of a dual system for the calculation and setting aside of financial provisioning and based on a thorough assessment of environmental risk posed, prepare and run a risk model and make recommendation on the possibility of other right holders for low risk commodities to utilise the dual system.*

5. IMMEDIATE PROJECT OBJECTIVE- SCOPE OF WORK

By the end of August 2022, submit to the partners, a revised Guideline document, spreadsheet and master rates prepared under the MPRDA, a rehabilitation plan template, a risk model and recommendations on any additional category of operations of other low-risk commodities that could be considered for the use of a dual system to calculate the financial provisioning required by a mining operation.

5.1 Immediate Objective A – Inception workshop and detailed work plan

5.1.1 An inception workshop is to be held where aspects of the project are to be discussed and agreed between the consultant team and the partners. A detailed work plan is then to be developed by the consultant team and a comments and responses register must be initiated and all comments received throughout the project are to be collated and responses provided.

5.1.2 The work plan is to confirm all the identified tasks, the staff allocations and the timeframes for producing the outputs to ensure coordination. The work plan is to be jointly considered and approved by the Department and the DMRE.

5.2 Immediate Objective B – Preparation of a background document

5.2.1 As an initial output of the project a background document is to be prepared which is to be circulated to interested stakeholders as a starting point for discussion on the project. The discussion document is to identify the problem statement, the objectives of the project discuss briefly the initial preliminary gaps and shortcomings in the documents to be reviewed as well as to provide an anticipated outline of the rehabilitation plan and risk model to be developed.

5.3 Immediate Objective C - Initial stakeholder consultation and setting up peer review group

5.3.1 In order for the project to benefit from a broad range of view from experts and interested parties, the consultant team must convene an initial public meeting to engage on the shortcomings and gaps related to the Guideline document, spreadsheet and master rates prepared under the MPRDA and to gather input for the rehabilitation plan template. This will be a virtual meeting. To facilitate discussion, the content contained in the background document must be discussed. The background document is to be circulated to a pre-prepared data base of relevant stakeholders to be prepared by the consultant team. The consultant team must set up and convene this meeting as well as provide secretarial services. Participation must be drawn from government departments, the mining sector, CBO's and NGO's, other mining consultants and engineers working in the mining and environmental fields, among others. The discussion must be documented into a short minute and suggestions and inputs included in the comments and responses document for consideration in the further development of the project outputs.

5.3.2 The consultant team must also set up a peer review group. This group is to be drawn from peers within the engineering¹ consultancies and the mining sector and their role will be to review documents and provide input. No remuneration will be paid for peer review members, but it is expected that there would be interested specialists who would want to participate. All inputs received from the peer review group must also be captured in the comments and responses document.

5.4 Immediate Objective D – Document review and revision proposals

5.4.1 The consultant team is to critically review the Guideline document, the spreadsheet and master rates. The most recent versions of the Financial Provisioning Regulation is also to be considered to understand the inputs required to be included in the rehabilitation plan template. The review must take into consideration the shortcomings, gaps and concerns identified by the stakeholders as well as the advancements in rehabilitation and engineering technologies. The various risk models available must be considered to identify a risk model which is to be used and consideration must be given to the identification of specific criteria to be considered when determining the ability for certain categories of right holders to also benefit for using the secondary calculation method.

5.4.2 The review is to culminate in a *review and proposals document* which is to identify the areas for improvement, highlight the most recent research, provide information on the latest costs that must be taken into consideration in the revision. The *review and proposals document* must make proposals on the revisions to be made to the Guideline document and the spreadsheet and the relevant criteria to be considered in the update of the master rates. The review document must be consulted with the partners as well as an identified group of peers drawn from the engineering consultancies and the mining sector to gather further input.

5.4.3 The peer review consultation could be through a virtual meeting or simply requesting comment with the necessary follow up to ensure inputs. The review document must then be finalised taking into consideration the inputs received,

5.5 Immediate Objective E – Development of standard rehabilitation plan templates

5.5.1 Based on a knowledge of the work and activities required to plan and implement a rehabilitation plan for the low-risk mining operations, prospecting and onshore seismic surveys, identified as being the scope of this TOR, the consultant team must prepare draft standard rehabilitation plan templates for annual rehabilitation, final closure and decommissioning and post closure requirements. These templates must be prepared for a small scale, low risk mining operations and enable its implementation in various categories and various levels of risks. It is envisaged that the template is to identify the location of the mine, provide details of the operations, the sequencing of mining and the sequencing of rehabilitation, details of the rehabilitation to be undertaken as well as the relevant timeframes, among others.

