

## REQUEST FOR QUOTATION (RFQ)

Supplier Name: .....

GOODS

☐

SERVICE

**X**

**DESCRIPTION OF SERVICES: - THE PROVISION OF PUBLISHING SERVICES FOR PROCEEDINGS OF THE SIXTH TECHNOLOGY AND INSTRUMENTATION IN PARTICLE PHYSICS (TIPP 2023) TO BE HELD FROM 4-8 September 2023**

<b>RFQ Number:</b>	<b>iLABS/RFQ 2023/24:163</b>
<b>Date of Issued:</b>	4 December 2023
<b>Compulsory Site Clarification Meeting Date:</b>	N/A
<b>Site Location:</b>	iThemba LABS Old Faure Road Faure Cape Town South Africa, 7131
<b>Closing Date:</b>	<b>12 December 2023 at 11:00 Am</b>
<b>Delivery Address for RFP:</b>	Via email only to <a href="mailto:scm1@tlabs.ac.za">scm1@tlabs.ac.za</a> ; <a href="mailto:scm3@tlabs.ac.za">scm3@tlabs.ac.za</a>
<b>For More Information (Technical):</b>	Mrs Michelle Bark <a href="mailto:mvdventel@tlabs.ac.za">mvdventel@tlabs.ac.za</a>
<b>For More Information (Supply Chain Management):</b>	Mr. O Mxenge 021 843 1000 or Via email only to <a href="mailto:scm1@tlabs.ac.za">scm1@tlabs.ac.za</a> ; <a href="mailto:scm3@tlabs.ac.za">scm3@tlabs.ac.za</a>
<b>For Technical Information</b>	Mrs Michelle Bark 021 843 1085 or <a href="mailto:mvdventel@tlabs.ac.za">mvdventel@tlabs.ac.za</a>

<b>iThemba LABS Business Hours:</b>	08:00 am till 16:30 pm
<b>Payment Terms</b>	30 days from date of invoice
<b>Validity from Closure Date:</b>	30 Days
<b>Awarding of Quotation date:</b>	<b>December 2023</b>
<b>Delivery of service:</b>	To render publishing services for proceedings of the Sixth 06th Technology and Instrumentation in Particle Physics (TIPP 2023)
<b>Preferential Procurement System Applicable:</b>	80:20. This RFP is subject to the Preferential Procurement Policy Framework Act 2000 and its 2022 Regulations; the General Conditions of Contract (GCC); Special Conditions of Contract (SCC), and any other applicable legislation

#### **FOLLOWING CONDITIONS WILL APPLY:**

- Price(s) quoted must be valid for at **least Sixty (60) days from date of your offer.**
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.(if applicable)
- **Submit your VALID B - BBEE Certificate as accredited with SANAS or Sworn affidavit if you are claiming for Equity/ B - BBEE points, failing which, the B - BEEE claimed will be forfeited or zero points will be allocated.**
- Provide CSD Summary Report ([www.csd.gov.za](http://www.csd.gov.za) )
- The attached forms to be completed by the Bidder:
  - SBD 4 – Bidders Disclosure
  - SBD 6.1 – Preference Points Claim (South African Companies Only)
- This request for formal quotation is subject to the Preferential Procurement Policy Framework Act and The Preferential Procurement Regulations, 2022, The General Conditions of Contract (GCC and, if applicable, any other special Conditions of Contract.

#### **REGISTRATION ON THE CENTRAL SUPPLIER DATABASE (CSD):**

The bidder must be on the National Treasury's Central Supplier Database in order to do business with the NRF and for the NRF to award a bid and sign the subsequent contract. Registration on the CSD ([www.csd.gov.za](http://www.csd.gov.za)) is compulsory and bids from unregistered bidders are not considered. National Treasury Contact Details: +27 (0) 12 406 9222 or email [csd.support@treasury.gov.za](mailto:csd.support@treasury.gov.za)

<b>SCHEDULE 1 - SPECIFICATION</b>
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### **Introduction to the NRF**

The National Research Foundation (“NRF”) is a juristic person established in terms of the National Research Foundation Act, Act 23 of 1998, and a Schedule 3A Public Entity in terms of the Public Finance Management Act. The NRF is the government’s national agency responsible for promoting and supporting research and human capital development through funding researchers, provision of the National Research Platforms, and science outreach platforms/programs to the broader community. The NRF provides these services in all fields of science and technology, including natural science, engineering, social science, and humanities.

