

## **INVITATION TO BID**

**BID NO:**

**RAF/2025/00026**

**BID DESCRIPTION:**

**PROCUREMENT OF A BOARDPACK SOLUTION FOR A PERIOD OF FIVE (5) YEARS**

**PUBLICATION DATE: 05 SEPTEMBER 2025**

**BRIEFING SESSION: NO BRIEFING SESSION**

**CLOSING DATE: 07 OCTOBER 2025 @ 11H00 AM**

***Note: Faxed and/or Emailed Proposals/ bids will not be accepted, only hand delivered and couriered Proposals/ bids must be deposited in the tender box on or before the closing date and time.***

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### **IMPORTANT NOTES:**

1. Bid documents are available on the website ([www.raf.co.za](http://www.raf.co.za)) at no cost.

2. Submission of Proposals

- Bid responses must be placed in the tender box clearly marked with a tender number and description; and
- Bidders are required to submit an original Bid Document/Proposal and a Copy (To be enclosed in the envelope which contains the Original Bid Document/Proposal
- The proposal must be deposited in the tender box situated at the reception of RAF at the below address:

**Road Accident Fund (RAF), Eco Glades 2 Office Park, 420 Witch-hazel Avenue,  
Centurion, 0046**

3. Validity Period

The proposal submitted by the supplier must be valid for a period of 90 days, from the closing date for the submission of proposals.

4. Enquiries

All enquiries regarding this bid must be directed to the Supply Chain Management Office:

Bid Enquiries: Bathabile Mahlangu

E-mail address: [bathabilem@raf.co.za](mailto:bathabilem@raf.co.za).

**Note: No telephonic enquiries will be entertained.**

Closing date and time for Bid questions and enquiries: **17 September 2025**

Publication date for Questions & Answers: **19 September 2025**

Questions and Answers will be published on the RAF website and eTender portal.

**Important Notes:**

1. All questions/enquiries must be forwarded in writing to the e-mail address above; and
2. Questions/enquiries received after the above-stated date and time will not be entertained.

**LEGISLATIVE REQUIREMENTS**

This stage checks and validates the bidders' compliance to the legal requirements to conduct business in South Africa, as well as to the industry requirement for the supply of goods and services.

<b>Returnable Documents / Information</b>	<b>Check list</b> ✓ <b>Tick each box</b>
SBD 1: Completed, attached and signed	
SBD 3.1 or 3.2 or 3.3 Completed, attached and signed	
SBD 4: Completed, attached and signed	
SBD 5: Completed, attached and signed	
SBD 6.1: Completed, attached and signed	
Proof of Construction Industry Development Board (CIDB) registration, if applicable.	
Specification document	
General Condition of contract	
Provide Tax TCS Pin to verify Tax Status: Attached (In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate Tax TCS Pin.)	
If the bidder is a joint venture, consortium or other unincorporated grouping of two or more persons/ entities, a copy of the joint venture agreement between the members should be provided.	
Registered on the Central Supplier Database of National Treasury. (For registration information, go to <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> )	

***Note: Some requirements may not be applicable to international suppliers/ bidders and only those suppliers/ bidders will be exempted from these mandatory/ legislative requirements. All SBDs must be submitted (signed) noting where it is not applicable.***

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ROAD ACCIDENT FUND</b>					
BID NUMBER:	RAF/2025/00026	CLOSING DATE:	07 OCTOBER 2025	CLOSING TIME:	11H00
DESCRIPTION	PROCUREMENT OF A BOARDPACK SOLUTION FOR A PERIOD OF FIVE (5) YEARS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
Road Accident Fund (RAF) Eco Glades 2 Office Park					
420 Witch-Hazel Avenue					
Centurion					
0046					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Bathabile Mahlangu		CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER		
E-MAIL ADDRESS	bathabilem@raf.co.za		E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

  

<b>1</b> 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]	<b>2</b> ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
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<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
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
<b>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.</b>	

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER:.....

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

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

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

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

Name of Bidder.....	Bid number.....
Closing Time 11:00 .....	Closing date.....

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

ITEM NO. INCLUDED)	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES
-----			
-	Required by:	.....	
-	At:	.....	
-	Brand and model	.....	
-			
-	Country of origin	.....	
-	Does the offer comply with the specification(s)?		*YES/NO
-	If not to specification, indicate deviation(s)	.....	
-	Period required for delivery	.....	
-	Delivery:		*Firm/not firm

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

\*Delete if not applicable

## PRICE ADJUSTMENTS

## A NON-FIRM PRICES SUBJECT TO ESCALATION

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

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

Where:

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

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

Index..... Dated.....    Index..... Dated.....    Index..... Dated.....

Index..... Dated.....    Index..... Dated.....    Index..... Dated.....

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

[illegible]

**B. PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

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

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

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

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



## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

### **3. DECLARATION**

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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

3.5 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.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

## **THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME INTRODUCTION**

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on 1 September 1996

The NIP Policy and Guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases/lease contracts for (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (dti) is charged with responsibility of administering:

### **1. PILLARS OF THE PROGRAMME**

- 1.1 The NIP obligation is benchmarked against the imported content of the contract. Any Contract having an imported content equal to or exceeding US\$10 million or other currency equivalent to US\$10 million will have an NIP obligation. This threshold of US\$10 million can be reached as follows:

(a) Any single contract with imported content exceeding US\$10 million.

Or

(b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a two-year period which exceeds US\$10 million in total.

Or

(b) A contract with a renewable option clause, where should the option be exercised, the total value of the imported content will exceed US\$10 million.

Or

(d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$3 million worth of goods, works or services to the same government institution, which in total over a two-year period exceeds US\$10 million.

