 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA		<h1 style="text-align: center;">Provincial Supply Chain Management</h1>								
		Request for Proposal			Page 1 of 4					
RFP NUMBER										
RFP DESCRIPTION										
CUSTOMER DEPARTMENT										
CUSTOMER INSTITUTION										
BRIEFING SESSION	Y		N		SESSION COMPULSORY		Y		N	
					SESSION HIGHLY RECOMMENDED		Y		N	
BRIEFING VENUE					DATE			TIME		
COMPULSORY SITE INSPECTION	Y		N		DATE			TIME		
INSPECTION ADDRESS										
TERM AGREEMENT CALLED FOR?	Y		N		TERM DURATION					
CLOSING DATE					CLOSING TIME					
TENDER BOX LOCATION										
GPT is acting as Common Service Provider or buying organisation on behalf of all Gauteng Provincial Government Customer Departments / Institutions. The goods / services are therefore required by the Customer Department / Institution, as indicated on this form RFP 01.										

Notes:

- All bids / tenders must be deposited in the Tender Box at the following address:
Gauteng Provincial Treasury, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg
- Bids / tenders must be deposited in the Tender Box on or before the closing date and time.
- Bids / tenders submitted by fax will not be accepted.
- The GPT Tender Box is generally open 24 hours a day, 7 days a week.
- This bid is subject to the preferential procurement policy framework act, 2000 and the preferential procurement regulations, 2022, the general conditions of contract (gcc) 2010 and, if applicable, any other special conditions of contract.
- ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL GPG RFP FORMS – (NOT TO BE RE-TYPED)
- ALL REQUIRED INFORMATION MUST BE COMPLETED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED):

The Tendering System

The RFP Pack consists of two parts namely, Section 1 and Section 2. These two sections must be submitted separately, clearly marked with the Tender Number and the Section Number.

Training sessions

Non-compulsory "How to tender" workshops are held every Wednesday at 75 Fox Street from 10:00-13:00.



Provincial Supply Chain Management

Request for Proposal

Page 2 of 4

PART A INVITATION TO BID

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	



Provincial Supply Chain Management

Request for Proposal

Page 3 of 4


Tender documents can be obtained from <http://www.treasury.gpg.gov.za>

ANY ENQUIRIES REGARDING BIDDING PROCEDURE MAY BE DIRECTED TO:

DEPARTMENT	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILE	
E-MAIL ADDRESS	

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

DEPARTMENT	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILIE	
E-MAIL ADDRESS	

 <p>GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA</p>	<h1 style="text-align: center;">Provincial Supply Chain Management</h1>	
Request for Proposal	Page 4 of 4	

PART B TERMS AND CONDITIONS FOR BIDDING

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

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

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



GAUTENG PROVINCE
PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

Provincial Supply Chain Management

RFP Point System

Page 1 of 1

RFP NUMBER		CLOSING DATE	
VALIDITY OF RFP		CLOSING TIME	

In case of queries, please contact the GPT Contact Centre at tel: 0860 011 000

*GPT is acting as Common Service Provider or buying organisation on behalf of all Gauteng Provincial Government Customer Departments / Institutions.

The goods / services are required by the Customer Department / Institution, as indicated on RFP 01.

The Gauteng Provincial Government requests your bid on the goods and/or services listed on the attached forms. Please furnish all information as requested and return your bid on the date stipulated. Late bids will not be accepted for consideration.

This RFP will be evaluated on the basis of the under noted point system, as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000).

Point System

Points SHALL be allocated as follows:

Points for

Points for

TYPE OF CONTRACT (COMPLETED BY PROJECT MANAGER)

VALUE BASED

SERVICE BASED	Y		N		SERVICE BASED	Y		N		VALUE BASED	Y		N	
VALUE BASED	Y		N											
QUANTITY BASED	Y		N											
TERM BASED	Y		N											



GAUTENG PROVINCE
PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

Provincial Supply Chain Management

Instructions to Bidders

Page 1 of 2

1. The RFP (Request for Proposal) Pack is drawn up so that certain essential information should be furnished in a specific manner. Any additional particulars shall be furnished in a separate annexure.
2. The RFP forms should not be retyped or redrafted, but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question or on other forms obtainable from the relevant Department or Institution advertising this RFP. Additional offers made in any other manner may be disregarded.
3. Should the RFP forms not be filled in by means of electronic devices, bidders are encouraged to complete forms in a black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regards to claims arising from the fact that pages are missing or duplicated.
5. The forms RFP 04 to RFP 09 and PREF documents shall be completed, signed and submitted with the bid. RFP 10 (National Industrial Participation Programme Form) will only be added to the RFP pack to be completed by bidders when an imported component in excess of US \$ 10 million is expected.
6. A separate RFP 06 form (RFP Price Schedule per item) shall be completed in respect of each item. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this RFP(not applicable for Pre-qualification of Bidders).
7. Firm delivery periods and prices are preferred. Consequently bidders shall clearly state whether delivery periods and prices will remain firm or not for the duration of any contract, which may result from this RFP, by completing RFP 06 (RFP Price Schedule per item) and RFP 07 (Non-Firm Prices per item) (not applicable for Pre-qualification of Bidders).
8. If non-firm prices are offered bidders must ensure that a separate RFP 07 (Non-Firm Prices per item) is completed in respect of each item for which a non-firm price is offered. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this RFP (not applicable for Pre-qualification of Bidders).
9. Where items are specified in detail, the specifications form an integral part of the RFP document (see the attached specification) and bidders shall indicate in the space provided whether the items offered are to specification or not (not applicable for Pre-qualification of Bidders).
10. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified" (see the attached specification) (not applicable for Pre-qualification of Bidders).
11. In cases where the items are not to specification, the deviations from the specifications shall be indicated (see the attached specification).
12. In instances where the bidder is not the manufacturer of the items offered, the bidder must as per RFP 06 (RFP Price Schedule per item) submit a Letter of Supply from the relevant manufacturer or his supplier (not applicable for Pre-qualification of Bidders).
13. The offered prices shall be given in the units shown in the attached specification, as well as in RFP 06 (RFP Price Schedule per item) (not applicable for Pre-qualification of Bidders).
14. With the exception of imported goods, where required, all prices shall be quoted in South African currency. Where bids are submitted for imported goods, foreign currency information must be supplied by completing the relevant portions of RFP 06 (RFP Price Schedule per item) and RFP 07 (Non-Firm Prices per item) (not applicable for Pre-qualification of Bidders).
15. Unless otherwise indicated, the costs of packaging materials (if applicable) are for the account of the bidder and must be included in the bid price on RFP 06 (RFP Price Schedule per item) (not applicable for Pre-qualification of Bidders).
16. Delivery basis (not applicable for Pre-qualification of Bidders):
 - (a) Supplies which are held in stock or are in transit or on order from South African manufacturers at the date of offer shall be offered on a basis of delivery into consignee's store or on his site within the free delivery area of the bidder's centre, or carriage paid consignee's station, if the goods are required elsewhere.
 - (b) Notwithstanding the provisions of paragraph 16(a), offered prices for supplies in respect of which installation / erection / assembly is a requirement, shall include ALL costs on a "delivered on site" basis, as specified on RFP 06 (RFP Price Schedule per item).
17. Unless specifically provided for in the RFP document, no bids transmitted by facsimile or email shall be considered.
18. Failure on the part of the bidder to sign any of the forms RFP 04 to RFP 10 and PREF documents and thus to acknowledge and accept the conditions in writing or to complete the attached RFP forms, Preference documents, questionnaires and specifications in all respects, may invalidate the bid.
19. Bids should preferably not be qualified by the bidder's own conditions of bid. Failure to comply with these requirements (i.e. full



