

RFQ 001-2026-27  
 Enquiries: Itumeleng Likotsi  
 Tel: 012 395 6617  
 Email: rfp@gtac.gov.za

**ATTENTION: PROSPECTIVE BIDDERS**

**RFQ 001-2026-27: APPOINTMENT OF SERVICE PROVIDER TO ASSIST THE GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC) WITH K2 MAINTENANCE AND SUPPORT IN SUPPORT OF THE K2 SYSTEM AND OTHER RELATED SYSTEM USED BY THE MUNICIPAL FINANCE IMPROVEMENT PROGRAMME (MFIP).**

The Professional Services Procurement (PSP) Unit within Government Technical Advisory Centre (GTAC) hereby invites credible suppliers to submit a quotation in response to the Terms of Reference attached hereto.

**EVALUATION METHODOLOGY**

The table below reflects the evaluation methodology for this Request for Quotation:

Evaluation Stage	Description
<u>Stage 1:</u> Administrative Compliance	Documents must be submitted and duly completed and signed where required
Mandatory requirements	Refer to attached Terms of Reference (TOR). (5.1.2)
<u>Stage 2:</u> Functionality Evaluation	Response to functionality evaluation criteria cited in the attached TOR.
<u>Stage 3:</u> Preferential Procurement Regulations 2022  (Price and Specific Goals)	80/20 Price and specific goals evaluation based on the Preferential Procurement Regulations 2022 - (refer to the SBD 6.1 for more detail).



**STAGE 1: ADMINISTRATIVE COMPLIANCE REQUIREMENTS**

**a. Standard Bidding Documents (SBD)**

Bidders must submit all Standard Bidding Documents (SBD), as outlined below:

SBD forms must be completed in full and duly signed where required, including the Central Supplier Database (CSD) number/ report for verification of tax compliance status.

Document to be submitted	Requirement	Returnable SBD Forms for compliance and Mandatory purposes as stipulated in the TOR. Indicate YES/NO
SBD 1 – Invitation to bid	Complete and sign the supplied pro forma document	
CSD Registration Report or CSD registration number or SARS pin	Bidders must be registered on the CSD and submit the report as confirmation of registration at the closing date of the bid.	
SBD 3.3 Pricing Schedule	Complete and sign the financial proposal	
SBD 4 – Bidder's Disclosure	Complete and sign the form	
<p><b>Note:</b>  <i>Bidder's must submit the attached SBD 4 document. A bid will be disqualified if this disclosure is found not to be true and complete in every respect. The following definitions should be considered when completing the form:</i></p> <ul style="list-style-type: none"> <li>- "Person" means a bidder or supplier or shareholder, director, trustee, partner, member of a bidder or supplier having the controlling interest in the bidder or supplier.</li> <li>- "State" means a national or provincial department, national or provincial public entity or constitutional institution, a municipality or municipal entity, a provincial legislature or parliament.</li> </ul>		
SBD 6.1 Preferential Claim Form in terms of Preferential Procurement Regulation (PPR) 2022, if applicable	Complete and sign the form	YES



### b, Tax clearance status

A tax pin, valid at the closing date and time of the bid, must be provided for purposes of verifying that the tax matters of the bidder are in order. Where consortiums/ joint ventures/ sub-contractors are involved, each party to the association must submit a separate validation of tax status, i.e., Registration number from CSD must be provided with this bid.

The bidder's tax matters must be compliant at the time of award. In cases where a bidder's tax matters are non-compliant the bidder will be given a maximum of **seven (7) days** to remedy the tax matters. Failure to remedy this will invalidate the bid.

### MANDATORY REQUIREMENTS (REFER TO ATTACHED TOR)

NB: Failure to comply with this RFQ requirements as stated in the Terms of Reference (TOR) will be disqualified.

### STAGE 2: FUNCTIONALITY EVALUATION (REFER TO THE TOR)

Bidders are required to submit a functionality/technical proposal in response to the technical evaluation criteria cited in the Terms of Reference.

Bidders are required to meet the minimum score of 70% for the functionality evaluation to be considered on next stage for Preferential Procurement Regulation (PPR) 2022.

### STAGE 3: THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 - (REFER TO THE SBD 6.1 FOR MORE DETAILS)

#### a. 80/20 Preference Points Evaluation

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 of SBD 6.1 as may be supported by proof/ documentation stated in the conditions of this RFQ

The following preference point system is applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value (**RFQ**) up to R1 000 000 (all applicable taxes included); and

Points for this RFQ shall be allocated/awarded for:

- The bid price (maximum 80 points)



- Specific goals (maximum 20 points) as allocated and specified on SBD 6.1 to claim points accordingly.

The RFQ must attain a minimum threshold score of 70% in order to be shortlisted and evaluated further based on the (80/20) principle of which eighty (80) points are allocated for price evaluation and the remaining twenty (20) points are allocated for the specific goals as indicated in the Terms of Reference attached.

**The CSD report / Pin number shall be used as evidence to confirm/award points for Specific Goals. It is the responsibility of the bidding entity/bidder to ensure that the information on the CSD is updated and accurate.** Failure on the part of a tenderer to submit proof or documentation (SBD 6.1) required in terms of this RFQ to claim points for Specific Goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

### SUBMISSION REQUIREMENTS

The 1<sup>st</sup> submission must contain the functionality/technical proposal and the 2<sup>nd</sup> submission must contain the financial proposal (SBD 3.3), total cost must be inclusive of all applicable taxes (if no indication is given, quoted prices will be evaluated as all applicable taxes inclusive)

- All returnable bid documents must be completed in full and submitted together with the bidder's proposal at closing date and time of bid.
- Late or incomplete submissions will not be accepted.
- GTAC reserves the right to verify validity of documents at any stage during this RFQ process or after award.
- GTAC encourage the bidder to submit a CV in a prescribed format.
- It will be an advantage for the bidders complying with all South African laws; including the Immigration Act 13 of 2002 (as amended).
- SBD 4 - A bidder will be disqualified if the SBD 4- Bidder's Disclosure is found not to be true and complete in every respect in the attached SBD 4 form.** The following definitions should be considered when completing the form:
  - "Person" means a bidder or supplier or shareholder, director, trustee, partner, member of a bidder or supplier having the controlling interest in the bidder or supplier.
  - "State" means a national or provincial department, national or provincial public entity or constitutional institution, a municipality or municipal entity, a provincial legislature or parliament.
  - Failure to adhere to the above requirements i.e., misrepresentation and/or non-submission of the required documentation may lead to a disqualification or termination of the contract with the appointed service provider at any stage of implementation.