- 1.2 The NIP obligation applicable to suppliers in respect of subparagraphs 1.1 (a) to 1.1 (c) above will amount to 30% of the imported content, whilst suppliers in respect of sub-paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a pro-rata basis.
- 1.3 To satisfy the NIP obligation, the dti would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, license production, export promotion, sourcing arrangements and research and development (R&D) with partners, or suppliers
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

## **2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY**

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract

that is in excess of R10 million, submit details of such a contract to the dti for reporting purposes.

- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million is to cater for multiple contracts for the same goods, works, services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in sub-paragraphs 1.1 . (b) to 1.1. (d) above.

## **3. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF THE BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTS)**

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

- 3.2 In order to accommodate multiple contracts for the same goods, works or services, renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the dti in determining the NIP obligation , successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million, to contact and furnish the dti with the following information:

- Bid/contract number;
- Description of the goods, works or services;
- Date on which the contract was accepted;
- Name, address and contact details of the government institution;
- Value of the contract; and
- Imported content of the contract, if possible.

- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after the award of the contract. Mr Malapane may be contacted on the telephone number (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

## **4 PROCESS TO SATISFY THE NIP OBLIGATION**

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the dti with the information required, the following steps will be followed:

- a. The contractor and the dti will determine the NIP obligation;
- b. The contractor and the dti will sign the NIP obligation agreement;
- c. The contractor will submit a performance guarantee to the dti;
- d. The contractor will submit a business concept for consideration and approval by the dti;
- e. Upon approval of the business concept by the dti, the contractor will submit detailed business plans outlining the business concepts;
- f. The contractor will implement the business plans; and

- g. The contractor will submit bi-annual progress reports on approved plans to the dti.
- 4.2 The NIP obligation agreement is between the dti and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number .....

Closing date: .....

Name of bidder: .....

Postal address

.....

.....

Signature.....Name (in print).....

Date.....

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

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

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

### 1. GENERAL CONDITIONS

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

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

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

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

a) The applicable preference point system for this tender is the 80/20 or 90/10 preference point system.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS	POINTS
PRICE	80	90
SPECIFIC GOALS	20	10
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>	<b>100</b>

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

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

any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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



Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the tenderer)	Number of points claimed (90/10 system) (To be completed by the tenderer)
South African citizen who had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 200 of 1983) or the Constitution of the Republic of South Africa, 1996. (minimum 51% ownership or more)	10	5		

Women (minimum 51% ownership or more)	<b>8</b>	<b>4</b>		
Persons with disabilities (minimum 51% ownership or more)	<b>2</b>	<b>1</b>		

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

# **BID SPECIFICATION – PROCUREMENT OF A BOARDPACK SOLUTION FOR A PERIOD OF FIVE (5) YEARS.**

## **1. BACKGROUND OF THE ROAD ACCIDENT FUND**

The Road Accident Fund (RAF) is a schedule 3A Public Entity established in terms of the Road Accident Fund Act, 1996 (Act No. 56 of 1996), as amended. Its mandate is the provision of compulsory social insurance cover to all users of South African roads, to rehabilitate and compensate persons injured as a result of the negligent driving of motor vehicles in a timely and caring manner, and to actively promote the safe use of our roads.

The customer base of the RAF comprises not only the South African public, but all foreigners who may have had accidents within the borders of the country. The RAF head office is in Centurion there will be other Customer Experience Centres in each province in the country.

## **2. SPECIAL INSTRUCTIONS TO BIDDERS**

- 2.1 The bidder must be an eligible, registered service provider in terms of the applicable laws of the country.
- 2.2 The bidder must have a business continuity management plan, which must be available for inspection by the RAF during the subsistence of rendering services to the RAF.
- 2.3 The Evaluation Criteria that were published with a Request for Proposal/ Bids will be used to assess bidders' responses and no amendment after the closing of a bid. Bid Proposals must be clearly indexed and cross referenced to a Table of Contents.
- 2.4 Companies or Directors included on the National Treasury register of Restricted Suppliers and/ or Tender Defaulters will be automatically disqualified from the bidding process.
- 2.5 As prescribed all Standard Bidding Documents (SBD Forms – Returnable Documents) must be fully completed and duly signed. All Returnable Documents must be submitted with the proposal at the closing of a bid.
- 2.6 The RAF will confirm the following prior to any award being made:
  - That the bidder is registered on the National Treasury Central Supplier Database (CSD)
  - The bidder is tax status is compliant with the South African Revenue Service (SARS), in cases where the recommended bidder is non-compliant with SARS, the bidder will be allowed (seven) 07 working days to rectify their tax matters, if the bidder fails to rectify their tax matters, the bidder will be then disqualified once the 7 working day period lapses.

## **3. BACKGROUND OF THE BID**

- 3.1 The Road Accident Fund (RAF) requires a service provider to implement and support a Board Pack solution that will assist the RAF Board and its Committees, Executives and Management Committees to perform functions related to their board related responsibilities.
- 3.2 The solution must provide secure access to the board, board committees, and management committees packs/information. It should facilitate easier preparation for meetings by Board members and management. Additionally, the solution must enhance the flow of information,

enabling Board members and executives to perform their duties effectively even when out of the office or traveling, including when traveling abroad.

The RAF requires a secure Board Pack solution for a period of Five (5) years. The solution will be utilised by forty (40) end users and four (4) administrators.

