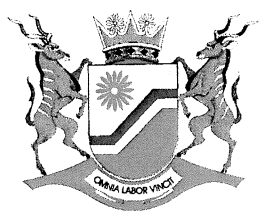


This document must remain the original when submitted, no copies will be accepted

MPUMALANGA PROVINCIAL GOVERNMENT



DEPARTMENT OF EDUCATION

BID NUMBER: EDU/166/25/MP

**APPOINTMENT OF A SERVICE PROVIDER(S) TO
SUPPLY, DELIVER AND INSTALLATION OF
FURNITURE TO EDUCATION INSTITUTIONS
WITHIN THE DEPARTMENT OF EDUCATION
FOR A PERIOD OF FIVE (5) YEARS**

ISSUED BY:

Department of Education
Private Bag X11341
Mbombela
1200

NAME OF BIDDER:

.....

TOTAL BID PRICE (all inclusive) :.....

(Also in words):

.....

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF EDUCATION					
BID NUMBER:	EDU/166/25/MP	CLOSING DATE:	07 November 2025	CLOSING TIME:	12H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER(S) TO SUPPLY, DELIVER AND INSTALLATION OF FURNITURE TO EDUCATION INSTITUTIONS WITHIN THE DEPARTMENT OF EDUCATION FOR A PERIOD OF FIVE (5) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
MBOMBELA , Riverside Government Complex, Building No 9, Government Boulevard, Mbombela, 1200, PIET RETIEF , No. 11 Measroch Street, Piet Retief Office, KWAMHLANGA , KwaMhlanga Government Complex, Department of Finance, Building No. 12, Computer Centre, BUSHBUCKRIDGE , Bushbuckridge Advice Centre, Department of Finance, Protea building (old Telkom building), MIDDELBURG , Department of Public Works, Cnr. Lillian Ngoyi and Dr Beyers Naudé Streets – Old TPA Building, Upper ground floor, Office numbers A20, 21 and 25, MALELANE , 17 Lorenzo Street, Malelane, ELUKWATINI , Elukwatini Sub Regional offices, Office numbers A49 and A50 (opposite Elukwatini Community Hall) Stand number 12 Extension A, Elukwatini 1192. SIYABUSWA Old Parliament Building, Building No.1, Job Skhosana Street, Siyabuswa 0472					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. GJ Lekhuleni		CONTACT PERSON	Mr. QW Mbuyane	
TELEPHONE NUMBER	013 766 5163		TELEPHONE NUMBER	013 766 5287	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	G.Lekhuleni@mpuedu.gov.za		E-MAIL ADDRESS	Q.Mbuyane@mpuedu.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

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

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

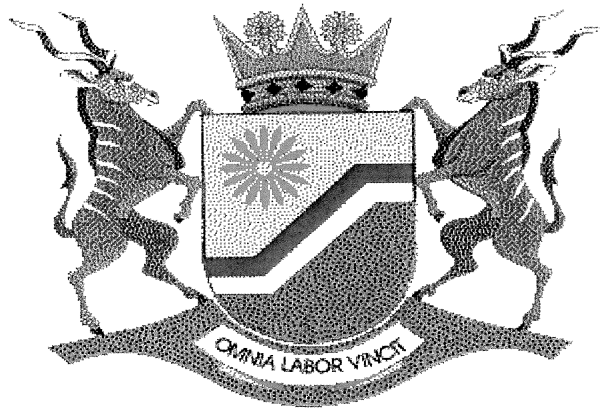
SIGNATURE OF BIDDER:

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

DATE:

MPUMALANGA PROVINCIAL GOVERNMENT

DEPARTMENT OF EDUCATION



**APPOINTMENT OF A SERVICE PROVIDER(S) TO SUPPLY, DELIVER
AND INSTALLATION OF FURNITURE TO EDUCATION
INSTITUTIONS WITHIN THE DEPARTMENT OF EDUCATION FOR A
PERIOD OF FIVE (5) YEARS.**