5.5.2 The draft templates must be consulted with the partners and the peer review group for inputs. The comments and responses document must be updated with all the inputs received.

5.6 Immediate Objective F – Risk model and recommendations on mining categories of other low risk commodities for consideration for the use of the dual system for the calculation of financial provisioning

5.6.1 Currently the proposed amendments to the Financial Provisioning Regulations consider only permit holders of low-risk commodities, prospecting operations which exclude bulk sampling and onshore seismic surveys as candidates to utilise the dual system for the calculation of the financial provisioning. It

¹ In the case of this TOR engineering includes the mining, structural, electrical and mechanical engineering fields

may be possible to consider a wider range of operations based on their reduced risk to the environment during operations and post closure. The consultant team is to identify a risk model as well as risk criteria to apply to a number of possible low risk operations to determine their risk and the ability to apply the dual system to these operations. The model must then be applied and recommendations made based on the outcomes of other possible operations which may be able to be considered for the use of the dual calculation system. It is anticipated that such a model should consider the overall footprint of the mine at closure, water management issues, the depth of the mine, the chemical make-up of the proposed mine commodity, duration of the operation etc.

- 5.6.2 Once the risk model has been identified and an initial run has been done, the consultant team must make initial recommendations as to what other possible mining sectors can make use of the dual system for financial provisioning. The consultant team must ensure that any such recommendation proposed will result in informed decision-making and that the environment will be protected.
- 5.6.3 The risk model, draft criteria and initial recommendations must be consulted through the peer review group and any inputs considered for inclusion. The comments and responses document is to be updated with inputs received.
- 5.6.4 It is expected that objective D, E and F would be undertaken concurrently to allow for all the documents to be consulted through the second stakeholder consultation which is the next objective.

5.7 Immediate Objective G - Second stakeholder consultation

- 5.7.1 After the incorporation of comments and inputs from the partners and the peer review group on the review and *proposals document*, the risk model and initial recommendations and the draft standard rehabilitation plans template for annual rehabilitation, final closure and decommissioning and post closure requirements, the documents must be consulted through a second virtual stakeholder meeting which is to be set up by the consultant team. Draft documents must be sent out prior to the meeting and the draft outputs are to be presented and discussed at the meeting. A short minute of the meeting is to be prepared and circulated and the comments and responses document updated.

5.8 Immediate Objective H – Final amended guideline, spreadsheet and master rates, final rehabilitation templates, and risk model prepared and recommendations updated

- 5.8.1 Based on inputs of the second stakeholder consultation, the guideline, spreadsheet and master rates are to be revised to incorporate the inputs made. The proposed rehabilitation templates are to be revised and the risk model is to be run using the agreed risk criteria. Based on the risk model outcomes the recommendations are to be revised. All final draft documents are to be workshopped with the project team and the peer review team. All inputs are to be incorporated, the comments and responses document updated and the project is to be finalised.

6. EXPECTED DELIVERABLES/OUTCOMES

6.1 The following deliverables will be expected from the service provider:

- 6.1.1 Inception workshop and detailed work plan identified in paragraph 5.1
- 6.1.2 Preparation of a background document which identifies the problem statement, objectives, the initial identified gaps and shortcomings as well as an outline of the rehabilitation plan and risk model to be developed as identified in paragraph 5.2
- 6.1.3 Stakeholder workshop convened, peer review group set up and updated comments and responses document prepared as identified in paragraph 5.3
- 6.1.4 Document review and revision proposals which must include a review and proposals document containing the revisions to be made to the guideline document, the spreadsheet, the relevant criteria to be considered in the update of the master rates as identified in paragraph 5.4
- 6.1.5 Development of standard templates for annual rehabilitation, final closure and decommissioning plan and for post closure as identified in paragraph 5.5
- 6.1.6 Risk model and recommendation on the category of operations of other low risk commodities that could be considered for the use of the dual system for the calculation of financial provision as identified in paragraph 5.6
- 6.1.7 Second stakeholder meeting convened to discuss the proposed amendments to the documents for reviewed, the standard templates and the risk model and recommendation as identified in paragraph 5.7
- 6.1.8 Final revised guideline document, spreadsheet, master rates, rehabilitation plan templates, risk model and recommendations available as identified in paragraph 5.8.
- 6.1.9 A detailed description of the expected deliverable and time frames is provided on the table below:

EXPECTED DELIVERABLES	DESCRIPTION	TIME FRAMES
Immediate Objective A Inception workshop and detailed workplan	<ul style="list-style-type: none"> • Workshop planning • Workshop convening • Confirmation of understanding of objectives, and outputs. Confirmation of staffing and time allocation per output • Preparation of a detailed workplan • Consideration and approval of workplan 	2 weeks

<p>Immediate Objective B</p> <p>Preparation of a background document</p>	<ul style="list-style-type: none"> Initial review of documents to be updated, consideration of methodology and intended outcome of the rehabilitation plans and consideration of possible risk models and input criteria to identify other possible categories of mining operations that could be regarded as low-risk that can potentially utilise the dual calculation system. Based on the initial review and considerations prepare a background document to guide the discussion at the first stakeholder workshop and to solicit comment and inputs into the proposed work method. 	<p>Within the first two and a half months of the project</p>
<p>Immediate Objective C</p> <p>Initial stakeholder consultation and setting up of peer review group</p>	<ul style="list-style-type: none"> Prepare a database of stakeholders that would have an interest in the project Prepare a database of possible professional mining engineers that would form part of a peer review and set up the peer review team Prepare for an initial virtual stakeholder consultation. This task will among others include the sending out of invitations and follow up for RSVPs, the sending of documentation related to the project, the preparation of presentations, the convening of the workshop, minute taking and preparation and the preparation of a comments and responses document 	<p>Within the first two and a half months of the project</p>
<p>Immediate Objective D</p> <p>Document review and revision proposal</p>	<ul style="list-style-type: none"> The consultant team must among others critically review the documents for updating, as well as the stakeholder inputs received in order to prepare a <i>review and proposals</i> document which is to identify the areas for revision and improvement, including the reasons and the latest literature that supports the amendments. Once proof read and finalised as a draft, the documents must be sent for partner and peer review. 	<p>Objectives D, E and F are to be undertaken concurrently and finalised within six and a half months from the initiation of the project</p>
<p>Immediate Objective E</p> <p>Development of standard rehabilitation plan templates</p>	<ul style="list-style-type: none"> Draft standard rehabilitation plan templates for annual rehabilitation, final closure and decommissioning and post closure requirements must be prepared. The draft templates must be consulted with the partners and the peer review group for inputs. The inputs must be incorporated and the draft documents finalized for further consultation through the stakeholder workshop (objective G). The comments and responses document must be updated to incorporate the comments received. 	<p>Objectives D, E and F are to be undertaken concurrently and finalised within six and a half months from the initiation of the project</p>
<p>Immediate Objective F</p> <p>Development of a risk model and the</p>	<ul style="list-style-type: none"> A risk model must be developed and the applicable risk criteria to apply in the risk model are to be identified to determine other possible low risk operations to which the dual system of financial provision calculation can be applied. 	<p>Objectives D, E and F are to be undertaken concurrently and finalised within six and a half</p>