#### **CAPABILITIES:**

The value of the Board Pack Solution to RAF Board and Management is to enable users to:

- ✓ Access, upload, and update board information remotely and in meetings using the Board Pack software.
- ✓ Securely sign and approve documents remotely.
- ✓ Timeously access to documents, to facilitate adequate time to read and review documents before meetings and provide unfettered decisions; and

The proposed solution must be hosted in the cloud based on Software as a Service (SaaS). RAF will own SaaS licenses/subscriptions/entitlements,

#### **4. THE SCOPE OF REQUIREMENTS:**

Prospective bidders must address the following requirements to offer a Board Pack solution that aims to improve the efficiency, transparency, and security of board governance processes, facilitating better decision-making, record keeping, and organizational compliance.

##### **4.1. Business Requirements:**

For ease of evaluation, bidders are required to provide references to their detailed proposal where each of the requirements are addressed. **This section (4.1.1) does not form part of the evaluation/will not be evaluated and will be used to merely guide evaluators to appropriate sections in the proposal that address each requirement.**

**N.B Any RFP response other than a reference to a relevant section in the detailed proposal that addresses any of the requirements below will be ignored/not taken into consideration for evaluation scoring.**

##### **4.1.1. Solution Requirements**

Category	Description	Indicate the section of the proposal that addresses this requirement
<b>Authentication</b>	The proposed solution must have functionality to login/logon to the system using digital access and must integrate with Active Directory (AD) and/or Microsoft Entra ID.	
	The proposed solution must provide the ability to enforce Multifactor Authentication (MFA).	
	The proposed solution must support single sign on (SSO).	
<b>Archiving and Record</b>	The proposed solution must have functionality to archive electronic board packs /documents.	
	The proposed solution must support long-term	

<b>Management</b>	archiving of board documents and records.	
	The proposed solution must have search and retrieval functionality, to easily access historical documents and meeting records.	
<b>Integration</b>	The proposed solution must have functionality to integrate with Microsoft Outlook Calendar, to allow for synchronisation of scheduled meetings, from within the board pack solution.	
	The proposed solution must have the capability to integrate with the existing RAF ICT solutions such as cybersecurity monitoring solutions, SharePoint and Identity and Access Management.	
<b>Document Management</b>	The proposed solution must have functionality to Create/ Add / Delete unlimited meeting packs, reports and documents for Board, Board Committees and Management Committees.	
	The proposed solution must have functionality to bookmark documents and be able to make annotations to their individual board packs and related documents.	
	The proposed solution must enable users to view previous packs of a particular board /board committee in line with RAF records retention requirements.	
	The proposed solution must have functionality to search for documents by keywords, dates, and committee references.	
<b>User Management</b>	The proposed solution must have the capability to granularly create user profiles, roles, and permissions based on least privilege principle and need to know basis.	
	The proposed solution must have the capability to enforce separation of duties through defined user roles and rights.	
	The proposed solution must have onboarding and offboarding workflows to add or remove board members and staff efficiently.	
	The proposed solution must be scalable to support future growth (e.g. accommodating additional licenses, increased performance requirements and/or users).	

<b>Reporting</b>	The proposed solution must have functionality to report on attendance of meetings.	
	The proposed solution must have the capability to report on the voting status.	
	The proposed solution must have the capability to create custom reports to meet applicable data policies and compliance requirements.	
<b>Meeting Management</b>	The proposed solution must have automated notifications and reminders for upcoming meetings and deadlines.	
	The proposed solution must have functionality to link document with agenda.	
	The proposed solution must have functionality to manage documents.	
<b>Collaboration Tools</b>	The proposed solution must have functionality to make, share minutes and save changes / notes.	
	The proposed solution must have real-time collaboration features, such as commenting, annotation, and discussion threads on documents.	
	The proposed solution must have the capability to support secure messaging and communication channels for board members.	
	The proposed solution must have functionality to search for words within documents.	
<b>Voting Capability</b>	The proposed solution must have the capability to run quorum for voting processes.	
	The proposed solution must have functionality to display all available vote topics where consensus is not reached.	
	The proposed solution must have the capability to control data sharing inside and outside the organisation, to mitigate the risk of unauthorised data manipulation and disclosure.	

<b>Security &amp; Compliance</b>	<p>The proposed solution must have support for granular data access policies, to prevent the data exfiltration and any form of data misuse.</p> <hr/> <p>The proposed solution must have ability to ensure that board documents are distributed in a secure manner.</p> <hr/> <p>The proposed solution must have support for granular encryption, to ensure protection for data in transit, motion and at rest.</p> <hr/> <p>The proposed solution must have the ability to control where data is stored, including preventing download of board packs onto personal and unauthorised computers or devices.</p> <hr/> <p>The proposed solution must have the ability to automatically expire links to files and restrict access based on least privilege principle and need to know basis.</p> <hr/> <p>The proposed solution must have the ability to apply watermarking mechanism to provide some form of accountability.</p> <hr/> <p>The proposed solution must enable audit trails and activity logs to track user actions and ensure compliance with regulatory and RAF requirements.</p> <hr/> <p>The proposed solution must be compliant to privacy regulations including but not limited to POPIA, GDPR etc.</p>	
<b>E-signature and Approvals</b>	<p>The proposed solution must have electronic signature capabilities for approving documents and resolutions.</p> <hr/> <p>The proposed solution must have workflow automation capabilities for routing documents through approval processes.</p> <p>The proposed solution must have the capability to track document versions based on approval status.</p>	
<b>Portability</b>	<p>The proposed solution must provide flexibility in terms of the types of end user devices that can connect to the platform (e.g. mobile phones, tablets and laptops).</p> <hr/> <p>The proposed solution must allow access from flexible locations (RAF and non-RAF locations).</p>	



#### 4.1.2. Professional Services

Support and maintenance for a Board Pack solution typically encompass a range of services to ensure the proposed solution operates smoothly, remains secure, and meets the evolving needs of the Fund.