Provincial Supply Chain Management

Instructions to Bidders

Page 2 of 2

acceptance of the General Conditions of Contract or to renounce specifically the bidder's own conditions of bid, when called upon to do so, may invalidate the bid.

20. In case of samples being called for together with the bid (refer to RFP 05 in this regard), the successful bidder may be required to submit **pre-production samples** to the South African Bureau of Standards (SABS) or such testing authority as designated at the request of the relevant Department concerned. Unless the relevant Department decides otherwise, pre-production samples must be submitted within thirty (30) days of the date on which the successful bidder was requested to do so. Mass production may commence only after both the relevant Department and the successful bidder have been advised by the SABS that the pre-production samples have been approved.
21. Should the pre-production samples pass the inspections / tests at the first attempt, the costs associated with the inspections / tests will be for the account of the relevant Department. If the SABS or such testing authority as designated do not approve the pre-production samples, but requires corrections / improvements, the costs of the inspections / tests must be paid by the successful bidder and samples which are acceptable in all respects must then reach the SABS or such testing authority as designated within twenty-one (21) days of the date on which the findings of the SABS or such testing authority as designated were received by the successful bidder. Failure to deliver samples within the specified time and to the required standards may lead to the cancellation of the intended contract.
22. In case of samples being called for together with the bid (refer to RFP 05 in this regard), the samples must be submitted together with the bid before the closing time and date of the RFP, unless specifically indicated otherwise. Failure to submit the requested sample(s) before the closing time and date of the RFP may invalidate the bid.
23. In cases where large quantities of a product are called for, it may be necessary for the relevant item to be shared among two (2) or more suppliers.
24. In cases where the relevant Department or Institution advertising this RFP may deem it necessary, a formal contract may be entered into with the successful bidder, in addition to a Letter of Acceptance and / or purchase order being issued.
25. If any of the conditions on the RFP forms are in conflict with any special conditions, stipulations or provisions incorporated in the bid invitation, such special conditions, stipulations or provisions shall apply.
26. This RFP is subject to the General Conditions of Contract and re-issues thereof. Copies of these conditions are obtainable from any office of the Gauteng Provincial Government (GPG).
27. Each bid must be submitted in a separate, sealed envelope on which the following must be clearly indicated:
 - NAME AND ADDRESS OF THE BIDDER;
 - THE BID (RFP) NUMBER; AND
 - THE CLOSING DATE.

The bid must be deposited or posted;

 - posted to Gauteng Provincial Treasury and to reach the destination not later than the closing time and date; OR
 - deposited in the tender box of the Gauteng Provincial Treasury before the closing time and date.
28. The Gauteng Provincial Government has become a member and as such a key sponsor of the Proudly South African Campaign. GPG therefore would like to procure local products of a high quality, produced through the practise of sound labour relations and in an environment where high environmental standards are maintained. In terms of the Proudly South African Campaign South African companies are encouraged to submit interesting and innovative achievements in the manufacturing field (if relevant to this RFP) – including information on new products, export achievements, new partnerships and successes and milestones.
29. **Compulsory GPG Contract:** It is a mandatory requirement that successful bidder/s (to whom a tender is awarded) sign a GPG Contract upon award of any given contract.

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	<h1>Provincial Supply Chain Management</h1>	
	Bid Commitment and Declaration of Interest	Page 1 of 3

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES		NO	
------------	--	-----------	--

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

Full Name	Identity Number	Name of State institution

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

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	<h1>Provincial Supply Chain Management</h1>	
	Bid Commitment and Declaration of Interest	Page 2 of 3

- 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
 Filename:RFP4GPT (SBD4)

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	<h1>Provincial Supply Chain Management</h1>	
	Bid Commitment and Declaration of Interest	Page 3 of 3


3.5 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.

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

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

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


Signature		Date	
Position		Name of Bidder	

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	Provincial Supply Chain Management	
	Special Conditions	Page 1 of 3

RFP NUMBER	
RFP DESCRIPTION	
CUSTOMER DEPARTMENT	
CUSTOMER INSTITUTION	

THE FOLLOWING MUST ACCOMPANY YOUR BID, IF INDICATED BY "√"

Samples	SABS /Equivalent Certificate May not be older than one (1) year, the cost of which will be for the account of the bidder.	Bidders Briefing Session

 <p>GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA</p>	<h1>Provincial Supply Chain Management</h1>	
	<h2>Special Conditions</h2>	Page 2 of 3

EVALUATION METHODOLOGY

Bidders must complete Compulsory documents and attach it to their tender document, failing which the tender shall not be considered for Stage 1 evaluation.