preparation of recommendations	<ul style="list-style-type: none"> Once the risk model has been developed and criteria identified, the model must be run and the initial recommendations made. The outcomes are to be workshopped with the project partners and the peer review team. All inputs must be considered and incorporated where relevant and the draft model and recommendations finalised for further consultation through the second stakeholder meeting. The comments and responses document is to be update. 	months from the initiation of the project
Immediate Objective G Second stakeholder consultation	<ul style="list-style-type: none"> The <i>review and proposals document</i>, the draft rehabilitation plan templates, the risk model and the initial recommendations must be consulted through a second stakeholder workshop which is to be set up by the consultant team. Draft documents must be set out prior to the stakeholder consultation and the draft outputs are to be presented and discussed at the meeting. A short minute of the meeting is to be prepared and circulated and the comments and responses document updated. 	The second stakeholder meeting must be undertaken within the seventh month of the contract
Immediate Objective H Final amended guideline, spreadsheet and master rates, final rehabilitation templates and risk model prepared and recommendations updated	<ul style="list-style-type: none"> The guideline, spreadsheet and master rates are to be revised to incorporate the inputs made. The proposed rehabilitation templates are to be revised and the risk model is to be run using the agreed risk criteria. Based on the risk model outcomes the recommendations are to be revised. All final draft documents are to be workshopped with the project team and the peer review team. All inputs are to be incorporated, the comments and responses document updated and the project is to be finalised. 	Early in the eighth month to allow for the final documents to be prepared

7. PERIOD/DURATION OF THE PROJECT

The project must be completed within eight (8) months after the signing of a purchase order by both parties.

8. COSTING/COMPREHENSIVE BUDGET

8.1 A comprehensive fixed cost itemised budget **must** be provided on a *Pricing Schedule* inclusive of disbursements including travel, car rental, accommodation, venues, catering, printing etc. identified per objective. All costs to be inclusive of VAT.

8.2 DFFE reserves the right to negotiate price with a recommended service provider identified in the evaluation process without offering the same opportunity to any other bidder (s) who have not been recommended.

8.3 The service provider must complete the Pricing Schedule-SBD 3.3 to indicate their costing in line with the provisions of deliverables in section 6 above.

8.4 The validity period to be 120 days from the closing date of bid.

9. EVALUATION CRITERIA

9.1. The evaluation for this bid will be carried out in the following phases:

- Phase 1: Pre-Compliance – initial screening
- Phase 2: Mandatory Requirements
- Phase 3: Functionality Criteria
- Phase 4: Price and B-BBEE

9.2. Phase 1: Pre-Compliance - Initial Screening

9.1.1 *During this phase bid documents will be reviewed to determine the compliance with SCM returnable, tax matters and whether 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.*

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

Item No.	Administrative Requirements	Check/Compliance	Non-submission shall result in disqualification?
1	Master Bid Document	Provided and bound	*YES
Included in the Bid Document			
2	SCM - SBD 1 - Invitation to Bid	Duly completed and signed	*YES
3	Tax Compliance and CSD Registration	Attached CSD registration number/ Proof of CSD registration and/or SARS Tax Pin	*YES
4	SBD 3.3 - Pricing Schedule	Fully Completed	*YES
5	SCM - SBD 4 - Declaration of Interest	Duly completed and signed	*YES
6	SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017	Duly completed and signed	**NO
7	SCM - SBD 6.2 - declaration certificate for local production and content for designated sectors (includes Annexure C Form)	Not Applicable	Not Applicable
8	SCM - SBD 8 – Declaration of Bidder's Past Supply Chain Management Practices	Duly completed and signed, supported	*YES
9	SCM – SBD 9 – Certificate of Independent Bid Determination	Duly completed and signed	*YES

Item No.	Administrative Requirements	Check/Compliance	Non-submission shall result in disqualification?
10	In case of bids where Consortia / Joint Ventures, Consortia/Joint Venture agreement signed by both parties must be submitted with bid proposal	JV agreement completed and signed, if applicable	*YES

***YES** – DEFF reserves the right to reject proposals that are not submitted in the prescribed format or where information presented is illegible or incomplete and will not be further evaluated.

****NO** – DEFF reserves the right to request such information during the evaluation process of the proposal and such information must be presented within the agreed stipulated timeframe

9.3 Phase 2: Mandatory Requirements

9.3.1 The following mandatory requirements will apply, and bidders' must submit all requirements indicated hereunder with the bid documents at the closing date and time of the bid. Bidders who fail to comply with any of the mandatory requirements will be disqualified and not be evaluated further.

MANDATORY REQUIREMENTS	REQUIREMENT	ATTACH & TICK	
		YES	NO
	Only Tenderers who submit the required documents will be considered to be evaluated on functionality criteria		
	1) Proof of registration of the project leader with the Engineering Council of South Africa. Attach the copy of valid registration certificate.		