The service provider must deliver comprehensive technical support to enable RAF to ensure the solution's smooth operation and continuous improvement. Here are the key aspects of the expected technical support services:

##### 4.1.2.1. Once-off implementation

The bidder is expected to provide implementation services to cover the implementation of the proposed solution, integration with RAF ICT systems (email infrastructure, Microsoft Entra-ID), and configuration and optimisation of the solution.

##### 4.1.2.2. Post Implementation professional services

The bidder is expected to provide post implementation professional services (20 hours a month payable on a usage basis). These professional services pertain to any professional services request from RAF regarding the platform including troubleshooting, configurations, optimisations, solution designs, workshops and any other relevant platform support or integration requirements. NB: these professional services are not a replacement for the board pack OEM solution maintenance and support (linked to SaaS subscriptions).

#### 4.1.3. Training and Onboarding

**User Training:** The service provider must offer a comprehensive training program for forty (40) RAF board and EXCO members to help understand how to use the solution effectively, including live training sessions and detailed user manuals.

**Technical Training:** The service provider must offer technical training to four (4) ICT administrators (including two (2) company secretariat personnel).

**Onboarding Assistance:** Provide onboarding support to help RAF set up and configure the Board Pack solution according to their needs.

## 5. EVALUATION CRITERIA AND METHODOLOGY

The Evaluation Process shall be conducted under the following phases:

**Phase 1: Initial Screening Process** - At this phase Bid Responses are reviewed to check if bidders have responded according to RAF RFB document.

**Phase 2: Mandatory Evaluation Process** - At this phase Bid Responses are evaluated as per the evaluation criteria specified in the Request for Bid (RFB) document for compliance to Mandatory Requirements. Bidder(s) who met the Mandatory Requirements will be evaluated further on Technical Requirements.

### **Phase 3: Functionality Evaluation and Solution Demonstration**

**Part A: Functionality Evaluation** - Bidder(s) must meet the minimum threshold of 70 points out of 100 points allocated at Technical Evaluation to be evaluated further on Part B (Solution Demonstration)

**Part B: Solution Demonstration** - Bidder(s) will be required to deliver a live demonstration of the proposed solution in line with the requirements of this RFB document. Bidders must achieve a minimum score of 75 out of 100 points to proceed to the next stage of the evaluation (Phase 4 Price and Specific Goals). Bidders who do not achieve a minimum score of 75 out of 100 points will not be eligible to proceed further with the evaluation and will be disqualified.

**Phase 4: Price and Specific Goals evaluation** - At this phase the bid(s) will be assessed as per the preferential point system specified in the RFB document.

## 5.1 MANDATORY REQUIREMENT (PHASE 2)

All Bidders who do not meet Mandatory Requirements will be disqualified and will not be considered for further evaluation on the functional requirements.

**Bidder must indicate by ticking (✓) correct box indicating that they Comply OR do Not Comply.**

5.1.1 Mandatory – OEM Certification/Accreditation	Comply	Not Comply
<p>The Bidder must be an Original Equipment Manufacturer (OEM)-licensed or accredited Partner or Supplier for the proposed Board Pack solution.</p> <p><b>Note: The bidder must supply valid (not expired) documentary proof from the Original Equipment/Product Manufacture Owner of the proposed solution indicating their OEM/partnership status.</b></p> <p><b>The RAF reserves the right to verify and/or seek clarity on the certificate or letter.</b></p>		
5.1.2 Mandatory – Company Track Record	Comply	Not Comply
<p><b>Company Track Record</b></p> <p>The bidder must provide a minimum of three (3) reference letters relating to the implementation/management of a Board pack Solution within the last seven (7) years. <b>Only reference letters that depict work in the past 7 years will be considered.</b></p> <p>As proof, the bidder must provide reference letters from previous clients where service was rendered. The reference letter must be on the Client's letterhead with the following details:</p> <ul style="list-style-type: none"> <li>• Details and the nature of solution and/or service provided.</li> <li>• Duration of the contract (day, month and year) from start to end date of the project/implementation.</li> <li>• Contact details.</li> </ul> <p><b>Note: The reference letters to be submitted must be relevant to the proposed solution or Board Pack solutions in general and meet all the requirements stated above to qualify.</b></p> <p><b>The RAF reserves the right to verify submitted reference letters.</b></p>		
5.1.2 Mandatory – Deployment Model	Comply	Not Comply
<p>The proposed solution must be deployed as a Software-as-a-Service (SaaS) model, with no requirement for on-premises servers or hardware. The bidder must provide proof that the proposed solution is a SaaS deployment by providing the following:</p>		

The proposed solution must be deployed as a Software-as-a-Service (SaaS) model, with no requirement for on-premises servers or hardware. The bidder must provide proof that the proposed solution is a SaaS deployment by providing the following:

An extract from the proposed solution's system architecture or deployment/installation documentation that shows that the solution supports a SaaS deployment.

OR

A Letter from the proposed solution's OEM that confirms that the proposed solution supports a SaaS deployment.

OR

The bidder's proposal alludes to the solution being a SaaS solution or supporting a SaaS deployment.