Points will be awarded in accordance with the Preferential Procurement Policy Framework Act (PPPFA)

Stage 1

Criteria for Functionality	Points
TOTAL	

NOTE: Bidders who fail to meet the above minimum requirements (Stage 1) shall be automatically eliminated


Stage 2

Criteria for Price and Specific Goals	Points
Bid Price	
Specific Goals	
TOTAL	100

Bidders are required to use the two envelope bidding system, whereby the Technical Proposal (Stage 1); Pricing and Specific Goals(Stage 2) be placed in two separate sealed envelopes marked:

- Stage One–

- Stage Two–

 GAUTENG PROVINCE PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	<h1>Provincial Supply Chain Management</h1>	
	Special Conditions	Page 3 of 3

SUPPLIER JOB CREATION ANALYSIS

Company Name		Date Est.	
--------------	--	-----------	--

	Permanent	Temp	SA Citizens	Other	Comments
Staff compliment at Establishment of Enterprise					
Current staff compliment					
Number of jobs to be created if Bid is successful					

- The successful bidder may be audited during the course of the contract to verify the above information.

Comments to include:

- If Job Creation is direct (by your own company) or indirect (by your supplier)
- Where the jobs created for employees that were in existing positions or unemployed? (Net Job Creation)

NOTE: Job Creation should adhere to all applicable RSA Legislation and Regulations.

=====

THIS SECTION IS FOR OFFICE USE ONLY!						
Observations	Initial Job Count	Job Creation Potential	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Year 1						
Year 2						
Year 3						
Year 4						
Year 5						



**TERMS OF REFERENCE
FOR
APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AND IMPLEMENT AN AUTOMATED ELECTRONIC
SUBMISSION AND DIGITAL SIGNATURE SYSTEM FOR THE PERIOD OF 36 MONTHS**

TABLE OF CONTENTS

DESCRIPTION	PAGES
1. THE PROJECT BACKGROUND AND GOAL.....	3-4
2. CUSTOMER AND STAKEHOLDERS.....	5
3. SCOPE REQUIREMENTS	5 – 8
4. PROJECT PLAN	10
5. CHANGE MANAGEMENT.....	8
6. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS	10
7. POST GO-LIVE SUPPORT	11
8. TIME FRAME and LICENCING	11
9. INTELLECTUAL PROPERTY RIGHTS AND CONFIDENTIALITY	11
10. GENERAL CONDITIONS.....	11
11. TOWNSHIP REVITALISATION.....	11
12. EVALUATION METHODOLOGY.....	11-18

ABBREVIATIONS

OOP	Office of the Premier
PME	Planning, Monitoring and Evaluation
GCR	Gauteng City Region
TMR	Transformation, Modernisation and Re-industrialisation
GPG	Gauteng Provincial Government
PRINCE2	Projects in Controlled Environments, Version 2 – A Project Management methodology
TER	Township Economic Revitalisation
BAC	Bid Adjudication Committee
BRS	Business Requirements Specification
e-GOV	Department of E-Government
FRS	Functional Requirements Specification
GPG	Gauteng Provincial Government
HOD	Head of Department
ICT	Information and Communications Technology
GPG	Gauteng Provincial Government
OCFO	Office of the Chief Financial Officer
SLA	Service Level Agreement
MEC	Member of the Executive Council
HOD	Head of Department
COVID	Corona Virus Disease
DDG	Deputy Director General
OTP	One Time Pin
RFP	Request for Proposal
GPS	Global Positioning System
RBAC	Role-Based Access Control

1. THE PROJECT BACKGROUND AND GOAL

1a. The user background to the project

The compilation, management and tracking of documents which are used for day-to-day decision-making and the administration of the Gauteng Provincial Government (GPG) Departments are largely paper based (manual) and very cumbersome to manage. More critically, the poor visibility in the progress of tracking document movement undermines accountability within these processes and the inefficiencies inherent to paper slow down decision-making and implementation of the department's mandate. These limitations are exacerbated in the age of COVID where manual paper-based processes were and still are an impediment to remote work.

The above-mentioned challenges are further magnified within the respective GPG departments due to the greater volume of documents that flow through the value chain and the associated tracking required for the effective administration of the departments. It is against this background, that GPG departments are seeking a solution to automate the compilation, management and tracking of documents within the administrative value chain, thereby improving efficiencies.

The envisaged solution is intended to be a transversal solution where it should ultimately accommodate all GPG departments and its agencies. The implementation will be a phased approach depending on the readiness of the departments as some departments still have active e-submission contracts. The solution should be central and scalable to accommodate onboarding of the new departments as when they are ready as such the quotes for onboarding will be requested as and when required.

GPG DEPARTMENTS

1. Gauteng Department of Education
2. Gauteng Department of e-Government
3. Gauteng Provincial Treasury
4. Gauteng Department of Co-operative Governance and Traditional Affairs
5. Gauteng Department of Sports, Arts, Culture and Recreation
6. Gauteng Department of Agriculture and Rural Development
7. Gauteng Department of Roads and Transport
8. Gauteng Department of Infrastructure Development
9. Gauteng Department of Human Settlements
10. Gauteng Department of Social Development
11. Gauteng Department of Community Safety
12. Gauteng Department of Health
13. Gauteng Department of Economic Development
14. Office of the Premier

The Current Situation/Problem Statement

With the recent experience of the COVID-19 pandemic and the adoption of working remotely, departments have started to explore technology solutions to address the "new normal" of a hybrid work environment, i.e. physical and virtual. This has presented opportunities for departments to start investing in ICT technology to remain relevant and competitive with their suppliers and customers.

Typical challenges experienced with the manual process of compilation and routing of documents for approval are as follows, amongst others:

- Documents are currently routed in a physical file from one office to another, including the need to courier them to other different offices
- Delays in routing documents to obtain approvals in a form of signatures
- Misplacement / loss of physical documents
- Spelling/grammar errors on the documents
- Lack of visibility to track the status of the routed documents
- Inability to comply with routing timeframes for documents to eliminate delays
- Physical interaction which has the potential of attracting infections
- Some confidential documents are packaged in a stapled envelope which can be opened and re-stapled at any time by the officials and that can lead to a leakage of sensitive and confidential information.