ABBREVIATIONS

BSC	Bid Specification Committee
BEC	Bid Evaluation Committee
CIPRO/CIPC	Companies and Intellectual Property Registration Office/Companies Intellectual Property Commission
CPIx	Consumer Price Index
CSD	Central Supplier Database
CSI	Corporate Social Investment
DTI	Department of Trade and Industry
GCC	General Conditions of Contract
HPCSA	Health Professions Council of South Africa
MDoE	Mpumalanga Department of Education
PFMA	Public Finance Management Act
PPPFA	Preferential Procurement Policy Framework Act
RDP	Reconstruction and Development Programme
SABS	South African Bureau of Standards
SARS	South African Revenue Service
SBD	Standard Bidding Document
SCC	Special Conditions of Contract
SDA	Service Delivery Areas
DTDC	District Teacher Development Centres
ECDI	Early Childhood Development Institute
MST	Maths Science Academy
SLA	Service Level Agreement
VAT	Value Added Tax
DR	Disaster Recovery
ICT	Information Connection Technology
IT	Information Technology
SITA	State information Technology Agency
ISPA	Internet Service Provider Association

DEFINITIONS

1.1.	Bid/tender	the concepts are used interchangeably and they mean a written offer, in the form determined by instruction, in response to an invitation for the procurement of goods or services or other form of procurement through a price quotation, a competitive bidding process, a limited bidding process or any other method envisaged in the Act.
1.2.	Bidder/tenderer	means any person/enterprise which has submitted a bid or Request for Quotation.
1.3.	Black people	as defined in the Broad-Based Black Economic Empowerment Act, (Act No 53 of 2003), is a generic term which means Africans, Coloured and people of Indian origins.
1.4.	Conditions of Tender	means a document of the procedures, the manner in which those engaged in the procurement process are to behave, the obligations of the tenderer and the undertakings of the Department. The Conditions of Tender are distinct from both the General Conditions of Contract and the Special Conditions of Contract.
1.5.	Contract	means any written agreement entered into between the purchaser (i.e. Departments) 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 as defined in the General Conditions of Contract.
1.6.	Contract price	means the price payable to the supplier under the contract for the full and proper performance of contractual obligations as defined in the General Conditions of Contract.
1.7.	Consortium or Joint Venture	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.
1.8.	Disability	in respect of a person, means, a permanent impairment of a physical, intellectual, or sensory function which results in restricted, or lack of ability to perform an activity in the manner or within the range considered normal for a human being.
1.9.	Department	means Mpumalanga Department of Education
1.10.	Functionality	means the measurement according to predetermined norms of a service or commodity designed to be practical and useful, working or operating, taking into account quality, reliability, viability, skills, experience and durability of a service or commodity.
1.11.	Historically Disadvantaged Individual	means a South African citizen who due to the apartheid policy had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, (Act No. 110 of 1983) or the Constitution of the Republic of South Africa, (Act No 200 of 1993) ("the

		Interim Constitution); and/or who is a female; and/or who has a disability: provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a Historically Disadvantaged Individual.
1.12.	Highest acceptable tender	means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders.
1.13.	Individual	means a natural person.
1.14.	Lowest acceptable tender	means a tender that complies with all specifications and conditions of tender and that has the lowest price compared to other tenders.
1.15.	Price	means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
1.16.	Person	includes reference to a juristic person.
1.17.	90/10-point scoring system	refers to the point system prescribed in regulations 3 and 5 of the regulations issued in terms of section 5 of the PPPFA.
1.18.	Youth	means persons between the ages of 14 and 35 as per the National Youth Development Agency Act (Act No.54 of 2008).
1.19.	Service Level Agreement (SLA)	Service Level Agreement: It refers to a document that outlines a commitment between a service provider and a client, including details of the service, the standards the provider must adhere to, and the metrics to measure the performance
1.20.	Specific goals	means specific goals as contemplated in section 2(1)(d) of the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.
1.21.	The Act	means the Preferential Procurement Policy Framework Act (Act No. 5 of 2000).
1.22.	The Constitution	means the Constitution of the Republic of South Africa (Act No.108 of 1996).