**N.B. The RAF reserves the right to verify/validate whether the proposed solution supports a SaaS deployment, with the proposed solution's OEM.**

**Note: Failure to comply with all the mandatory requirements shall lead to disqualification.**

## 5.2 TECHNICAL / FUNCTIONAL CRITERIA (PHASE 3 – PART A)

With regards to Technicality / Functionality, the following criteria shall be applicable, and the maximum points of each criterion are indicated in the table below:

Technical / Functional Criteria	Points										
<p><b>5.2.1 Team Experience</b></p> <p>The bidder's two (2) key personnel (project manager and Board Pack solution administrator/engineer) must have relevant skills and experience in project management and implementing/supporting Board Pack solutions respectively. The bidder must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"><li>Detailed CVs of the Project Manager and Board Pack Solution Administrator/Engineer subject matter expert. The CVs must clearly highlight areas of competence and years of experience relevant to the tasks and objectives of this service request as outlined in this RFP.</li></ul> <p>CVs must include the start date and end date for required experience in the following date format day, month and year or year and month, to enable the relevant experience to be accurately evaluated.</p> <p><b>Failure to provide resources for the two (2) key personnel shall result in a score of zero (0). Each resource will be individually evaluated out of a score of 5 and the total score of the two (2) resources will count towards the total Team Experience score.</b></p>	<b>20</b>										
<p><b>5.2.1.1 Project Manager</b></p> <p><b>The proposed Board Pack key resource must meet the following requirements:</b></p> <p>Minimum of 5 years' demonstrable experience in ICT Project Management</p> <p>AND</p> <p>A Project Management Certification such as PMBOK, AgilePM, PRINCE 2 or PMBOK or equivalent (Project Management Diploma or higher).</p> <p><b>Copies of Project Management Certification/qualification(s) must be provided.</b></p> <table><tr><th colspan="2">Scoring Matrix</th></tr><tr><th>Years of experience, and Certification of the Resource</th><th>Score</th></tr><tr><td>Resource, experience, and certificate/s not provided/ Resource, experience and certificate/s provided do not meet the minimum requirements</td><td>0</td></tr><tr><td>Resource, experience, and certificate/s provided and meets the minimum requirements.</td><td>5</td></tr><tr><td>Resource, experience, and certificate/s provided and exceeds the minimum requirements.</td><td>10</td></tr></table>	Scoring Matrix		Years of experience, and Certification of the Resource	Score	Resource, experience, and certificate/s not provided/ Resource, experience and certificate/s provided do not meet the minimum requirements	0	Resource, experience, and certificate/s provided and meets the minimum requirements.	5	Resource, experience, and certificate/s provided and exceeds the minimum requirements.	10	
Scoring Matrix											
Years of experience, and Certification of the Resource	Score										
Resource, experience, and certificate/s not provided/ Resource, experience and certificate/s provided do not meet the minimum requirements	0										
Resource, experience, and certificate/s provided and meets the minimum requirements.	5										
Resource, experience, and certificate/s provided and exceeds the minimum requirements.	10										

### 5.2.1.2 Board Pack Solution Engineer/Administrator

**The proposed Board Pack Solution Engineer/Administrator must meet the following requirements:**

Minimum of 5 years' demonstrable experience implementing and supporting Board Pack Solutions.

#### Scoring Matrix

Years of experience of the Resource	Score
Resource, experience not provided/ Resource, experience provided do not meet the minimum requirements.	0
Resource, experience, and provided and meet the minimum requirements.	5
Resource, experience provided and exceeds the minimum requirements.	10

### 5.2.2 Solution Proposal

**The bidder must provide a detailed proposal of the Board Pack Solution and will be evaluated based on the following criteria:**

Category	Description	Scoring Matrix	Points
<b>Authentication</b>	The proposed solution must have functionality to login/logon to the system using digital access and must integrate with Active Directory (AD) and/or Microsoft Entra ID.	0 Points - No Requirement Met	4
	The proposed solution must provide the ability to enforce Multifactor Authentication (MFA).	1 Point - 1 Requirement Met	
	The proposed solution must support single sign on (SSO).	2 Points -2 Requirements Requirement Met	
<b>Archiving and Record Management</b>	The proposed solution must have functionality to archive electronic board packs /documents.	4 Points - All 3 Requirements Met	4
	The proposed solution must support long-term archiving of board documents and records.	0 Points - No Requirement Met	
	The proposed solution must have search and retrieval functionality, to easily access historical documents and meeting records.	1 Point - 1 Requirement Met	

**50**

<b>Integration</b>	The proposed solution must have functionality to integrate with Microsoft Outlook Calendar, to allow for synchronisation of scheduled meetings, from within the board pack solution.	0 Points - No Requirement Met	4		
	The proposed solution must have the capability to integrate with the existing RAF ICT infrastructure solutions, such as SIEM, cybersecurity monitoring solutions, SharePoint and, SQL, Oracle, DLP, Identity and Access Management etc.	2 Points - 1 Requirement Met  4 Points -All Requirements Met			
<b>Document Management</b>	The proposed solution must have functionality to Create/ Add / Delete unlimited meeting packs, reports and documents for Board, Board Committees and Management Committees.	0 Points - No Requirement Met	6		
	The proposed solution must have functionality to bookmark documents and be able to do make annotations to their individual board packs and related documents.	1 Point - 1 Requirement Met			
	The proposed solution must enable users to view previous packs of a particular board /board committee in line with RAF records retention requirements.	3 Points - 2 Requirements Met  4 Points - 3 Requirements Met			
	The proposed solution must have functionality to search for documents by keywords, dates, and committee references.	6 Points - All 4 Requirements Met			
<b>User Management</b>	The proposed solution must have the capability to granularly create user profiles, roles, and permissions, based on least privilege principle and need to know basis.	0 Points - No Requirement Met/Only 1 Requirement Met	4		
	The proposed solution must have the capability to enforce separation of duties through defined user roles and rights.	2 Points - 2 Requirements Met			
	The proposed solution must have onboarding and offboarding workflows to add or remove board members and staff efficiently.	3 Points - 3 Requirements Met			
	The proposed solution must be scalable to support future growth (e.g. by accommodating additional licenses, increased performance requirements and/or users).	4 Points - All 4 Requirements Met			