1b. Goals of the project

The objective of this project is to appoint a qualified and competent service provider to implement a solution to automate the compilation, management and tracking of documents for GPG departments, enabling electronic signing of documents remotely. The solution should include, among others:

- Advanced Electronic Signatures for senior officials.
- Eliminate the physical walking/delivery of documents for approvals/signatures.
- Improve the process turnaround times by implementing and configuring service level agreements
- Eliminate loss of documents and delays in the routing process
- Ensure visibility of document progress and status in real time.
- Implementation of delegation of authorities (workflow) for each document
- Ability to initiate the compilation of a document and routing for signatures through an automated workflow.
- Ability to attach any documentation to the workflow (unlimited formats and sizes).
- Ability to access the solution via a web browser, at your comfort, anywhere and anytime through a smart phone, tablet and laptop.
- Strengthen security and enforce document classification (confidentiality and severity) on all levels of the configuration.
- Restricted access to workflows based on delegated authority for respective documents.
- Ability to track the status of routed documents.
- Ability to send out notifications, through email and SMS, to the next approver to inform them of new items; and to remind them of pending/outstanding approvals.
- Automatic escalation to the line manager of the delegated approver in line with the agreed the Service Level Agreement for each workflow. (Line manager is a person that the respective approver reports to, though they may not be part of the workflow).
- Provision of encryption of documents as an additional security layer.
- Provision of reports including the interactive dashboard with advanced filters, search options and customisable user interface to accommodate user preference.
- Provide a repository for storing and archiving of documents and records
- Capability to upload and sign external documents which are not initiated from the solution
- Seamless integration with Microsoft Office 365

- Solution must adhere to GPG User-Id and Password policy, must authenticate through GPG Active Directory (on prem and cloud)
- The solution must be cloud ready

The system should result in the paperless management, tracking and approval of these processes to gain efficiencies, speed decision-making, improve accountability, security and strengthen delivery within the departments

NB: Bidder is to ensure the solution to be technologically advanced and is in line with the requirements listed above.

2. CUSTOMER AND STAKEHOLDERS

2a. Customer

Gauteng Provincial Government

2b. Current Stakeholders in Scope

1. Gauteng Provincial Government
2. Gauteng Department of Education
3. Gauteng Provincial Treasury
4. Gauteng Department of Co-operative Governance and Traditional Affairs
5. Gauteng Department of Human Settlements
6. Gauteng Department of Sports, Arts, Culture and Recreation
7. Gauteng Department of Community Safety
8. Gauteng Department of Social Development (digital signature)

3. SCOPE REQUIREMENTS

The appointed service provider will be required to design, implement, maintain, and support a user-friendly web-based system that must at minimum automate the following business processes:

- a) electronic drafting, routing, approval and signing of documents, including the use of Advance Electronic Signatures,
- b) capability to upload and sign external documents which are not initiated from the solution, and
- c) reporting capabilities including dashboard.

The solution is expected to be used by Gauteng Provincial Departments and its entities, below are the estimated usage per Department

Department	Estimated Number of Users	Estimated Number of Electronic Signature Users	Number of Digital Signature Required
Department of Community Safety	35	80	10
Co-operative Governance and Traditional Affairs	166	13	10
Department of eGov	300	300	10
Department of Finance/ Treasury	400	400	1 * MEC 1 * HOD, 5 * DDGs, 1 * Legal, 1 * CFO,

Department	Estimated Number of Users	Estimated Number of Electronic Signature Users	Number of Digital Signature Required
			1 * CIO, 1* Strategy 1* Corp Services, 3 * Additional – Floating Certificate TOTAL = 15
Department of Education	1000	1000	100
Department of Human Settlement	200	200	16
Department of Social Development	200 – to increase to 500 users	200	200
Department of Sports, Arts, Culture and Recreation	600	300	50
Office of the Premier	350	350	50
Department of Economic Development	400	400	100

The total number of licenses will all the included = 1750 Electronic Signature

361 - Digital Signatures (acquired from trusted service provider)

Licenses must be a pool based so that they can be distributed between the participating GPG Departments as the need arises.

3.2. SYSTEM DEVELOPMENT SCOPE

All the mandatory requirements for the system must comply with the below requirements. Failure to comply with any system function will result in the elimination from further evaluation.

The following detailed functional scope must be delivered. The service provider(s) must indicate the level of compliance of its proposed solution in the last column and provide additional comments to substantiate the answer such as examples of where similar features or functionality has been implemented previously or additional technical or implementation details

3.2.1. Registration

- Internal Users (Active Directory Authentication)

3.2.2. Document routing and Workflows

1. Ability to create and manage routing templates/workflows as per departmental document types
2. Select and initiate workflow to route documents
3. Implementation of workflows to route the documents
4. Ad-hoc routing (manual route list)
5. Ability to draft, review, route, recommend, support, approve, signature, decline, amend, reroute and referrals
6. Ability to attach any supporting document
7. Ability to configure a user in a workflow as a reviewer with none of the above rights but with comment box
8. Automated routing based on selected templates and associated business rules
9. Ability to send back to previous signatories with comments for amendments and rerouting
10. Ability to refer to officials for additional comments and advice.
11. Signing of documents for approval (electronic and/or digital signature)
12. Ability to add comments on memo approval/decline
13. Signing of attached documents such contracts, letters, invoices, reports, to mention few

14. Signing using Advanced Electronic Signatures for executive members
15. Access privileges to selected users to view the documents must be granted
16. Ability to route the approved document with its attachments to the workflow
17. The digital signature must be used across any documents that need to be signed
18. Automated workflows which adhere to the Electronic Communications and Transactions (ECT) Act of 2002
19. Downloading and printing
20. Classification of documents as per GPG Policies