9.4 Phase 3: Functionality Criteria

9.4.1 Only bid proposals that meet pre-compliance and mandatory requirements will be considered to be evaluated on functionality criteria.

9.4.2 Phase 3: The bidder must score a minimum of 75% during Phase 3 (functionality/technical) of the evaluation to qualify for Phase 4 of the evaluation where only points for price and B-BBEE will be considered.

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

0 = Non-compliance, 1 = Poor; 2 = Fair; 3 = Average; 4 = Good; 5 = Excellent.

PHASE 3	
GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)

PHASE 3			
GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)		
(1) The bidder must indicate how they have added value to the methodology which indicates an understanding of the brief – additional detail provided of the methodology to be employed for objective D, E, F and H	Bidders should provide more information on how they intended to undertake the tasks to meet the objectives D, E, F and H, to demonstrate their understanding of the brief and their ability to successfully undertake the work		
	Added value to the approach in executing Objectives D, E, F and H	Indicator	Weight
	Added value provided to the methodology which indicates an understanding of the brief – additional explanation provided for four of the identified objectives which provides more understanding of the methodology to be used. Examples of what would be regarded as added value would include a discussion on: <ul style="list-style-type: none"> Initial consideration of gaps in the current DME quantum spreadsheet; criteria to be considered in the preparation of a standard rehabilitation plan; criteria that would be considered to model the risk of the operation; and considerations for updating of the master rate; 	5	20
	Added value provided to the methodology which indicates an understanding of the brief – additional explanation provided for three of the identified objectives which provides more understanding of the methodology to be used. Examples of what would be regarded as added value would include a discussion on: <ul style="list-style-type: none"> Initial consideration of gaps in the current DME quantum spreadsheet; criteria to be considered in the preparation of a standard rehabilitation plan; criteria that would be considered to model the risk of the operation; and considerations for updating of the master rate; 	4	
Added value provided to the methodology which indicates an understanding of the brief – additional explanation provided for two of the identified objectives which provides more understanding of the methodology to be used.	3		

PHASE 3			
GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)		
	<p>Examples of what would be regarded as added value would include a discussion on:</p> <ul style="list-style-type: none"> • Initial consideration of gaps in the current DME quantum spreadsheet; • criteria to be considered in the preparation of a standard rehabilitation plan; • criteria that would be considered to model the risk of the operation; and • considerations for updating of the master rate; 		
	<p>Added value provided to the methodology which indicates an understanding of the brief – additional explanation provided for two of the identified objectives which provides more understanding of the methodology to be used. Examples of what would be regarded as added value would include a discussion on:</p> <ul style="list-style-type: none"> • Initial consideration of gaps in the current DME quantum spreadsheet; • criteria to be considered in the preparation of a standard rehabilitation plan; • criteria that would be considered to model the risk of the operation; and • considerations for updating of the master rate; 	2	
	<p>Added value provided to the methodology which indicates an understanding of the brief – additional general explanation provided but not for any of the identified objectives which provides more understanding of the methodology to be used. Examples of what would be regarded as added value would include a discussion on:</p> <ul style="list-style-type: none"> • Initial consideration of gaps in the current DME quantum spreadsheet; • criteria to be considered in the preparation of a standard rehabilitation plan; • criteria that would be considered to model the risk of the operation; and 	1	

PHASE 3			
GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)		
	<ul style="list-style-type: none"> considerations for updating of the master rate; 		
	No additional value added into the understanding of how objectives D, E, F and H will be undertaken.	0	
(2) The team demonstrating the necessary technical expertise and experience to successfully complete the project	<p>Bidder (s) are required to demonstrate that their team has the necessary technical expertise and experience required to undertake the tasks at hand. There should be a depth of knowledge and experience in the team.</p> <p>The curriculum vitae for all team members proposed to be employed on the project, indicating the experience of the team members in undertaking mine related work which includes rehabilitation work, the preparation of environmental management programmes, the development of mine closure plans, the preparation of environmental assessments for mines etc., including their role within the projects. The CV is to include three contactable references based on the work previously undertaken.</p>		
	The Project Leader's experience, track record and knowledge in undertaking similar work i.e., mine rehabilitation and/or implementing the DMR Guideline document and the associated spreadsheets	Indicator	Weight
	More than 15 years of documented experience in similar work of the proposed project manager i.e., mine rehabilitation and implementing the DMR Guideline document and the associated spreadsheet;	5	15
	More than 10 to 15 years of documented experience in similar work of the proposed project manager i.e., mine rehabilitation and implementing the DMR Guideline document and the associated spreadsheet	4	
	More than 8 to 10 years of documented experience in similar work of the proposed project manager i.e., mine rehabilitation and implementing the DMR Guideline document and the associated spreadsheet	3	
	More than 5 to 8 years of documented experience in similar work of the proposed project manager i.e., mine rehabilitation and implementing the DMR Guideline document and the associated	2	