Reporting	The proposed solution must have functionality to report on attendance of meetings.	0 Points - No Requirement Met	3	
	The proposed solution must have the capability to report on the voting status.	1 Point - 1 Requirement Met		
	The proposed solution must have automated notifications and reminders for upcoming meetings and deadlines.	2 Points -2 Requirements Requirement Met 3 Points - All 3 Requirements Met		
Meeting Management	The proposed solution must have automated notifications and reminders for upcoming meetings and deadlines.	0 Points - No Requirement Met	5	
	The proposed solution must have functionality to link document with a meeting agenda.	1 Point - 1 Requirement Met 2 Points -2 Requirements Requirement Met		
	The proposed solution must have functionality to manage documents.	5 Points - All 3 Requirements Met		
Collaboration Tools	The proposed solution must have functionality to make, share minutes and save changes / notes.	0 Points - 1 or Less Requirements Met 1 Point - 2 Requirements Met 2 Points -3 Requirements Met 4 Points - All 4 Requirements Met	4	
	The proposed solution must have real-time collaboration features, such as commenting, annotation, and discussion threads on documents.			
	The proposed solution must have the capability to secure messaging and communication channels for board members.			
	The proposed solution must have functionality to search for words within documents.			
Voting Capability	The proposed solution must have the capability to run quorum, for voting processes.	0 Points - No Requirement Met or 1 or Less Requirements Met 4 Points -All Requirements Requirement Met	4	
	The proposed solution must have functionality to display all available vote topics where consensus is not reached.			
Security and Compliance	The proposed solution must have the capability to Controls over data sharing inside and outside the organisation to mitigate the risk of unauthorised data manipulation and disclosure.	0 Points - Less than 3 Requirements Met 2 Points - 3 to 5 Requirements Met	7	



	The proposed solution must have the capability to support for granular data access policies to prevent the data exfiltration and any form of data misuse.	4 Points - 6 to 8 Requirements Met  7 Points - All 9 Requirements Met			
	The proposed solution must have the capability to ensure that the board documents materials are distributed in a secure manner.				
	The proposed solution must have support for granular encryption, to ensure protection for data in transit, motion and at rest.				
	The proposed solution must have the ability to control where data is stored, including preventing download of board books packs onto personal and unauthorised computers or devices.				
	The proposed solution must have the ability to automatically expire links to files and retire documents, and restrict access based on least privilege principle and need to know basis.				
	The proposed solution must have the ability to apply watermarking mechanism to provide some form of accountability.				
	The proposed solution must enable audit trails and activity logs to track user actions and ensure compliance with regulatory and RAF requirements.				
	The proposed solution must be compliant to privacy regulations including but not limited to POPIA or GDPR.				
<b>E-signature and Approvals</b>	The proposed solution must support electronic signature capabilities for approving documents and resolutions.	0 Points - No Requirement Met  1 Point - 1 Requirement Met  2 Points -2 Requirements Requirement Met  3 Points - All 3 Requirements Met	3		
	The proposed solution must have workflow automation capabilities, for routing documents through approval processes.				
	The proposed solution must support document versioning, to track approval status.				

<b>Portability</b>	The proposed solution must provide flexibility in terms of the types of end user devices that can connect to the platform (e.g. mobile phones, tablets and laptops).	0 Points - No Requirement Met	2
	The proposed solution must allow access from flexible locations (RAF and non-RAF locations).	2 Points - All 2 Requirements Met	
<b>Total Points</b>			<b>50</b>

### 5.2.3 Implementation Plan

**15**

The bidder(s) must submit, as part of the proposal, a detailed project plan with activities, milestones, timelines, and resources necessary to complete the project on time, supported by an implementation methodology. This project plan and implementation methodology must cover the initial implementation as well as onboarding of the proposed Board Pack solution in line with the requirements of this RFP.

<b>Scoring Matrix</b>	
<b>Implementation Methodology</b>	<b>Score</b>
Implementation plan not provided, or implementation plan provided does not include all of the following: <ul style="list-style-type: none"> <li>i. Detailed project plan</li> <li>ii. Project activities</li> <li>iii. Project timelines</li> <li>iv. Project resources (i.e. human resources/project personnel)</li> <li>v. Project management/implementation methodology</li> <li>vi. Initial Implementation of the Board Pack solution</li> <li>vii. Onboarding of RAF onto the Board Pack solution</li> </ul>	0
Provided implementation plan includes all of the following: <ul style="list-style-type: none"> <li>i. Detailed project plan</li> <li>ii. Project activities</li> <li>iii. Project timelines</li> <li>iv. Project resources (i.e. human resources/project personnel)</li> <li>v. Project management/implementation methodology</li> <li>vi. Initial Implementation of the Board Pack solution</li> <li>vii. Onboarding of RAF onto the Board Pack solution</li> </ul>	15

#### 5.2.4 Training and Knowledge Transfer Plan

15

The bidder is required to provide a comprehensive plan outlining how skills and knowledge will be transferred to RAF personnel during the project. Additionally, a detailed plan on how formal training will be provided to Forty (40) RAF Executives and Board Members as well as Four (4) RAF system administrators/superusers must be included. The associated costs for the training of the Forty-four (44) RAF personnel should be provided.