3.2.3. Tracking of Resolutions

- Configuration of SLA (turnaround times per approval step and escalate when overdue)
- Recording and tracking of resolutions
- Transmission of Email and SMS for notifications, reminders, and escalations
- Notifications on key steps (Task awaiting, Submissions, Amendments, Status change)

3.2.4. External / Supporting documents

- Ability upload/export and update documents
- Functionality to follow the routing process
- Functionality to sign external documents i.e., documents not created by system

3.2.5. Archival Search and Retrieval

- Configuration of departmental File Plans for storing of approved and declined documents.
- Creating of file numbers according to Approved respective departmental File Plans
- Documents to be saved and archived in a respective GPG departments' repositories
- Capability to search, view and retrieve documents
- The solution should have sufficient electronic storage for all submissions, annexures and records and continuously adapt to storage growth
- Ability to compress stored documents to minimize usage of storage capacity

3.2.6. System Reporting and Dashboard

- Provision of summary, detailed and Customized Reporting
- Ability to download/export reports into MS Word, PowerPoint, Excel and PDF
- Provision of Dashboard for dynamic and customized reports
- Ability to create system jobs to update data to reflect real-time statuses
- Provision of exception to manually create queries

Note: GPG has an enterprise licenses agreement with Microsoft for Power BI and SharePoint platforms.

3.2.7. System Administration

- User account management
- Access/permissions administration
- Creation and editing of profiles (role based / user groups)
- System Administrators must have full access of the system

3.2.8. Accessibility

- 24/7 web-based access
- High availability and uptime
- Mobility (ability to route and sign remotely using mobile device)

3.2.9. Presentation Layer

- Web-based system accessible through various browser i.e., chrome, edge, Firefox, Safari (interoperable between mobile and desktop)
- Single workflow Inbox for processing and electronic signing of documents
- Easy tracking of document progress by the initiator
- System should be agile and compatible with the latest technologies and tools

3.2.10. Audit Trails

- maintain a comprehensive audit trail of all workflows
- Actions performed on the system.
- Changes made to document content and attachments

3.2.11. Integration and Interoperability

- Ability to integrate with BAS / SAP to enable verification of budget on procurement memos
- Ability to integrate with ECM (OpenText platform)
- Ability to integrate with Microsoft Office and Microsoft Platforms such as Power BI, SharePoint, and Exchange.
- Ability to integrate with Bulk SMS platforms.

3.2.12. Infrastructure

- Creation of a stable scalable infrastructure in line with existing GPG platforms (Azure, .NET Framework, SQL, SharePoint) to ensure continuity and effective support there after
- Architecture design to be compatible with existing GPG platforms
- Specify network, hardware, middleware, software, and security requirements for the system hosting.
- System should be hosted on GPG cloud environment.

3.2.13. Access Control and Security

- Visibility of information and documents based on document security classification and document routing
- Integration with Active Directory on prem or cloud
- Provision of encryption of documents as an additional security layer.
- System security control
- Active Directory (AD) Authentication
- Authentication and configuration for non-AD Users (compliance to **GPG User Account Policy**)
- Controlled access to the system by One-Time Password (OTP), email verification or other security mechanisms

4. CHANGE MANAGEMENT

The detailed Change management plan shall entail describing how the bidder will address the following items: -

- Change Leadership & Change Champions
- Change Management Session
- Change management plan
- Communication and resistance plan
- The Service Provider will implement a Change Management campaign as part of the system implementation to ensure successful uptake of the system within the Departments.
- The service provider will provide training to all end-users of the system.
- The service provider will ensure the transfer of knowledge to the department's IT staff to provide application support to end-users and enable the departments/Units to perform day-to-day administration of the system.

TRAINING & SKILLS TRANSFER

To mitigate challenges faced by GPG, it is a requirement that the internal employees will be capacitated with the required technical skills and go through vigorous training. Detailed handover process with the bidder that will be providing the solution. The external resources will be required to work with the GPG staff to ensure continuity and success of the project.

- Bidder to provide classroom-based training, course material, online training for all users as well as the duration of such training sessions.
- Furthermore, to indicate the range of training options and certifications available. Additionally, indicate what support will be made available to staff to pass exams.

- On the job, over the shoulder training by qualified and experienced consultants, who can act as mentors to the identified (technical, super-user and user) staff, during the project with an associated signed-off checklist of skills transfer by the both Project Managers from Service Provider and Gauteng Department of e-Government.
- Produce training and procedure manuals for this project as part of change management for technical, super-users and normal users.

5. PROJECT PLAN

The Gauteng Department of e-Government has adopted the PRINCE2 methodology for project management. However, other mainstream, recognized and certifiable methodologies are also acceptable.

5.1. The bulk of the project is expected to be approached in the following guideline: -

Phase 1: Project Initiation, signed-off AS-IS Analysis Report, Architecture and Blueprint

Phase 2: Implementation of e-Submissions with digital and electronic signatures – with reference to section 3.2

Phase 3: System Integration

5.2. Provide a detailed plan of the following milestones and timelines that need to be achieved during the project:

- 5.2.1 Detailed organogram of Project Team with associated Roles and Responsibilities
- 5.2.2 Project Plan in line with Scope of work requirements.
- 5.2.3 Business Process Requirements Finalization, Architecture and Blueprint sign-off.
- 5.2.4 Baseline Design, Develop, Integration, Deploy, Testing, and User Interface.
- 5.2.5 Data Migration
- 5.2.6 Authorizations and Security Implementation, User Acceptance Testing sign-off.
- 5.2.7 Training; and certification if applicable
- 5.2.8 Project documentation for project closure e.g (PID/ Charter, signed-off AS-IS Analysis Report, Architecture and Blueprint, training manuals, system handover document, to mention few)
- 5.2.9 Go-live support and final project report.
- 5.2.10 Minimum of 6 months for system operationalization, stabilization and hand holding after going live
- 5.2.11 Minimum of 12 months Performance Monitoring and support after stabilization

NOTE:

- Project Payment will be subject to a milestone based on acceptability and final sign-off by Gauteng Department of e-Government.