### SUBMISSION DETAILS AND CLARIFICATION

Submissions must be sent to: [rfp@gtac.gov.za](mailto:rfp@gtac.gov.za) by 14:00pm on 9 April 2026.

Professional Services Procurement (PSP): GTAC will evaluate proposals in accordance with the evaluation methodology cited on paragraph 1.1 above but is neither legally bound nor obligated to accept quoted rates and further reserves the right to negotiate total cost price around any quotation before the award of this RFQ.

Any clarification regarding this invitation or the Terms of Reference must be addressed in writing by e-mail to [rfp@gtac.gov.za](mailto:rfp@gtac.gov.za).

No telephonic requests for clarification shall be entertained.

### SPECIAL CONDITIONS OF THIS BID

GTAC reserves the right to negotiate with recommended bidder(s) identified in the evaluation process, regarding their price.

### BID VALIDITY PERIOD

The bid will be valid for a period of 60 (sixty) days from the closing date.

Yours sincerely



**Aletta Mbuyane**  
**Professional Services Procurement: Acquisition and Sourcing**  
**Date: 1 April 2026**



**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	RFQ 001-2026-27	CLOSING DATE:	09 APRIL 2026	CLOSING TIME:	14h00
DESCRIPTION	FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DELIVER K2 PLATFORMS MAINTENANCE AND SUPPORT IN SUPPORTING SERVICES FOR THE MFIP PROGRAMME MANAGEMENT UNIT (MFIP).				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>NOT APPLICABLE</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Aletta Mbuyane		CONTACT PERSON	Aletta Mbuyane	
TELEPHONE NUMBER	012 315 5867		TELEPHONE NUMBER	012 315 5867	
FACSIMILE NUMBER	-		FACSIMILE NUMBER	-	
E-MAIL ADDRESS	<a href="mailto:rfp@gtac.gov.za">rfp@gtac.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:rfp@gtac.gov.za">rfp@gtac.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
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]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<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. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<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: .....

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

DATE: .....

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).



# Application for a Tax Clearance Certificate

### Purpose

Select the applicable option .....Tenders  Good standing

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

Two empty text input boxes for stating the purpose of the application.

### Particulars of applicant

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

Trading name (if applicable)

ID/Passport no  Company/Close Corp. registered no

Income Tax ref no  PAYE ref no

VAT registration no  SDL ref no

Customs code  UIF ref no

Telephone no   Fax no

E-mail address

Physical address

Postal address

### Particulars of representative (Public Officer/Trustee/Partner)

Surname

First names

ID/Passport no  Income Tax ref no

Telephone no   Fax no

E-mail address

Physical address

**Particulars of tender** (If applicable)

Tender number

Estimated Tender amount R  ,

Expected duration of the tender  year(s)

Particulars of the 3 largest contracts previously awarded

Date started	Date finalised	Principal	Contact person	Telephone number	Amount

**Audit**

Are you currently aware of any Audit investigation against you/the company?  YES  NO

If "YES" provide details

**Appointment of representative/agent (Power of Attorney)**

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

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

Signature of representative/agent

-  -

Date

Name of representative/agent

**Declaration**

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

Signature of applicant/Public Officer

-  -

Date

Name of applicant/Public Officer

**Notes:**

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

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: ..... RFQ 001-2026-27

**CLOSING TIME 14:00 ON 09 APRIL 2026**

OFFER TO BE VALID FOR **60** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO <b>INCLUDED)</b>	DESCRIPTION	BID PRICE IN RSA CURRENCY * <b>(ALL APPLICABLE TAXES</b>
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**FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DELIVER K2 PLATFORMS MAINTENANCE AND SUPPORT IN SUPPORTING SERVICES FOR THE MFIP PROGRAMME MANAGEMENT UNIT (MFIP).**

1. Services must be quoted in line with the technical requirements and hours also provided in terms of reference. The bidder is expected to quote according to the following indicative table of estimated hours and the skills/expertise indicated in the ToR

Activity	Estimated Hours	Estimated Costs
<b>FY2026/27- 20 April 2026 to March 2027</b> Maintenance and support (60 monthly hours)	720	R
<b>FY2026/27- 1 April 2027 to June 2027</b> Maintenance and support (20 monthly hours)	60	R
<b>Total Cost of the above-mentioned activities includes all applicable taxes</b>		R

*\*\*all applicable taxes" includes Value- Added Tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.*

2. The financial proposal for this RFQ should cover all activities as per the Terms of Reference (ToR) including the potential disbursements.

**NB: The breakdown of total cost should be clearly highlighted including all activities as per the TOR and be submitted separately on the bidder's letter head.**

**3. Price and Specific goals will be evaluated as indicated below:**

**3.1 PREFERENTIAL PROCUREMENT REGULATION, 2022 (PPR) EVALUATION BASED ON 80/20 PRINCIPLE**

3.1.1 The applicable formula (80/20) will be utilised to evaluate the bid, of which eighty (80) points are allocated for price as allocated in the enclosed form SBD 6.1. that must be completed, and the remaining twenty (20) points are allocated for the specific goals as indicated in the table below.