Scoring Matrix	
Training and Knowledge/Skills Transfer Plan	Score
No training plan provided for training and knowledge/skills transfer.  Or  Provided training plan is not relevant to the proposed Board Pack solution.  Or  The training plan provided does not include/address all of the following items: i. Training plan addresses/includes and caters for end user training of and how Forty (40) Executives and Board members will be trained. ii. Training plan addresses/includes and caters for training of Four (4) system administrator/superuser and how these system administrators/superusers will be trained. iii. Training plan includes training timelines/estimated duration iv. Training delivery mode/model (Classroom, virtual classroom or self-placed training). v. Training plan includes knowledge transfer plan that caters for during the project and after the project phase.	0
The training plan provided includes/addresses all the following items: i. Training plan addresses/includes and caters for end user training of and how Forty (40) executives and board members will be trained. ii. Training plan addresses/includes and caters for training of Four (4) administrator/superuser and how these system administrators/superusers will be trained. iii. Training plan includes training timelines/estimated duration iv. Training delivery mode/model (Classroom, virtual classroom or self-placed training). v. Training plan includes knowledge transfer plan that caters for during the project and after the project phase.	15

<b>Minimum Threshold</b>	<b>70</b>
<b>Total</b>	<b>100</b>

Bidders who score a minimum threshold of 70 out of 100 points on Technical/Functional Evaluation will be considered for further evaluation in Phase 3 – Part B (Solution Demonstration). Bidders who fail to attain the required minimum threshold will not be evaluated further.

### 5.3. SOLUTION DEMONSTRATION (PHASE 3 Part B)

Shortlisted bidders will be required to technically demonstrate to RAF on how the proposed solution meets the solution/technical requirements as contained in this RFB document and specifically in the Phase 3 - Part A (Technical Evaluation Section). This will be delivered in a live technical demonstration of the proposed solution. Bidders will be given a maximum of 5-day notice for the demonstrations.

**NB: Only bidders that meet the minimum threshold of 75 points scored during the technical/solution demonstration will be evaluated further for Price and Specific Goals (Phase 4).**

The following will be evaluated during this phase:

Category	Description	Scoring Matrix	Points	Comments
<b>Authentication</b>	The proposed solution must have functionality to Login to the system using digital access and must integrate with Active Directory (AD) and/or Microsoft Entra ID.	0 Points - No Requirement Met  1 Point - 1 Requirement Met	8	
	The proposed solution must provide ability to enforce Multifactor Authentication (MFA).	4 Points -2 Requirements Requirement Met		
	The proposed solution must support single sign on (SSO).	8 Points - All 3 Requirements Met		
<b>Archiving and Record Management</b>	The proposed solution must have functionality to archive electronic board packs /documents.	0 Points - No Requirement Met  1 Point - 1	8	

	Th proposed solution must support long-term archiving of board documents and records.	Requirement Met  4 Points -2 Requirements Requirement Met		
	The proposed solution must have search and retrieval functionality, to easily access historical documents and meeting records.	8 Points - All 3 Requirements Met		
<b>Integration</b>	The proposed solution must have functionality to integrate with Microsoft Outlook Calendar, to allow for synchronisation of scheduled meetings, from within the board pack solution.	0 Points - No Requirement Met  4 Points - 1 Requirement Met	8	
	The proposed solution must have the capability to integrate with the existing RAF ICT infrastructure solutions, such as SIEM, cybersecurity monitoring solutions, SharePoint and, SQL, Oracle, DLP, Identity and Access Management etc.	8 Points -All Requirements Met		
<b>Document Management</b>	The proposed solution must have functionality to Create/ Add / Delete unlimited meeting packs, reports and documents for Board, Board Committees and Management Committees.	0 Points - No Requirement Met  1 Point - 1 Requirement Met	12	
	The proposed solution must have functionality to bookmark documents and be able to do make annotations to their individual board packs and related documents.	4 Points - 2 Requirements Met  8 Points - 3 Requirements Met		

	The proposed solution must enable users to view previous packs of a particular board /board committee in line with RAF records retention requirements.	12 Points - All 4 Requirements Met		
	The proposed solution must have functionality to search for documents by keywords, dates, and committee references.			
<b>User Management</b>	The proposed solution must have the capability to granularly create user profiles, roles, and permissions based on least privilege principle and need to know basis.	0 Points - No Requirement Met  2 Points - 1 Requirement Met  5 Points - 2 Requirements Met  8 Points - All 3 Requirements Met	8	
	The proposed solution must have the capability to enforce separation of duties through defined user roles and rights.			
	The proposed solution must have Onboarding and offboarding workflows to add or remove board members and staff efficiently.			
	The proposed solution must be scalable Capability to support future growth (e.g. by accommodating additional licenses, increased performance requirements and/or users).			
<b>Reporting</b>	The proposed solution must have functionality to report on attendance of meetings.	0 Points - No Requirement Met  2 Point - 1	6	

	The proposed solution must have the capability to report on the voting status.	Requirement Met  4 Points -2 Requirements Requirement Met		
	The proposed solution must have automated notifications and reminders for upcoming meetings and deadlines.	6 Points - All 3 Requirements Met		
<b>Meeting Management</b>	The proposed solution must Automated notifications and reminders for upcoming meetings and deadlines.	0 Points - No Requirement Met  2 Point - 1 Requirement Met	10	
	The proposed solution must have functionality to link document with a meeting agenda.	4 Points -2 Requirements Requirement Met		
	The proposed solution must have functionality to manage documents.	10 Points - All 3 Requirements Met		
<b>Collaboration Tools</b>	The proposed solution must have functionality to make, share minutes and save changes / notes.	0 Points - 1 or Less Requirements Met  2 Point - 2 Requirements Met  4 Points -3 Requirements Met  8 Points - All 4 Requirements Met	8	
	The proposed solution must have real-time collaboration features, such as commenting, annotation, and discussion threads on documents.			
	The proposed solution must have capabilities for secure messaging and communication channels for board members.			
	The proposed solution must have functionality to search for words within documents.			