SECTION A: GENERAL SPECIFICATION INFORMATION

1. Purpose

The Mpumalanga Department of Education (MDoE) intends to appoint supplier(s) to supply, deliver and installation of furniture to education institutions within the department of education for a period of five (5) years.

2. SCOPE OF WORK

The MDoE intends to appoint a service provider(s) that will supply, deliver and install furniture to various destination and specified centres.

The MDoE cannot provide the exact quantities or estimate to be delivered at this stage, the Department will confirm the quantities during the ordering stage. The supplier(s) will be responsible for the sufficient supply and delivery of furniture as per the requisitions at all times during the contract period. This includes installation and assembling of all delivered items.

3. Service Delivery Areas (SDA)

This bid once awarded will service the listed below SDA;

- a) Public Ordinary Schools
- b) Special Schools
- c) District Teacher Development Centres (DTDC)
- d) Early Childhood Development Institute (ECDI)
- e) Early Childhood Development Centres
- f) Maths Science Academy (MST)
- g) Any other identified centre within the educational institution

All furniture to be supplied to Education Institutions should be according to the description on the pricing schedule; and according to the quality and bid requirements. Bidders must bid on **all items**. The departments reserve the right to award one or more bidders.

4. Term of Contract

The contract has a tenure of **five (5)** years.

5. Pricing

Bid prices are to include delivery costs to the relevant institutions **or any other nominated location**. The prices of items must be inclusive of supply and delivery of furniture to the identified education institutions. Furthermore, prices must be VAT inclusive and must be fixed for the duration of the contract.

6. Estimates / Quantities

The Department does not provide quantities in this bid and no guarantee is given or implied as to the actual quantities that shall be ordered. This shall be determined solely by the needs of the Department.

SECTION B - BIDDING PROCESS IN TERMS OF PPPFA

The contract shall be awarded in terms of the Preferential Procurement Policy Framework Act, No (Act 5 of 2000) . The Department shall evaluate this bid in terms of attendees for the compulsory briefing, compulsory returnable documents, functionality, as well as preference point system. This bid has a local content requirement for all designated sector items as stipulated in the specifications.

7. Bid Evaluation Methodology

The Bid Evaluation Committee (BEC) members shall individually evaluate the responses received against the following:

- 7.1 Compulsory briefing session (only bidders who attended the briefing session and appear in the attendance register will be considered).
- 7.2 Evaluation in terms of Compulsory returnable documents.
- 7.3 Evaluation in terms of Functionality criteria and in terms of the preference point system.

7.4 Stage1 - Returnable documents

7.4.1 Compulsory briefing session

Information about a compulsory briefing session will be advertised in the Provincial Tender Bulletin. All prospective bidders are obliged to attend the said briefing session in order to be informed and to become fully acquainted with the requirements of this bid. Only service provider/s who attended the briefing session will be considered for this bid.

7.4.2 Compulsory Returnable Documents

Each bid shall comprise of a clearly indexed proposal with the bid documents that comply to the specified conditions / criteria:

Section	Compulsory Returnable Documents	Attached YES/NO
a.	Fully completed (SBD1) must be fully complete.	
b.	Fully completed Pricing Schedule.	
c.	Fully completed SBD 4 (Bid Disclosure).	

Section	Compulsory Returnable Documents	Attached YES/NO
d.	Fully completed SBD 6.1 (Preference Claim Certificate).	
e.	Fully completed SBD 6.2 - the Declaration Certificate for Local Production and Content together with the Annexure C, D and E must be completed, signed and submitted with the bidding documents at the closing date and time of the bid.	
f.	A Valid Pin Letter from SARS. Failure to submit a valid Pin Letter your bid proposal will be considered as being non-responsive be invalidated or disqualified. Tax status must remain compliant for the duration of the bid validity period.	
g.	Originally certified Copies of CIPRO/ CIPC Company registration documents indicating each director(s) as a shareholder. The date on the certified copies must not be older than three (3) months as at the closing date of the bid.	
h.	If the bidder is joint venture/consortium/partnership, a certified copy of such an agreement and a resolution by each party to such venture/consortium/partnership authorizing its participation in the bid. If the bidder is not venture/consortium/partnership this section is not compulsory.	
i.	Originally certified copies of the identity documents /valid passports of all the directors of the entity. The date on the certified copies must not be older than three (3) months as at the closing date of the bid.	
j.	A detailed copy of Central Supplier Database (CSD) printout/ report. The National Treasury Instruction No. 4 of 2016/17 requires service providers, including bidders, to register on the Central Supplier Database (CSD). Compulsory returnable documents together with the reports from the CSD will be used in order to verify bidders' information and compliance to the requirement including: i. Company registration ii. Directorship, shareholding, trusteeship and membership	