*Table 1: Preferential Procurement Regulation, (PPR 2022).*

<b>Number of points allocated (80/20 system)</b>	
<b>Price</b>	<b>80</b>
<b>The specific goals in terms of this tender</b>	<b>20</b>
Above 30% ownership for Historically Disadvantaged Individuals who had no franchise in national elections before the 1983 or 1993 Constitutions.	10
Women percentage of ownership: 30% and above	10
<b>Total Points</b>	<b>100</b>

Any enquiries regarding technical enquiries may be directed to –

Email address: [psp@gtac.gov.za](mailto:psp@gtac.gov.za)

**PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR MORE INFORMATION.**

## 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

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

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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.

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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

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

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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.

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

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

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

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

.....  
Signature Date

.....  
Position Name of bidder

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

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

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

**1. GENERAL CONDITIONS**

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

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

**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 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:

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

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

#### 80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Price	80	
The specific goals allocated points in terms of this tender.	20	
Above 30% ownership for Historically Disadvantaged Individuals who had no franchise in national elections before the 1983 or 1993 Constitutions.	10	
Women percentage of ownership: 30% and above	10	
<b>Total Points.</b>	<b>100</b>	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....



GOVERNMENT TECHNICAL ADVISORY CENTRE

*Analyse, Adjust & Activate*

National Treasury - Republic of South Africa

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***TERMS OF REFERENCE***

**FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DELIVER K2 PLATFORMS  
MAINTENANCE AND SUPPORTING SERVICES FOR THE MFIP PROGRAMME  
MANAGEMENT UNIT (PMU)**

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**BACKGROUND INFORMATION**

**Programme Identification**

Name of Client	MUNICIPAL FINANCE IMPROVEMENT PROGRAMME (MFIP)
Name of Project	MFIP: K2 platform maintenance and support services provision
Contracting Authority	Government Technical Advisory Centre (GTAC), National Treasury
Accountable Officer	Acting head of GTAC: Ronette Engela
Budget Manager	Johnson Matshivha Chief Director: MFIP
Project Purpose	Support services to the MFIP Programme Management Unit (PMU) for the maintenance and support of the K2 platforms.

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## **1 PURPOSE OF THESE TERMS OF REFERENCE**

1.1. GTAC is seeking a highly qualified, skilled, experienced, and certified service provider to provide K2 maintenance and support services as well as other third-party systems such as Microsoft 365 and Power BI to the Municipal Finance Improvement Programme (MFIP).

## **2 BACKGROUND INFORMATION**

### **2.1 General**

2.1.1 GTAC is an agency of the National Treasury, established to provide advisory services, programme management, and transaction support across all spheres of government. Its central mandate is to assist organs of state in building capacity for efficient, effective, and transparent public finance management and in implementing high-impact government initiatives.

2.1.2 GTAC contributes to public finance management capacity development and knowledge sharing by:

- (a) Promoting collaborative and innovative approaches to service delivery challenges, in collaboration with partner institutions.
- (b) Developing and adapting methodologies and tools designed to meet government and public-sector management requirements.
- (c) Communicating and publishing evaluation reports, case studies and research papers; and
- (d) Public finance professional development.

2.1.3 GTAC implements its mandate through a client-focused and project-based approach and collaborates with partners inside and outside government in the development and delivery of its services.

2.1.4 GTAC has been appointed by the Intergovernmental Relations (IGR) division to appoint resources for phase IIIx of the Municipal Finance Improvement Programme (MFIP).

### **2.2 National Treasury and the Intergovernmental Relations (IGR)**

2.2.1 The National Treasury is committed to building capacity for sound and transparent financial management across all three spheres of government.

2.2.2 The National Treasury has pursued an aggressive financial management reform and modernisation agenda in local government. To date, significant progress has been made, including, among others:

**FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DELIVER K2 PLATFORMS MAINTENANCE AND SUPPORTING SERVICES FOR THE MFIP PROGRAMME MANAGEMENT UNIT (PMU)**

- Promulgation of the Municipal Finance Management Act (MFMA), 2003.
- Development and implementation of a fiscal framework aimed at supporting the Constitutional objectives of local government.
- Development and implementation of a budgeting framework for local government through the Municipal Budget and Reporting Regulations, 2009.
- Development and implementation of an in-year reporting framework, including the monitoring of conditional grant performance.
- Continuous refinement of the accounting standards (GRAP Standards) directly aligned to the principles of accrual accounting; and
- Promulgation of the Municipal Regulations on a Standard Chart of Accounts (mSCOA) on 22 April 2014, where after municipalities had a three-year preparation period to comply with the Regulation by 1 July 2017.

2.2.3 The IGR promotes and enforces transparency and effective management in respect of revenue expenditure, assets, and liabilities of institutions in all three spheres of government. This includes the administration of the National Revenue Fund (NRF), the Reconstruction and Development Programme Fund (RDPF), and Banking Services (BS) for national departments. The OAG is the custodian of the PFMA and MFMA and is responsible for developing policies and frameworks on accounting, internal audit and risk management.

## **2.3 Background to MFIP**

2.3.1 As a result of the persistent poor performance of municipalities over the past fifteen years, numerous support programmes and interventions have been initiated by both national and provincial governments in an effort to improve the capacity of local government, address inadequate service delivery issues, and enhance good governance through improved accountability and transparency.

2.3.2 The Municipal Finance Improvement Programme is incorporated into the National Treasury (NT) Strategic Plan, and currently institutionalised within the NT, in the Intergovernmental Relations (IGR) division. The overall strategic goal of the programme is to facilitate improvements in the management of the financial affairs of municipalities, and to facilitate effective implementation of the Municipal Finance Management Act (MFMA), Act 56 of 2003.