### **Introduction to the Business Unit responsible for this RFQ**

iThemba LABS (Laboratory for Accelerator-Based Sciences) is a multi-disciplinary research laboratory based at two sites in the Western Cape and Gauteng respectively, these provide facilities for:

- Basic and applied nuclear physics research using particle beams
- Research Radiation Biophysics
- The supply of accelerator-produced radioactive isotopes for nuclear medicine and research

### **Evaluation Process**

- Evaluation of proposals:

All proposals will be evaluated by Supply Chain Management for administrative compliance, price and B-BBEE. Based on the results of the evaluation process and upon successful negotiations, iThemba LABS will approve the awarding of the contract to successful bidder.

- Preference points system:

The 80/20 preference point system will be used where 80 points will be dedicated to price and 20 points to B-BBEE status.

**If all bids received are more than R 1 million, the sourcing request is automatically cancelled and will be re-issued.**

## Supplier Response

<b>Name of Supplier:</b>		
<b>Address of Supplier:</b>		
<b>Contact Person:</b>		
<b>Contact Tel:</b>		
<b>Email Address:</b>		
<b>CSD Supplier Number:</b>	MAAA.....	
<b>CSD Unique Registration Reference Number:</b>		
<b>Currency:</b>	ZAR	
<b>Payment Terms:</b>	30 Days from date of Invoice	
<b>MANDATORY REQUIREMENTS:</b>	<b>SUBMITTED</b>	
Portfolio of evidence listing the below mentioned criteria's:	YES	NO
<ul style="list-style-type: none"> <li>Portfolio of evidence of prior conference proceeding of more than 100 papers</li> </ul>		
<ul style="list-style-type: none"> <li>Pricing breakdown of the services</li> </ul>	YES	NO
<ul style="list-style-type: none"> <li>Background and business information/Company profile</li> </ul>	YES	NO
<ul style="list-style-type: none"> <li>Databases and discovery services in which the journal is published</li> </ul>	YES	NO
The supplier must have a proven track record of online publication of international academic/scientific conference proceedings in nuclear science.	YES	NO
The supplier must have a stable, online platform for the management of the submissions.	YES	NO

## SECTION 1: SPECIFICATIONS

### Description of Services:

The provision of publishing services for the proceedings of the 06th Technology and Instrumentation in Particle Physics (TIPP 2023)

### Background:

NRF-iThemba LABS will be hosting the proceedings of the Sixth 06th Technology and Instrumentation in Particle Physics (TIPP 2023)

The conference aims to provide a stimulating atmosphere for scientists and engineers from around the world. The conference will, as in the past, include plenary invited talks and parallel tracks with contributions outlining state-of-the-art developments in different areas. The program focuses on all areas of detector development and instrumentation in particle physics, astro-particle physics and closely related fields, in particular:

- Accelerator-based particle physics
- Non-accelerator particle physics, particle astrophysics and cosmology
- Experiments with synchrotron radiation and neutrons
- Nuclear physics
- Cosmology
- Instrumentation and monitoring of particle and photon beams
- Applications in photon science, biology, medicine, and engineering

The TIPP2023 is overseen by NRF-iThemba LABS - Cape Town and University of Witwatersrand and follows on the hugely successful TIPP conferences held in 2009, 2011, 2014, 2017, 2021.

The scientific program will be structured by a Local Organising Committee (LOC) and an International Advisory Committee (IAC).

The expected number of participants to the conference is ~250.

### Specifications:

- The publication of online, open access conference proceedings (free to read and download in perpetuity after publication).
  - Estimate of expected number of papers: 70
  - Estimated number of pages: 350
  - Expected submission date: 31 March 2025
  - Required publication date: 31 May 2025
- The preparation of the online metadata (title, authors, affiliations, abstract, references);
- Attribution of DOI Names and indexation to CrossRef®;
- Online publication of the PDF articles and creation of HTML metadata;
- All articles to be published in colour;
- Proceedings should be indexed in main databases;

- Access to journal's services, e.g. recommend this article, download citation, metrics, citation tracking, view count, etc.);
- Access via links to social bookmarking websites;
- Archiving and maintenance of the proceedings for an unlimited time;
- Quality checking of submitted pdfs, including:
  - symbols, tables, graphs, numbering, author affiliations;
- Standard editing of submitted pdfs, including:
  - English language grammar, consistency, and clarity;
  - Spelling, grammar, punctuation and conformity.
- Check of the quality of submitted files for common errors (symbols, figures and tables, wrong numbering, etc)

### **Supplier Requirements:**

The supplier must have a proven track record of online publication of international academic/scientific conference proceedings in nuclear science.