<b>Voting Capability</b>	The proposed solution must have the ability to run quorum for voting processes.	0 Points - No Requirement Met or 1 or Less Requirements Met	8	
	The proposed solution must have functionality to display all available vote topics where consensus is not reached.	8 Points -All Requirements Requirement Met		
<b>Security and Compliance</b>	The proposed solution must have controls over data sharing inside and outside the organisation to mitigate the risk of unauthorised data manipulation and disclosure.	0 Points - Less than 3 Requirements Met  4 Points - 3 to 5 Requirements Met  8 Points - 6 to 8 Requirement Met  14 Points - All 9 Requirements Met	14	
	The proposed solution must have support for granular data access policies to prevent the data exfiltration and any form of data misuse.			
	The proposed solution must have the ability to ensure that the board documents materials are distributed in a secure manner.			
	The proposed solution must have support for granular encryption, to ensure protection for data in transit, motion and at rest.			
	The proposed solution must have the ability to control where data is stored, including preventing download of board books packs onto personal and unauthorised computers or devices.			

	The proposed solution must have the ability to automatically expire links to files and retire documents, and restrict access based on least privilege principle and need to know basis.			
	The proposed solution must have the ability to apply watermarking mechanism to provide some form of accountability.			
	The proposed solution must enable audit trails and activity logs to track user actions and ensure compliance with regulatory and RAF requirements.			
	The proposed solution must be compliant to privacy regulations including but not limited to POPIA or GDPR.			
<b>E-signature and Approvals</b>	The proposed solution must have electronic signature capabilities for approving documents and resolutions.	0 Points - No Requirement Met	6	
	The proposed solution must have workflow automation for routing documents through approval processes.	2 Point - 1 Requirement Met  4 Points -2 Requirements Requirement Met		
	The proposed solution must support document versioning, to track approval status.	6 Points - All 3 Requirements Met		

<b>Portability</b>	The proposed solution must provide flexibility in terms of the types of end-user devices that can connect to the platform (e.g. mobile phones, tablets and laptops).	0 Points - No Requirement Met  2 Point - 1 Requirement Met	4	
	The proposed solution must allow access from flexible locations (RAF and non-RAF locations).	4 Points - All 2 Requirements Met		
<b>Total Points</b>			<b>100</b>	

#### Solution Demonstration Total Score

#	Category	Total Points	Comments
1	Authentication		
2	Archiving and Record Management		
3	Integration		
4	Document Management		
5	User Management		
6	Reporting		
7	Meeting Management		
8	Collaboration Tools		
9	Voting Capability		
10	Security and Compliance		
11	E-signature and Approvals		
12	Portability		
<b>Total Points</b>			

#### 5.4. PRICE AND SPECIFIC GOALS (PHASE 4)

The evaluation for Price and Specific Goals shall be based on the 80/20 preference point system and points will be allocated as follows:

Evaluation criteria					Points
1.	Price				80/90
2.	Specific Goals				20/10
	#	Specific Goal	Proof	Points Allocation	
	1	South African citizen who had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 200 of 1983) or the Constitution of the Republic of South Africa, 1996. (Minimum 51% ownership or more)	CSD Report	10/5	
	2	Women Ownership (minimum 51% ownership or more)	ID copy / CSD report	8/4	
	3	Persons with disabilities (minimum 51% ownership or more)	Valid medical certificate issued by an accredited medical practitioner.	2/1	

## 6. PRICING SCHEDULE

This annexure should be completed and signed by the Bidder's authorised personnel.

**NB: PLEASE PROVIDE COST BREAK-DOWN FOR EACH DELIVERABLE IN SEPARATE PAGE WITH NO TERMS AND CONDITIONS.**

All prices must be VAT inclusive and must be quoted in South African Rand (ZAR). The pricing will be added to determine the total cost of the services for comparison purposes to award the bid.

Please indicate your total bid price here .....  
**(Compulsory)**

**Important:** It is mandatory to indicate your total bid price as requested above. This price must be the same as the total bid price you submit in your pricing schedule. Should the total bid prices differ, the one indicated above shall be considered the correct price.

Deliverables	Price Year 1 (Supply, Installation & configuration)	Price Year 2	Price Year 3	Price Year 4	Price Year 5
44 Board Pack Solution Subscription Licenses	R	R	R	R	R
Once-Off Implementation Costs (Including onboarding of Board Pack solution)	R	N/A	N/A	N/A	N/A
Training Costs for 40 RAF Personnel	R	N/A	N/A	N/A	N/A
Technical Training (4 RAF ICT and Company Secretariat Personnel)	R	N/A	N/A	N/A	N/A
Monthly Support and Maintenance (20) Hours	R	R	R	R	R
<b>Total VAT inclusive</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>

Bidder's Name: .....

Signature: .....

Date: .....

# **NATIONAL TREASURY**

**Republic of South Africa**



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## **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.

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

RSA.

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

obligations of the supplier covered under the contract.

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

## **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](http://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.

- |   |   |
|---|---|
| <b>16. Payment</b>                              | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>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.</p> <p>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.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p>   |
| <b>17. Prices</b>                               | <p>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.</p>  |
| <b>18. Contract amendments</b>                  | <p>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.</p>   |
| <b>19. Assignment</b>                           | <p>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.</p>   |
| <b>20. Subcontracts</b>                         | <p>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.</p>   |
| <b>21. Delays in the supplier's performance</b> | <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p> |

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 (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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