During the project timeframe, the bidder is expected to undertake control on:

- Real-time resource management
- Ensuring effectiveness through optimized staffing,
- Quality checks throughout all processes and channels of interaction

6. PROJECT TEAM REQUIREMENTS

Resources listed below need to be provided according to the summary table together with copies of the CVs and certified qualifications:

- a) Project Manager
- b) Business System Analyst
- c) Senior System Developers
- d) Solution Architect
- e) Database Developers
- f) Quality assurer
- g) Change Manager

Name and Surname	Academic Qualifications	Key Competencies	No. of projects relevant Implementations	No. of years of experience relative to project implementation

7. POST GO-LIVE SUPPORT

- Once the system is rolled out the Service Provider(s) is expected to provide support and maintenance services for the duration of the contract period thirty-six (36) months.
- Over and above Support and maintenance, the contract must include any software version upgrade
- Detail the timeframe, personnel support, and maintenance
- Post go-live bug report, tracking and resolution.
- Specify the resource type, skill level and availability turn-around time.
- Type of Support: On-Site, Telephonic, E-mail, Remote Assistance
- Costs on each option
- These options must be configurable according to the needs of the client.
- Timeframe of post go-live support in terms of months after the final handover, signed-off project deliverable

8. TIME FRAME and LICENCING

- The contract with the winning bidder is expected to be run over 36 months and includes the project development, implementation and support and maintenance with handover.
- The proposed breakdown of the contract is as follows:
 - a. Minimum of 6 - 12 months for system implementation
 - b. Minimum of 6 months for system operationalization, stabilization and hand holding after going live
 - c. Minimum of 12 months Performance Monitoring and support after stabilization
 - d. Remaining 6 months - normal support and maintenance
- It is expected that service providers will be proposing proven solutions that they are experienced with and can implement rapidly.
- Software licensing, support, and maintenance is expected for the full duration of the contract.
- The details of the processes, timeframes, and deliverables will be outlined in the service level agreement that will be signed by the successful bidder.
- When deadlines are set, it will be expected of Service Providers to deliver the required services/goods in the set time frame, provided that such instructions are issued timeously.
- Clear explanation on licensing module that will be implemented. How is the product licensed? Is it licensed by Module? Which items or modules are optional and can be to be added at a later stage? Please provide List
- License Costs per Annum to be stipulated
- Software Assurance to be clearly provided

9. INTELLECTUAL PROPERTY RIGHTS AND CONFIDENTIALITY

- The E-Submission system will be owned by the Gauteng Department of e-Government and the Service Provider will be required to ensure adherence to ethical standards always.
- The appointed Service Provider will be required to sign a Confidentiality Agreement over and above a Service Level Agreement.

10. GENERAL CONDITIONS

10a. RFP Pack General conditions are stipulated in the various documents which make up the RFP pack.

10b. The use of subcontractors

No part of the work covered by the contract may be let or sub-let to persons including companies unless authorized in writing by the Accounting Officer, which authority if granted, shall not in any way absolve the contractor of any liability which might result from the contract. Please refer to Pref 00 in the RFP Pack for further information.

11. EVALUATION METHODOLOGY

Evaluation of the bids will be conducted in two stages as issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act number 5 of 2000 (PPPFA) as follows:

Stage one will be the evaluation of bids on **Administration Compliance, Technical Evaluations and Site System Demo Evaluation**

During this stage, the bidders that do not meet the minimum threshold for functionality shall be disqualified and will not be considered for further evaluation.

Stage Two evaluation will be based on Price and Specific Goals System, as per Regulation 6 of the PPR, 2022.

Section 5 of the Preferential Procurement Policy Framework Act, Act number 5 of 2000 (PPPFA)

- Price = 80 points
- Specific Goals = 20

STAGE 1A: ADMINISTRATIVE COMPLIANCE

- Submission of the bid document, Section 1 and 2 (Proposal and Price) all pages.
- Bid Commitment and Declaration of Interest Form must be signed and fully completed by the Bidder (RFP 04) (SBD4).
- Bidder must complete, sign, and submit Section 2 (Price Schedule – Professional Services).
- If there will be a share of services a letter of memorandum of understanding (J/V) should be submitted and signed by all parties involved.
- If there will be a share of services between bidders i.e. Joint Venture/Consortium, all participating parties must submit the following supporting documents:
Service Agreement stating the roles and the share percentage of the value of the undertaken project signed by all parties

Bidders that do not comply with the above requirements shall be eliminated and shall be regarded as non-responsive.

Required Documents:

1. Valid Tax Clearance Certificate /SARS Pin code.
2. The latest audited Financial Statements for the last two years are required (bidders must submit a letter from their accountant stating that their entity is new or dormant.
3. Proof of registration with the National Treasury Central Supplier Database (CSD).
4. CIPC Certificate

STAGE 1B: TECHNICAL EVALUATION

- A total of 100 points is allocated for stage 1B.

- This information will be used for evaluation before the pricing and preference point's evaluation.

The threshold for this part of the evaluation is 75 points; any bidder who fails to meet this minimum requirement shall be deemed non-responsive and eliminated from any further evaluation.

AREA	COMMENTS	POINTS
1. PROJECT PROPOSAL	<p>Bidder to provide comprehensive project proposal with the following items specified below:</p> <p><u>DEVELOPMENT SCOPE -refer to page 6, section 3 for more details (28 points)</u></p> <ul style="list-style-type: none"> – Registration [1] – Document initiation, routing (recommend/support/approve/decline/amend/re-route, refer) and Tracking Workflow Status [6] – Email and SMS status notification [2] – Uploading of External / Supporting documents [1] – Archival Search and Retrieval [2] – System Reporting and Dashboard [3] – System Administration [3] – Accessibility [2] – Presentation Layer [2] – Audit Trails [2] – Integration and Interoperability [2] – Infrastructure [2] <p><u>CHANGE MANAGEMENT – refer to page 9, section 4 for more details (7 points):</u></p> <p>The detailed Change management plan shall entail describing how the bidder will address the</p> <p>The detailed Change management plan shall entail describing how the bidder will address the following items: -</p> <p>following items:</p> <ul style="list-style-type: none"> – Detailed User training plan. Training is to be conducted with departmental existing data NOT Testing Data [3] – Technical skills transfer plan [2] – Communication and resistance plan [2] <p><u>PROJECT PLAN – refer to page 10, section 5 for more details (Total points 5):</u></p> <ul style="list-style-type: none"> – Project Plan in line with Development Scope Requirements – Business Process Requirements Finalization, Architecture and Blueprint sign-off – Baseline Design, Develop, Integration, Deploy, Testing, Implementation and User Interface – Authorizations and Security Implementation, User Acceptance Testing sign-off – Training; and certification if applicable – Project documentation for project closure e.g (PID/ Charter, signed-off AS-IS Analysis Report, Architecture and Blueprint, training manuals, system handover document, to mention few) – Go-live support and final project report – Minimum of 3 months Performance Monitoring – Minimum of 6 months for system operationalization, stabilization and hand holding after going live – Minimum of 12 months Performance Monitoring and support after stabilization 	40