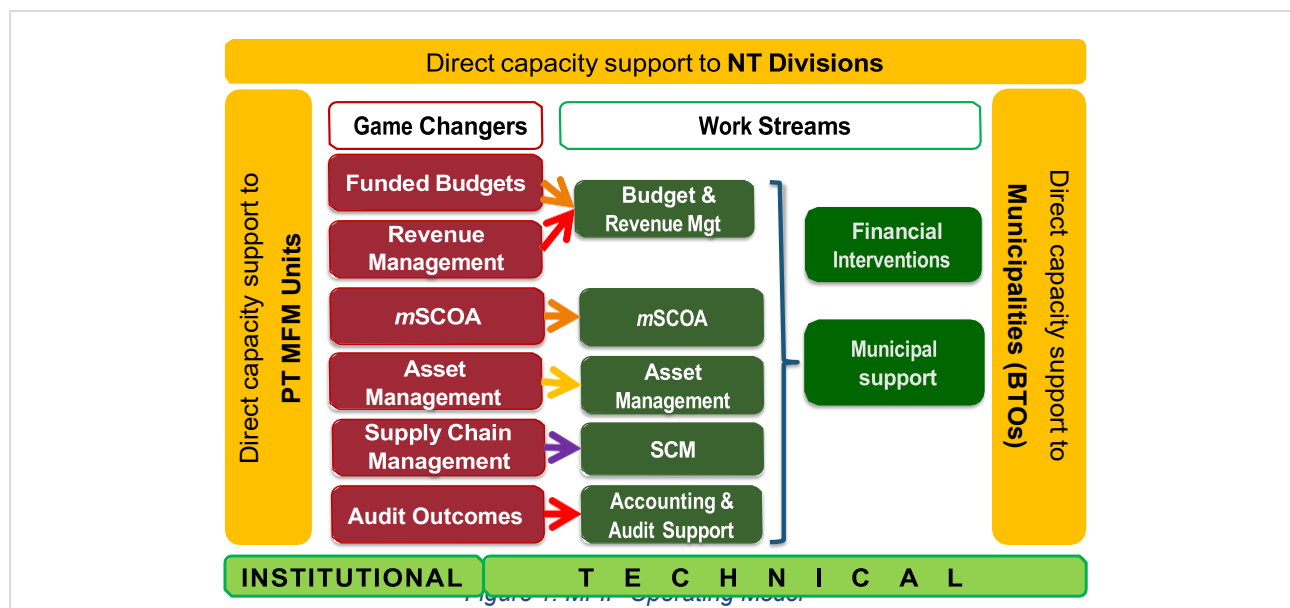
2.3.3 The MFIP continues to support Pillar 3, Priority 6 of the Government's Medium-Term Development Plan (MTDP 2024–2029) – building a capable, ethical, and developmental

**FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DELIVER K2 PLATFORMS MAINTENANCE AND SUPPORTING SERVICES FOR THE MFIP PROGRAMME MANAGEMENT UNIT (PMU)**

state. It remains a core initiative in strengthening municipal financial management capacity across all spheres of government.

2.3.4 The current MFIP is a strategically driven programme of technical assistance aligned to the six LGFM game changers, designed to build the institutional and technical financial management capacity of NT, PTs and Municipalities. This is mainly achieved through the placement of Technical Advisors (TAs) within the MFMA support units of provincial treasuries, and the Budget and Treasury Office (BTO) of municipalities.

2.3.5 The MFIP IIIx operating model is set out in the figure below and illustrates the alignment of the integrated project work streams to the six LGFM game changers. It further shows the three modalities of providing direct institutional and technical capacity support to selected NT divisions, PT municipal finance units and the BTOs of identified municipalities.



2.3.6 The MFIP Programme Management Unit (PMU) is responsible for providing the overall strategic leadership, oversight, management, and support required for the successful implementation of the Municipal Finance Improvement Programme.

2.3.7 The PMU is led by a Chief Director who is supported by Directors and other Project Support officials. The PMU oversees the work performed by MFIP TAs deployed to the NT, respective PTs, and participating municipalities.

2.3.8 The MFIP also works in close consultation with relevant NT Chief Directorates to ensure coherence of policy implementation and specialist support and the co-development of initiatives, tools, and systems that can be used to strengthen overall improvements in the local government financial management space.

2.3.9 This ToR is primarily for a service provider who will support and maintain the Programme's K2 platform and related systems.

### **3 SPECIFIC REQUIREMENTS**

#### **3.1 Overall Objective**

This ToR is for the appointment of a service provider who will be responsible for providing support and maintenance for the MFIP K2 applications for the purposes of stabilising and strengthening the business process automation environment. The following K2 workflows and applications were designed and developed/configured to date and will require support and maintenance services:

- Capture Effort application and admin panel
- Travel and disbursement Application
- Monthly status report
- Portfolio of evidence on capture effort (part of the capture effort app)
- Document review Application
- Knowledge Product Application
- Support Plan Application
- Technical / Query Support Application
- Leave/ Absence Application
- Ad hoc task management
- Programme Dashboards
- Frequently Asked Questions Application
- Organogram Application
- Worklist Capture Effort reject application
- Email Template
- Feedback Application

#### **3.2 Specific Scope of Work**

The key activities per focus area over the duration of the project will include, but not limited to the areas highlighted below:

3.2.1 Maintenance and support services of the K2 solution as follows:

**FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DELIVER K2 PLATFORMS MAINTENANCE AND SUPPORTING SERVICES FOR THE MFIP PROGRAMME MANAGEMENT UNIT (PMU)**

- Troubleshooting all K2 platforms and resolving system bugs i.e. breaking and non-breaking bugs.
- Provision of second-line technical support for user query resolution on the K2 platform.
- Application enhancements and development whilst ensuring that there is synchronization
- Troubleshooting of third-party applications (e.g., Microsoft 365, Azure Database, PowerBI) which are integrated into the K2 platform; and
- To effect minor changes to the existing applications where functionalities need to be added on, changed, and/ or deleted to enhance user experience.
- Conduct annual K2 applications end-to-end testing to ensure the efficiency of the K2 solutions are without any defects and workflows are in order and formulate an action plan on how to resolve the issues.
- Manage closely the updates implemented as part of regular maintenance by Nintex on all cloud-based K2 tenant platforms that may lead to system downtime.
- Maintain the security of user access management within the K2 platform.