The supplier must have a stable, online platform for the management of the submissions.

The proceedings must be indexed and discoverable in main databases.

### **To be provided:**

A portfolio of evidence must be provided by the supplier, listing the following:

Pricing breakdown of the services;

Background and business information (years in business, editorial board, aim, scope, publishing policies, publishing ethics and manuscript requirements);

Databases and discovery services in which the journal is published.

### **PRICING SCHEDULE**

**NB: Bidder to submit and attach a separate Quotation with their price breakdown of the services.**

- Bidders are to complete all SBD documents. Bidders will be disqualified if SBD 4 is not fully completed and signed.

**STANDARD BIDDING DOCUMENT (SBD) 4**  
**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder's declaration**

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise,

employed by the state?

**YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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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:

.....

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

2.3.1 If so, furnish particulars:

.....

.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 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.

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



3.5 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

## STANDARD BIDDING DOCUMENT (SBD) 6.1

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

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

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

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#### 1. GENERAL CONDITIONS

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

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

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals

are not claimed.

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender (B-BBEE Status Level of Contributor)	Number of points allocated (90/10 system)	Number of points allocated (80/20 system) (To be completed by the	Number of points claimed (90/10 system)	Number of points claimed (80/20 system)
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	(To be completed by the organ of state)	organ of state)		(To be completed by the tenderer)	(To be completed by the tenderer)
1	10	20			
2	9	18			
3	6	14			
4	5	12			
5	4	8			
6	3	6			
7	2	4			
8	1	2			
Non-compliant contributor	0	0			

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

☐ State Owned Company

[TICK APPLICABLE BOX]

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

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

.....

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

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

**DATE:** .....

**ADDRESS:** .....

.....

## BID SUBMISSION CERTIFICATE FORM

	I hereby undertake to supply all or any of the goods, works, and services described in this procurement invitation to the NRF in accordance with the requirements and specifications stipulated in this Bid Invitation document at the price/s quoted.	
	My offer remains binding upon me and open for acceptance by the NRF during the validity period indicated and calculated from the closing time of Bid Invitation.	
	<p>The following documents are deemed to form and be read and construed as part of this offer / bid even where integrated in this document:</p> <ul style="list-style-type: none"> <li>• Invitation to Bid</li> <li>• Specification(s) set out in this Bid Invitation inclusive of any annexures thereto</li> <li>• Bidder's responses to this invitation as attached to this document</li> <li>• Pricing Schedule(s) including detailed schedules attached</li> <li>• CSD / Tax clearance letter</li> <li>• Bidders Disclosure (SBD4);</li> <li>• Preference (SBD 6.1) claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022 (SBD6.1) and the BBBEE certificate</li> </ul>	
	I confirm that I have satisfied myself as to the correctness and validity of my offer / bid in response to this Bid Invitation; that the price(s) and rate(s) quoted cover all the goods, works and services specified in the Bid Invitation; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.	
	I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this Bid Invitation as the principal liable for the due fulfilment of the subsequent contract if awarded to me.	
	I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.	
	I certify that the information furnished in these declarations (SBD4 and SBD6.1) is correct and I accept that the NRF may reject the Bid or act against me should these declarations prove to be false.	
	I confirm that I am duly authorised to sign this offer/ bid response.	
NAME (PRINT)		
CAPACITY		
SIGNATURE		
Witness 1		
NAME		
SIGNATURE		
Witness 2		
NAME		

## GENERAL CONDITIONS OF CONTRACT FOR PERFORMANCE MANAGEMENT

### GCC22: Penalties

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.

Please visit <https://tlabs.ac.za/supply-chain/general-condition-of-contract/> for the detailed GCC's which forms part of the binding contract which will be issued to the awarded bidder.