AREA	COMMENTS	POINTS
	If all the above mentioned are not addressed = 0 points	
2. PROJECT TECHNICAL TEAM -SKILLS SET	<p>Qualifications and Experience of the following specialists shall be provided by a bidder and proof of qualifications to be attached in the proposal with updated CV's.</p> <p><u>PROJECT MANAGER (7 points)</u></p> <p>Qualification in project management:</p> <ul style="list-style-type: none"> - Diploma or higher qualification [3] - Certificate [2] <p>Experience in managing project of similar capacity:</p> <ul style="list-style-type: none"> - Over 5 years [4] - 4 to 5 years' experience [3] - 2 to 3 years' experience [2] - less than 2 years' experience [0] <p><u>BUSINESS OR SYSTEMS ANALYST (6 points)</u></p> <p>Qualification in Business or Systems Analysis:</p> <ul style="list-style-type: none"> - Diploma or higher qualification [3] - Certificate [2] <p>Experience in business analysis of similar capacity:</p> <ul style="list-style-type: none"> - Over 4 years' experience [3] - 2 to 3 years' experience [2] - less than 2 years' experience [0] <p><u>SENIOR SYSTEM DEVELOPERS (8 points)</u></p> <p>Qualification in software development</p> <ul style="list-style-type: none"> - Degree or higher qualification [4] - Diploma [3] - Certificate [2] <p>Experience in software development of similar capacity:</p> <ul style="list-style-type: none"> - Over 5 years [4] - 4 to 5 years' experience [3] - 2 to 3 years' experience [2] - less than 2 years' experience [0] - <p><u>DATABASE DEVELOPER (8 points)</u></p> <p>Qualification in database development</p> <ul style="list-style-type: none"> - Degree or higher qualification [4] - Diploma [3] - Certificate [2] <p>Experience in database development of similar capacity:</p> <ul style="list-style-type: none"> - Over 5 years [4] - 4 to 5 years' experience [3] - 2 to 3 years' experience [2] - less than 2 years' experience [0] <p><u>CHANGE MANAGER (7 points)</u></p> <p>Qualification in change management</p> <ul style="list-style-type: none"> - Diploma or higher qualification [3] - Certificate [2] 	50

AREA	COMMENTS	POINTS
	<p>Experience in change management or similar capacity:</p> <ul style="list-style-type: none"> - Over 5 years [4] - 4 to 5 years' experience [3] - 2 to 3 years' experience [2] - less than 2 years' experience [0] <p><u>CHANGE MANAGER (4 points)</u></p> <p>Qualification in change management</p> <ul style="list-style-type: none"> - Diploma or higher qualification [3] - Certificate [2] <p>Experience in change management of similar capacity:</p> <ul style="list-style-type: none"> - Over 5 years [2] - 4 to 5 years' experience (3) - 2 to 3 years' experience (2) - less than 2 years' experience (0) <p><u>SOLUTIONS ARCHITECT (10 points)</u></p> <p>Qualification in development and/or infrastructure</p> <ul style="list-style-type: none"> - Degree or higher qualification [5] - Diploma [3] - Certificate [2] <p>Experience in database development of similar capacity:</p> <ul style="list-style-type: none"> - Over 5 years [5] - 4 to 5 years' experience [3] - 2 to 3 years' experience [2] - less than 2 years' experience [0] 	
3. POST GO-LIVE SUPPORT	<p>Clearly outline the period and the approach to be applied during post-go-live support with specific reference to end-user support and system handover.</p> <ul style="list-style-type: none"> - period aligns with project requirement - Approach aligns with the period <p>If any of the above is not addressed =0 points</p>	5
4. REFERENCES	<p>The bidder must provide at least five (5) contactable references of the proposed implementations completed in similar environments. (Total 5 points):</p> <p>These reference letters must be:</p> <ul style="list-style-type: none"> • Signed and Dated by the company for which the work was done. • It must clearly specify the date which the service was rendered. • It must be on an official letterhead of the company for which the work was done. • No emails can be used as reference letters <ul style="list-style-type: none"> - 5 references and more [5] - 4 references [4] - 3 references [3] 	5
TOTAL		100

STAGE 1C: SYSTEM DEMONSTRATION EVALUATION – 100 POINTS

NOTE: The threshold for this part of the evaluation is 75 points; any bidder who fails to meet this minimum requirement shall be deemed non-responsive and eliminated from any further evaluation.

Demonstrate similar planning, performance monitoring and evaluation of electronic solutions previously designed and implemented (to be scored during the demonstration). The demonstration should address all the following enabling platform features.