3.2.2 Other outputs may be requested by the Project Manager for MFIP PMU.

### **3.3 Project timelines**

3.3.1 The indicative timeframe for the provision of maintenance and support services will be ending **30 June 2027**.

3.3.2 To maintain the K2 applications available to the programme stakeholders, continued support and maintenance, i.e., SLA services, are required to ensure business continuity through the procurement of **780 hours for the duration of the contract**. The hours will be allocated as follows:

- 20 April 2026 – 31 March 2027 (60 hours per month)
- 01 April 2027 – 30 June 2027 (20 hours per month)

3.3.3 Hours not utilised at the end of each month must be carried over to the next month; however, hours which are not utilised will be forfeited at the end of the contract. The management of the SLA hours will allow us to continue to have access to the services described above.

### **3.4 Specific expertise required.**

3.4.1 Successful service provider must possess the minimum relevant experience and qualifications, as specified in Table 2 below. The K2 developer(s) presented as potential resources need to be K2 certified (K2 Blackpearl and K2 Five)

3.4.2 **K2 certified developer(s) i.e.** (K2 Blackpearl/ K2 Five which entails comprehensive business process management (BPM) platform that allows for the creation of complex workflows and process automation and K2 Five which includes the following features):

- a) improved workflow design and management,
- b) enhanced integration options,
- c) advanced reporting and analytics and
- d) modernised forms and UI design.

3.4.3 The successful service provider should demonstrate knowledge and experience related to:

- K2 development, installation and implementation.
- K2 workflow design, migration, and deployment.
- Database administration and design and management.
- Business processes automation and solution integration.
- Support and maintenance of applications functionality.
- Have the ability to work under consistent and continuous pressure from varied sources, yet be able to maintain a supportive approach; and
- Have excellent computing skills including detailed knowledge and use of: Word, Excel, Power Point, Microsoft Projects or similar compatible software.

## 4 Evaluation Phases

Table 1: Evaluation Phases

Evaluation Stage	Description
Phase 1	<p><b>Stage 1A: Administrative Compliance – Non- Disqualifying</b></p> <ul style="list-style-type: none"> <li>• A bidder is required to submit the administrative compliance documents as referred to in paragraph 5.1.1.</li> </ul> <p><b>Stage 1B: Mandatory Compliance – Disqualification</b></p> <ul style="list-style-type: none"> <li>• Failure to submit any of the required mandatory documents will lead to disqualification. Refer to paragraph 5.1.2.</li> </ul>
Phase 2	<p><b>Technical / Functionality Evaluation</b></p>
	<ul style="list-style-type: none"> <li>• Bidders must submit information as per the Bid Submission Requirements. The submitted technical proposal must respond to the Technical Evaluation criteria cited in these Terms of Reference.</li> <li>• The Technical proposal will be evaluated out of 100 % with a Threshold of <b>70 %</b>.</li> <li>• Only bidders who meet the threshold will be considered for the Price and Specific Goals evaluation.</li> </ul>

Phase 3	<p><b>Price and Specific Goals</b></p> <ul style="list-style-type: none"> <li>Preference points in the 80/20 formula will be awarded to bidders for attaining a score for Specific goals as indicated in Table 3. Bidders must provide the required information for evaluation purposes.</li> </ul>
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It should be noted that the stages are considered to be separate processes. These three phases are mutually exclusive and will be treated as such in the appraisal.

## 5 SUBMISSION REQUIREMENTS

### 5.1 Minimum requirements from the bidder(s)

Bidders must ensure that the following submission requirements are included in their bids:

#### 5.1.1 Phase 1: Stage 1a: Administrative Compliance (Non-Disqualification)

During this phase, bid documents will be reviewed to determine compliance with tax matters and the Central Supplier Database (CSD) at the closing date and time of the bid. Bidders must submit all returnable documents as outlined in the table below using the designated electronic e-procurement system

No.	Document to be submitted	Requirement
1.	SBD 1- SBD Invitation to Bid	Complete the supplied pro forma document on the e-procurement system.
2.	Declaration of Interest – SBD 4 (Refer to below disclosure)	Complete the supplied pro forma document on the e-procurement system.
	<p><b>Note:</b></p> <p><i>Bidder’s must submit the attached SBD 4 document. A bid may be disqualified if this disclosure is found not to be true and complete in every respect. The following definitions should be considered when completing the form:</i></p> <p>- “Person” means a bidder or supplier or shareholder, director, trustee, partner, member of a bidder or supplier having the controlling interest in the bidder or supplier.</p> <p>- “State” means a national or provincial department, national or provincial public entity or constitutional institution, a municipality or municipal entity, a provincial legislature or parliament.</p>	
3.	SBD 6.1 - Preference Point Claim Form in terms of the Preferential Procurement Regulation (PPR) 2022	<p>Complete the supplied pro forma document on e-procurement system.</p> <p>Failure to submit or fully complete SBD 6.1 from will result in the bidder forfeiting points for specific goals.</p>

## **TAX CLEARANCE STATUS**

A valid tax PIN / Central Supplier Database (CSD) number must be provided for purposes of verifying that the tax matters of the bidder are in order. Where a consortium/joint ventures/sub-contractor is involved, each party to the association must submit a separate validation of Tax status and CSD registration number.