PHASE 3			
GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)		
	spreadsheet		
	5 years or less of documented experience in similar work of the proposed project manager	1	
	No experience	0	
	One Senior consultant who is to be employed on the project, documented experience in undertaking similar work i.e., mining related work. In the context of this requirement mining related work means input into environmental management programmes, environmental impact assessment for mining and/or closure plans for mines and/or rehabilitation initiatives.	Indicator	Weight
	More than 11 years of documented experience in undertaking mining related work	5	20
	More than 9 to 11-years of documented experience in undertaking mining related work	4	
	More than 6 to 9 years of documented experience in undertaking mining related work	3	
	5 to 6 years of documented experience in undertaking mining related work	2	
	Less than 5 years of documented experience of similar work in undertaking mining related work	1	
	No experience	0	
	In order to ensure the transfer of knowledge and the professionalising of the country it is required that the team have an intern or an engineer in training employed on the project. The team is to identify the number of hours allocated to an intern or an engineer in training	Indicator	
	An intern or engineer in training spending more than 300 hours on the project	5	05
	An intern or engineer in training spending more 200 but less than 300 hours on the project.	4	
	An intern or engineer in training spending more than 100 but less than 200 hours on the project	3	
	An intern or engineer in training spending more than 50 but less than 100 hours	2	
	An intern or engineer in training spending less than 50 hours	1	
	No intern or engineers in training on the project	0	

PHASE 3			
GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)		
(3) The consultancy company experience, track record and knowledge in undertaking risk modelling in the mining field	<p>Bidder (s) are required to demonstrate that the necessary resources and technical expertise are available within the consultancy company to successfully complete the project by providing relevant past experience and competency of the company.</p> <p>A record of experience of the consultancy company in undertaking mining rehabilitation and the determination of costs in relation thereto must be provided. The record is to include actual projects and the role of the consultancy in achieving the outcomes of the rehabilitation and / or record of the experience in implementing the DMRE “Guideline Document for the Evaluation of the Quantum of Closure Related Financial Provision by a Mine” and the associated spreadsheet.</p> <p>The consultant company must provide contact details and a reference for two of the companies identified in point 2 and 3 above to allow them to be contacted to obtain references of work successful completed.</p>		
	<p>Bidder (s) are required to demonstrate consultancy company past experience and competency in the field of risk modelling in the mining field. In this context the mining field means in the preparation of environmental management plans, closure plans or financial provisions calculations and rehabilitation initiatives.</p> <p>A record of experience of the company in the use of modelling methodology to predict risks must be provided. The record must include actual projects and the role of the consultancy in achieving the output.</p>	Indicator	Weight
	<p>More than 10 years of documented experience of the consultancy company in undertaking risk modelling in the mining field</p>	5	20
	<p>More than 8 to 10 years of documented experience of the consultancy company in undertaking risk modelling in the mining field</p>	4	
	<p>More than 7 to 8 years of documented experience of the consultancy company in undertaking risk modelling in the mining field</p>	3	