NB System demonstration will be done via teams

Criterion	Lookouts	Points
e-Submissions Functionality	<p>Workflow Template Configuration (17 Points)</p> <ul style="list-style-type: none"> - Ability to create customized templates [7] - Ability to configure workflow (author, recommender, supporter, approver, referral, reviewer, re-route) [7] - Downloading and printing of documents in pdf aligned to the departmental template [3] <p>Document compilation and routing (34 Points)</p> <ul style="list-style-type: none"> - Automated compilation and routing based on the selected template [7] - Ad-hoc routing (manual route list) [3] - Signature for approval (both electronic – 5; digital - 5) [10] - Declining and sending back to previous signatories for amendment and re-routing [5] - Comments on approval/decline [3] - Referral to officials for comment/advice [3] - Tracking of workflow status [3] <p>Supporting documents - Attachments (8 Points)</p> <ul style="list-style-type: none"> - Attachment of supporting documents in consideration of the format and size [3] - Signature for approval (both electronic and digital) on the uploaded supporting attachments [5] <p>System Administration and Access Control (14 Points)</p> <ul style="list-style-type: none"> - Creation of User Groups with role-based privileges [5] - Full access for System Administrators [1] - Active Directory and non-Active Directory User Authentication [5] - Configuration of GPG Policy on UserID (PERSAL Number), password expiry, and password algorithm [3] <p>Reporting and Dashboard (6 Points)</p> <ul style="list-style-type: none"> - Summary and detailed reports [2] - System Dashboard [2] - Audit Trail [2] <p>Searchable production and archived repositories (3 Points)</p> <ul style="list-style-type: none"> - Searching and retrieval of documents [3] <p>Integration to BAS/SAP for verification of budget on procurement memos (10 Points)</p> <ul style="list-style-type: none"> - Email Exchange and Bulk SMS for notifications [5] - Readiness integration to GPG platforms (Microsoft Office 365, OpenText ECM) [3] - BAS/SAP for verification of budget on procurement related documents [2] <p>Mobile Compatibility – Android and iOS (3 Points)</p> <ul style="list-style-type: none"> - Ability to route and sign remotely using mobile device [3] - Compatibility with smart devices (smartphones and tablets) including mapping and locating GPS capabilities. <p>Infrastructure (5 Points)</p> <ul style="list-style-type: none"> - Compatibility with GPG Cloud hosting environment [5] 	100
TOTAL		100

STAGE TWO: PREFERENTIAL PROCUREMENT/PRICE

Evaluation will be based on Price and Specific Goals System, as per Regulation 6 of the PPR, 2022. Section 5 of the Preferential Procurement Policy Framework Act, Act number 5 of 2000 (PPPFA)

- Price = 80 points
- Specific Goals = 20

Specific goal	Points	Evidence
Women owned companies	3	BBBEE and full CSD report
Companies owned by people with disability	4	BBBEE and full CSD report
Companies based in the township (TISH)	10	full CSD report or Physical address endorsed by municipality and or valid lease agreement
Companies owned by youth	3	BBBEE and full CSD report
	20	

Note: Original and valid B-BBEE Certificate or certified copies thereof, tenderers who qualify as Exempted Micro Enterprises (EME) must submit an affidavit signed by the EME representative and attested by a commissioner of oaths.

- In the case of Qualifying Small Enterprises (QSE), if the bidding entity is more than 51% black owned, then no B-BBEE certificate is required as an affidavit signed by the QSE representative and attested by a commissioner of oaths will be sufficient. If the QSE is less than 51% black owned, then the bidding entity will be required to provide an original and valid B-BBEE Certificate or certified copies thereof.

- For all B-BBEE certificates issued after 01 January 2017, only B-BBEE Status Level verification certificates from B-BBEE verification agencies accredited by SANAS will be accepted for entities.

NB. Failure on the part of a bidder 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.



GAUTENG PROVINCE
PROVINCIAL TREASURY
REPUBLIC OF SOUTH AFRICA

Provincial Supply Chain Management

Registered Supplier Confirmation

Page 1 of 1

THIS FORM IS TO BE COMPLETED BY REGISTERED SUPPLIERS ONLY

PLEASE NOTE:

SUPPLIERS ARE REQUIRED TO PROVIDE THEIR REGISTERED CENTRAL SUPPLIER DATABASE (CSD) NUMBER _____

For confirmation of your supplier number and/or any assistance please call the GPT Call Centre on **0860 011 000**.

Registered Suppliers to ensure that all details completed below are CURRENT.

MANDATORY SUPPLIER DETAILS			
GPT Supplier number			
Company name (Legal & Trade as)			
Company registration No.			
Tax Number			
VAT number (If applicable)			
COIDA certificate No.			
UIF reference No.			
Street Address		Postal Address	
CONTACT DETAILS			
Contact Person		Telephone Number	
Fax Number		Cell Number	
e-mail address		Principal's Id number	
BANKING DETAILS (in the name of the Company)			
Bank Name		Branch Code	
Account Number		Type of Account	

I HEREBY CERTIFY THAT THIS INFORMATION IS CORRECT.

Name(s) & Signature(s) of Bidder(s)

DATE:



Provincial Supply Chain Management

Financial Statements

Page 1 of 1

Submission of Financial Statements

The latest financial statements for the last two years are required (except if it is a new or a dormant entity)

a) Financial statements must be signed by the auditor (in the case of companies) or the accounting officer (in the case of close corporations) the owner (in case of sole proprietors). Signatures must be on the accounting officer's / auditors report on the auditor's /accounting officer's letterhead.

b) Financial statements must be signed by the member/s (in the case of close corporations) or by the director/s (in the case of companies.)

c) In bids where consortia/joint ventures/sub-contractors and partnerships are involved, all bidders must submit their financial statements.

d) If it is a new or dormant entity an opening set of financial statements must be submitted with the tender document. A letter from the auditor (in the case of companies) or the accounting officer (in the case of close corporations) stating that the entity has not yet traded must be attached.

e) In cases where an entity has operated for a period less than a year the Management Accounts Report for the period in operation must be submitted signed accordingly as stated in paragraph (a) and (b) of this document.

f) In cases where the entity has operated for a period more than a year but less than two years, then the financial statement for the first year of operation signed accordingly as per paragraph (a) and (b) of this document must be submitted.

Annexure A**GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010****NOTES**

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

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

General Conditions of Contract

1. Definitions

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

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

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

security

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

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

8. Inspections, tests and analyses

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

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

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

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties,

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

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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

may have against the supplier under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily

available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

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

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

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

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

26. Termination for insolvency

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

27. Settlement of Disputes

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

28. Limitation of liability

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

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

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

Js General Conditions of Contract (revised July 2010)