During this phase, bid documents will be reviewed for completeness and to ensure compliance with tax matters and registration on the Central Supplier Database (CSD) at the closing date and time.

Bidder's tax matters must be compliant at the time of award. In case a bidder's tax matters are non-compliant, a bidder will be given a maximum of seven (7) working days to remedy the tax matters. Failure to remedy this will invalidate the bid.

### **5.1.2 Phase 1: Stage 1b: Mandatory Requirements**

**Bidders must submit a responsive proposal in accordance with these terms of reference.**

**Failure to adhere to any of these requirements will result in disqualification.**

- a) Bidders must be registered on Central Supplier Database (CSD) on closing date of the Request for Quotation (RFQ)
- b) Any bidder representative (Director/Shareholder/Proposed Resource) who is employed by the State will not be considered i.e. if a bidder representative is in the employ of the state, such a bid proposal will not be considered.
- c) Submission of a price/financial proposal is required as per SBD 3.3 and must be completed as indicated in the e-procurement portal.
- d) Submission of a technical proposal is required.

## **6 EVALUATION CRITERIA**

### **6.1 Additional Technical / Functionality Requirements**

- 6.1.1 Bidders must provide supporting documentation as proof of educational qualifications, as well as all required certificates contemplated below.
- 6.1.2 Please note that a bidder will be requested to provide certified copies of certificates prior to the award being made.

**FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DELIVER K2 PLATFORMS MAINTENANCE AND SUPPORTING SERVICES FOR THE MFIP PROGRAMME MANAGEMENT UNIT (PMU)**

- 6.1.3 All international qualifications must be accompanied by South African Qualifications Authority (SAQA) Accreditation. Please note that Certificate of membership shall not be deemed as proof of educational qualification (Educational qualifications refer to certifications issued by an institution of higher learning, e.g., Certificate, diploma, degree, etc.)
- 6.1.4 The bidder must indicate the educational qualifications in respect of each resource offered in line with the QUALIFICATIONS EVALUATION CRITERIA listed in Table 2 below.
- 6.1.5 The bidder must demonstrate knowledge, skills, and experience in respect of each resource offered in line with the GENERAL EXPERTISE, the SPECIFIC EXPERTISE, and CERTIFICATIONS EVALUATION CRITERIA listed in Table 2 below.
- 6.1.6 The above criteria will be provided for in the form of an SLA PROPOSAL that each bidder MUST submit. Bidders who do not provide a record of experience will not be considered for the role. The evaluation will place an emphasis on the hands-on experience, achievements, the scale and scope of the projects and reforms implemented, and the extent to which the experience demonstrates a holistic view of the specialisation and context and demonstrates the candidate's ability to conceptualise and lead change initiatives.
- 6.1.7 Candidates must elaborate in their technical proposal specific hands-on experience including the reforms that he/she was actively involved in. The record of experience will be used to evaluate the bidder's specific experience using the evaluation criteria below.
- 6.1.8 The evaluation committee members will individually evaluate the responses received against the following criteria as set out below. The functionality evaluation of the proposal will be carried out as per the evaluation criteria stipulated in **Table 2** below.
- 6.1.9 The functionality evaluation will be conducted through a technical desktop evaluation.

## **6.2 Functionality Evaluation**

- 6.2.1 Technical evaluation criteria for the service providers are stipulated in **Table 2** below. Bidders to include examples of projects as specified in 2.1 and 3.1 in the table 2 below.
- 6.2.2 Only bidders who score a minimum of 70 % during the technical evaluation stage will be considered for PPR 2022.
- 6.2.3 The GTAC reserves the right to call bidders who meet the minimum functionality evaluation requirements to present their proposals to the Bid Evaluation Committee (BEC). The BEC may decide to amend the scoring assigned to a particular bid based on the presentation made.

**FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DELIVER K2 PLATFORMS MAINTENANCE AND SUPPORTING SERVICES FOR THE MFIP PROGRAMME MANAGEMENT UNIT (PMU)**