PHASE 3				
GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)			
	More than 5 to 7 years of documented experience of the consultancy consulting company in undertaking risk modelling in the mining field	2		
	1 to 5 years of documented experience of the consulting company in undertaking risk modelling in the mining field	1		
	No experience of the company in risk modelling in the mining field	0		
	Bidder (s) are required to demonstrate company past experience and competency in undertaking mine rehabilitation and/or implementing the DMR Guideline document and the associated spreadsheets.	Indicator	Weight	
	More than 15 years of experience of the company in undertaking similar work i.e., mine rehabilitation and/or implementing the DMR Guideline document and the associated spreadsheet	5	20	
	More than 10 to 15 years of experience of the company in undertaking similar work i.e., mine rehabilitation and/or implementing the DMR Guideline document and the associated spreadsheet	4		
	More than 8 to 10 years of experience of the company in undertaking similar work i.e., mine rehabilitation and/or implementing the DMR Guideline document and the associated spreadsheet	3		
	More than 6 to 8 years of experience of the company in undertaking similar work i.e., mine rehabilitation and/or implementing the DMR Guideline document and the associated spreadsheet	2		
	More than 4 to 6 years of experience of the company in undertaking similar work i.e., mine rehabilitation and/or implementing the DMR Guideline document and the associated spreadsheet	1		

PHASE 3			
GUIDELINES FOR CATEGORY CRITERIA		FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)	
		Less than 4 years of experience of the company in undertaking similar work i.e., mine rehabilitation and/or implementing the DMR Guideline document and the associated spreadsheet	0
Total points on functionality			100

9.5 Phase 4: Preference Point System (80/20)

80:20	YES
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Subject to sub-regulation 6(2), points will be awarded to a tenderer for attaining B-BBEE status level contributor in accordance with the table below:

Phase 4: The following table must be used to calculate the B-BBEE scores (80/20)	
PRICE	
B-BBEE Status Level Contributor	Number of points (80/20)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non –compliant contributor	0

- The points scored by a tenderer in respect of the level of BBEE contribution contemplated in sub regulation 6(2) must be added to the points scored for price as calculated in accordance with sub regulation 6(1) respectively
- Subject to regulation 11(1), the contract must be awarded to the tenderer who scores the highest total number of points.
- A contract may be awarded to a tenderer that did not score the highest total number of points, only in accordance with section 2 (1) (f) of the Act

10. BID SUBMISSION REQUIREMENTS

- 10.1 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.
 - 10.1.1 The service provider must draft a table of content which will indicate where each document is located in the proposal;
 - 10.1.2 The proposal shall consist of two parts, namely the technical bid and the pricing bid. In case the bidder considers bidding in more than one province or all nine provinces the pricing bid must clearly indicate the provinces and all prices per provinces;
 - 10.1.3 The information in the CV of the proposed Project Leader and Team Members should include relevant experience in the chosen area of expertise;
 - 10.1.4 Project reference specifying the role played by the bidder in the listed projects or assignments;
 - 10.1.5 A detailed Project Plan with clear indication of who will be responsible for the management of the assignment as well as its execution. The allocation of team members on the assignments should be based on the experience in delivering the scope of work as listed;
 - 10.1.6 Standard bidding documents (SBD1, 4, 6.1, 8 and 9);
 - 10.1.7 Tax compliance status requirements and/ or Central Supplier Database (CSD) number or report;
 - 10.1.8 Certified copies of identity documents of directors and shareholders of the company;
 - 10.1.9 Entity registration Certificate (CK1); and
 - 10.1.10 Letter of Authority to sign documents on behalf of the company.

11. SPECIAL CONDITIONS

- 11.1 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:
 - 11.1.1 On appointment, the performance measures for the delivery of the agreed services will be closely monitored by Project Manager;
 - 11.1.2 The Service Provider will submit monthly progress reports to the Project Manager, within 3 days after the end of each month for the duration of the project, submitted in both soft and hard copies. Failure to submit the required reports on time will result in penalties;
 - 11.1.3 DFFE will not be held responsible for any costs incurred by the service providers in the preparation, presentation and submission of the proposal;
 - 11.1.4 The Project Manager shall do the ongoing management of the Service Level Agreement (SLA);
 - 11.1.5 The Service Provider/s must guarantee the presence of the Team Leader throughout the duration of the contract. Prior to the appointment of a replacement, the Programme Manager must approve such appointment. If the Team Leader has to leave the project, a period of at least a month is required, in which

the Team Leader must work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed to be able to transfer skills and knowledge;