*Table 2: Functionality Evaluation Criteria (Technical desktop evaluation)*

No.	EVALUATION CRITERIA	SCORING	WEIGHT %
<b>1.</b>	<b>GENERAL EXPERTISE OF THE COMPANY</b>		
	1.1 The company demonstrated years of experience and knowledge in the K2 platform's support services, specifically: <ul style="list-style-type: none"> <li>• K2 platforms development, maintenance, and workflow management</li> <li>• K2 workspace maintenance</li> <li>• K2 integration with third-party solutions</li> <li>• K2 Business process automation</li> <li>• K2 Security and governance</li> </ul>	5 = more than 10 years 4 = more than 7 and up to 10 years 3 = more than 4 and up to 7 years 2 = more than 2 and up to 4 years 1 = less than 2 years  0 = No required/relevant experience demonstrated	20 %
<b>2.</b>	<b>SPECIFIC EXPERTISE OF THE COMPANY</b>		
	2.1 Number of completed projects managed (attach reference letters) related to: <ul style="list-style-type: none"> <li>• K2 applications developments</li> <li>• Database administration and design</li> <li>• Computer programming</li> <li>• Workflow automation</li> <li>• Business process automation</li> <li>• Solution Architecture</li> </ul>	5 = more than 5 projects completed 4 = 4 projects completed 3 = 3 projects completed 2 = 2 projects completed 1 = 1 project completed 0 = No project completed	25 %
	2.2 Shared SLA Support services high-level plan outlining the following: <ul style="list-style-type: none"> <li>• Support scope</li> <li>• Support operating hours and support centre</li> <li>• Issue classification</li> <li>• Support process</li> <li>• Service level assurances</li> <li>• Reporting</li> <li>• SLA assumptions, exclusions, and terms</li> </ul>	5= Excellent (Meets all 7 elements) 4=Very good (meets 5-6 elements) 3= Good (Meets 4 elements) 2 – Poor (meets 1-3 elements) 1= very poor (unacceptable and doesn't meet set criteria) 0 = No plan submitted	15 %
<b>3.</b>	<b>TEAM LEADER / PROJECT MANAGER QUALIFICATIONS</b>		
	Highest educational qualification obtained in: <ul style="list-style-type: none"> <li>• Computer Science</li> <li>• Information Systems</li> <li>• Software Engineering</li> <li>• IT-related field</li> </ul> NB: No related/ relevant qualification provided a bidder will be scored zero (0)	5 = Honours degree or higher (NQF 8); 4 = Degree (NQF 7) 3 = National diploma (NQF 6) 2 = National certificate (NQF 5) 1 = Matric certificate (NQF 4) 0 = No related/relevant qualification/ No SAQA for international qualification/ No qualification copy/ies submitted	20 %
<b>4.</b>	<b>TEAM LEADER / PROJECT MANAGER SPECIFIC EXPERTISE</b>		
	<b>4.1 K2 Developer/Specialist/Team Leader</b>  Cumulative years of experience in implementing K2 Blackpearl/ K2 Five and practical experience in workflow automation and enterprise application support related to: <ul style="list-style-type: none"> <li>• K2 platforms development, maintenance, and workflow management</li> <li>• Database administration, design, and management, i.e. SQL</li> </ul>	5 = more than 7 years 4 = more than 5 and up to 7 years 3 = more than 3 and up to 5 years 2 = more than 2 and up to 3 years 1 = Up to 2 years 0 = No experience demonstrated	20 %

**FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DELIVER K2 PLATFORMS MAINTENANCE AND SUPPORTING SERVICES FOR THE MFIP PROGRAMME MANAGEMENT UNIT (PMU)**

No.	EVALUATION CRITERIA	SCORING	WEIGHT %
	<ul style="list-style-type: none"> <li>K2 workspace maintenance</li> <li>K2 integration with third-party solutions</li> <li>Microsoft 365 management</li> <li>Information and Communication Technology platforms</li> <li>NB. The resources provided should be based in the country and available as and when required</li> </ul>		
<b>TOTAL</b>			<b>100 %</b>
Only bidders that meet the 70 % threshold for the technical evaluation will be considered for Price and Specific Goals evaluation in terms of Preferential Procurement Regulation (PPR) 2022.			70 %

### 6.3 PREFERENTIAL PROCUREMENT EVALUATION BASED ON 80/20 PRINCIPLE

6.3.1 The applicable formula (80/20) will be utilised to evaluate the bid, of which eighty (80) points are allocated for price as indicated in the enclosed form SBD 6.1. that must be completed, and the remaining twenty (20) points are allocated for the specific goals as indicated in the table below.

*Table 3: Specific Goals*

<b>Number of points allocated (80/20 system)</b>	
<b>Price</b>	<b>80</b>
<b>The specific goals in terms of this tender</b>	<b>20</b>
Above 30% ownership for Historically Disadvantaged Individuals who had no franchise in national elections before 1983 or 1993 Constitutions.	10
Women percentage of ownership: 30% and above	10
<b>Total Points</b>	<b>100</b>

### 6.4 Price Evaluation

6.4.1 All project-related costs, i.e. professional fees, disbursements, etc., inclusive of VAT should be clearly indicated on the pricing schedule/SBD 3.3 that bidders must submit as part of the standard bidding documents. The service provider is expected to quote according to the following indicative table of estimated hours and the skills/expertise indicated above.

<b>Activity</b>	<b>Estimated Hours</b>	<b>Estimated Costs</b>
<b>FY2026/27-</b> Maintenance and support 20 April 2026 to June 2027	780	

## **7 GENERAL REQUIREMENTS**

### **7.1 Additional work to be performed**

Across all areas of work, the Service Provider will be expected to:

- 7.1.1 Build and maintain positive working relationships with all MFIP participants and stakeholders.
- 7.1.2 Serve as resources for technical specialists' advisory on strategic priorities and projects.
- 7.1.3 Contribute to MFIP's annual, quarterly, and monthly reporting.
- 7.1.4 Promote learning and cooperation for improved service delivery and sustainability.
- 7.1.5 Support the development and refreshment of MFIP methodologies and toolkits; and
- 7.1.6 Support knowledge generation, including the identification of areas for knowledge sharing, the development of case studies, and participation in knowledge sharing initiatives.

### **7.2 General capabilities required**

Across all areas of work, resources must have the following general capabilities.

- 7.2.1 Collaborative team player with excellent interpersonal skills and the ability to effectively interact with stakeholders.
- 7.2.2 Logical, creative, innovative, analytical, lateral thinking, and problem solving;
- 7.2.3 Communication skills (verbal & written) with the ability to listen and learn.
- 7.2.4 Ability to transfer skills.
- 7.2.5 Ability to work under consistent and continuous pressure from varied sources, yet be able to maintain a supportive approach;
- 7.2.6 Advanced computer skills including detailed knowledge and use of the Microsoft Office Suite;
- 7.2.7 Ability to review and analyse strategic issues, current roles, functions, interface, processes and procedures, risks, and options; and
- 7.2.8 A clear understanding of the desired outcomes of the local government financial management and budget reform agenda.

### **7.3 Monitoring and Reporting**

- 7.3.1 Monthly activity reports on the progress with reference to the SLA and specified key performance indicators will be compiled and submitted to the MFIP PMU.
- 7.3.2 The project will be coordinated through the MFIP III Programme Management Unit, located at 240 Madiba Street Pretoria.

## **8 CONTRACTUAL CONDITIONS**

### **8.1 Contracting Authority**

The service provider will contract directly with the GTAC.

8.1.1 GTAC will make offers to successful bidders.

8.1.2 Fees exclude direct costs relating to project execution such as travel for which GTAC will make provision.

8.1.3 GTAC does not pay for travel and parking costs to and from place of residence and their place work.

### **8.2 Service Provider Reporting Requirements**

8.2.1 The following reports will be submitted by the service provider as proof of delivery of services:

(a) Monthly progress reports;

(b) A close-out report on the completion or termination of the contract.

8.2.2 Reports shall be written in English; and

8.2.3 All reports, files, notes, electronic files, and documents shall be structured, formatted, and completed according to the requirements of the MFIP PMU.

## **9 BID VALIDITY PERIOD**

The RFQ will be valid for a period of 60 (sixty) days from the closing date of the rfq.

## **10 LEGAL IMPLICATIONS**

The successful service provider must be prepared to enter into a service-level agreement with GTAC.

## **11 CLARIFICATIONS**

Requests for clarification must be made in writing by e-mail. Telephonic enquiries for clarification will not be accepted.

Requests for clarification will be accepted by GTAC as specified in the bid document. The submission reference must be included in the subject line of the email.

## **12 COMMUNICATION**

GTAC's Professional Services Procurement (PSP) unit will only communicate with bidders by email where bid clarity is sought, to obtain information or to extend the validity period. For any enquiries, email: [psp@gtac.go.za](mailto:psp@gtac.go.za). The submission reference

must be included in the subject line of the email. GTAC will only respond to email communication during business hours.

Alternatively, contact the e-procurement portal support desk at: <https://vendorportal.gtac.gov.za/Contact>.

Any communication by the bidder (either by facsimile, letter, electronic mail or any other form of correspondence) to any government official, representative, or a person acting in an advisory capacity for GTAC in respect of this bid between the closing date and the award of the bid is prohibited.

### **13 COUNTER CONDITIONS**

Bidders' attention is drawn to the fact that amendments to any of the Information to bid by bidders will result in invalidation of such bids.

### **14 PROHIBITION OF RESTRICTIVE PRACTICES**

In terms of section 4(1) 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:

- a. Directly or indirectly fixing a purchase or selling price or any other trading condition.
- b. Dividing markets by allocating customers, suppliers, territories or specific types of goods or services; or
- c. Collusive bidding.
- d. If a bidder(s) or contractor(s), in the judgment of the purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered or terminate the contract in whole or in part and 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.

### **15 BENEFICIAL OWNERSHIP**

The bidder/s are required to provide the information below for transparency.

- a. A beneficial owner of a company is an individual who, directly or indirectly, ultimately owns that company or exercises effective control over that company.
- b. Companies are required to keep a register of their beneficial owners and to provide this information to the Companies and Intellectual Property Commission

(CIPC). The CIPC maintains a central register of beneficial ownership information.

- c. The beneficial ownership regime in South Africa is intended to improve transparency and accountability in the corporate sector. It is also intended to help prevent money laundering and terrorist financing.
- d. Companies are required to keep a register of their beneficial owners and must disclose in their bids the following information, as provided for in their register for the information of each beneficial owner:
  - Name
  - Date of birth
  - Identity number or passport number
  - Residential address
  - Occupation
  - Nature and extent of control over the company

## 16 SUBMISSION DETAILS

To respond to this tender, bidders are required to register on the GTAC e-procurement system, using the following link: <https://vendorportal.gtac.gov.za/>

The registration process involves the following steps:

- a. Register as a portal user. This is the process of creating a user account on the vendor portal/e-procurement system. This will allow the user to view and respond to tenders.
- b. Capture the supplier details. Registering the company details allows the bidder to enter information and upload documents.

To respond to this tender:

- a. Log in to the portal <https://vendorportal.gtac.gov.za/>
- b. Navigate to the tender menu.
- c. Select “Formal” and click on “Current”.
- d. A list of available tenders/RFQ will be available, and the bidder to select the tender number (e.g. TENxxxxx) to start the submission process.

Detailed instructions on how to register on the e-procurement system are available at

(<https://docs.corelab.co.za/Home/ViewContent?productid=1&sectionid=2&contentid=1165>)

**FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DELIVER K2 PLATFORMS MAINTENANCE AND SUPPORTING SERVICES FOR THE MFIP PROGRAMME MANAGEMENT UNIT (PMU)**

The capturing process is in the form of a wizard, with the system guiding you through each step. Once all the required information is completed, remember to submit your bid. Only submitted bids will be eligible for the award.

- a. **NB: Only electronic submission of bids on the GTAC e-procurement system is allowed. Do not submit hard copy bids to GTAC, as these will not be considered.**

**NB: Submissions received after the closing date and time will not be accepted.**

For any enquiries, email: [psp@gtac.gov.za](mailto:psp@gtac.gov.za) or contact the vendor support desk at: <https://vendorportal.gtac.gov.za/Contact>.

## **17 CONTACT DETAILS**

Professional Services  
Procurement, 3rd Floor at GTAC:  
room GL03.44 Private Bag X  
115, Pretoria, 0001  
Physical address: GTAC, 40 Madiba Street,  
Pretoria.0001 For any enquiries, email: [psp@gtac.gov.za](mailto:psp@gtac.gov.za)

**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**

**NOTES**

The purpose of this document is to:

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

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

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

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## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of 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](http://www.treasury.gov.za)
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance security**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

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

**8. Inspections,  
tests and  
analyses**

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

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

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

**9. Packing**

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

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

**10. Delivery and documents**

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

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

**11. Insurance**

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

**12. Transportation**

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

**13. Incidental services**

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

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

#### **14. Spare parts**

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

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

#### **15. Warranty**

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

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

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

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

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

- 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.