- 11.1.6 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;
- 11.1.7 DFFE reserve 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 has not been awarded the status of the preferred bidder/s;
- 11.1.8 Service Providers are requested to submit any of the following documents as proof of B-BBEE Status level of contributor:
- 11.1.8.1 B-BBEE status level Certificate issued by a Verification Agency accredited by SANAS.
- 11.1.8.2 A Sworn Affidavit as prescribed by the B-BBEE Codes of Good Practice.
- 11.1.8.3 B-BBEE certificate issued by the Companies and Intellectual Property Commission.
- 11.1.9 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 B-BBEE preference points being forfeited.
- 11.1.10A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 11.1.11A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate proposal.
- 11.1.12In the event that the application is made by a Joint Venture or Partnership, the accreditation credentials in name of joined entity should be submitted. Both members in the joint venture must meet the requirement of the proposal.
- 11.1.13Skills transfer to four municipal officials as identified by the municipality.
- 11.1.14Poor or non-performance by the bidder will result in cancellation of works orders.
- 11.1.15Intellectual property rights will belong to DFFE.
- 11.1.16A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate proposal;
- 11.1.17In the event that the application is made by a Joint Venture or Partnership, the accreditation credentials in name of joined entity should be submitted. Both members in the joint venture must meet the requirement of the proposal;
- 11.1.18Poor or non-performance by the bidder will result in cancellation of the purchase orders; and

11.1.19 The DFFE may request time sheets with the invoice as well as proof of payment of disbursements. The bidder must keep detail timesheet for the project per team member and invoices for submission as required.

12. SUB-CONTRACTING CONDITIONS/ REQUIREMENTS

- 12.1 In a case a bidder is intending to sub-contract portion of work, such tenderer awarded a contract may only enter into sub-contracting arrangements with the approval of the department
- 12.2 In relation to a designated sector, a contractor will not be allowed to subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 12.3 A tenderer will not be awarded the points claimed for B-BBEE status level of contribution or contract if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 12.4 The contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

13. PAYMENT TERMS

- 13.1 DFFE 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.

14. TECHNICAL ENQUIRIES

- 14.1 Should you require any further information in this regard, please do not hesitate to contact:
Name: Dr D Fischer
Cell phone: 0827729837
E-Mail: dfischer@environment.gov.za

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

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General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

2. Application

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

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

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

3. General

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

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

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.



DEPARTMENT OF ENVIRONMENTAL AFFAIRS

BAS ENTITY MAINTENANCE FORM

Head Office Only

Date Received _____
Safetynet Capture _____
Safetynet Verified: _____
BAS/LOGIS Capt _____
BAS/LOGIS Auth _____
Supplier No. _____

The Director General

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

Please ensure information is validate as per required bank screens .

I/We understand that bank details provided should be exactly as per record held by the banks.

I/We understand that the Department will not held liable for any delayed payments as a result of incorrect information supplied.

Company / Personal Details

Registered Name	
Trading Name	
Tax Number	
VAT Number	
Title:	
Initials:	
Full Names	
Surname	
Persal Number	

Address Detail

	Physical	Postal
Address (Compulsory if Supplier)		
Postal Code		

New Detail

New Supplier information Update Supplier information

Supplier Type: Individual Department Partnership
 Company Trust
 CC Other (Specify)

Department Number

Supplier Account Details (To be Verified by the bank, please attach bank letter or 3 months bank statement)

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

Account Name

Account Number

Branch Name

Branch Number

Bank screen info

ABSA-CIF screen
FNB-Hogans system on the CIS4/CUPR
STD Bank-Look-up-screen
Nedbank- Banking Platform under the Client Details Tab

Account Type

Cheque Account
 Savings Account
 Transmission Account
 Bond Account
 Other (Please Specify)

ID Number

Passport Number

Company Registration Number / /

*CC Registration

***Please include CC/CK where applicable**

Bank Stamp

Supplier Contact Details

Business

Area Code Telephone Number Extension

Home

Area Code Telephone Number Extension

Fax

Area Code Fax Number

Cell

Cell Code Cell Number

Email Address

Contact Person:

Supplier Signature

Print Name

/ /

Date (dd/mm/yyyy)

NB: All relevant fields must be completed