Section	Compulsory Returnable Documents	Attached YES/NO
	iii. Bank account holder details iv. State employees' status v. Tax compliance status vi. Identity information, etc. vii. Historically Disadvantaged Individuals.	
k.	Valid SABS/ SANS certificate related to this bid.	

NB: BIDDERS WHO FAIL TO ATTACH ANY OF THE COMPULSARY DOCUMENTS AS LISTED ABOVE WILL BE DISQUALIFIED.

7.4.3 Supporting returnable documents

Section	Supporting Returnable Documents	Attached YES/NO
a.	A total of 10 preference points shall be allocated on a proportional basis to enterprise owned by historically disadvantaged persons or individuals. For enterprise that is owned by disabled person(s), they must provide a copy of confirmation from a Professional Medical Officer registered with the Health Professions Council of South Africa (HPCSA).	
b.	A detailed implementation plan on the supply, delivery and installation of furniture to educational institution. The implementation plan should be a detailed proposal for the supply and deliver furniture and attach proof of his/ her capacity to deliver on the project. It should demonstrate that the supplier understands the supply and delivery of furniture to education institutions. The implementation plan should also provide information as well as attach documents on the items listed below: - A detailed implementation plan on the supply and delivery of furniture to education institutions. - The contribution towards capacity building of small and micro enterprises especially those owned by women, people with disabilities and youth. - How the bidder will respond to queries and provide	

Section	Supporting Returnable Documents	Attached YES/NO
	customer support. - How the bidder will ensure the Mpumalanga Department of Education gets value for money.	
c.	Evidence of experience in supply, delivery and installation of furniture in the form of an appointment letter or purchase order together with a reference letter from a relevant institution signed by the Accounting Officer/Accounting Authority. With proof of goods delivered not older than ten (10) years before this bid. Bidder(s) who fails to attach the confirmation will result in their experience(s) in a form of appointment letter(s), purchase order(s) or contract(s) not being considered when allocating points on functionality.	
d.	Proof of availability of appropriate transportation means of not less than four (4) ton to enable supply, delivery and installation of furniture to Education Institutions. Certified copies of vehicles registration certificates must be attached. In the absence of own transportation means the bidder must provide an original letter of intent from the owner showing the availability of transportation in an event that he/she is awarded the bid and the bidder must attach registration documents of relevant vehicles or lease agreement. The date on the certified copies must not be older than three (3) months as at the closing date of the bid.	

NB: BIDDERS WHO FAIL TO ATTACH ANY OF THE ABOVE SUPPORTING DOCUMENTS WILL NOT EARN POINTS DURING THE EVALUATION PROCESS.

7.5 Stage 2 - Evaluation on Functionality Criterion and Preferential Point Systems.

7.5.1 Criteria for evaluation the bid

Phase 1- Functionality

The BEC members shall individually evaluate the proposal responses received and / or presentations made against the below listed criteria. The points to be allocated for functionality are as follows:

No.	Functionality	Evidence	Points	Maximum points
1)	A detailed implementation plan	A detailed project plan that illustrates the supply, delivery and installation of furniture to educational institutions. The plan should include how the company is going to prevent elements that will impact negatively.		40
		a) An understanding of the objectives and deliverables of this project.	10	
		b) Provide a detailed proposal / methodology clearly stating how the bidder plans to coordinate the project.	10	
		c) Provide an indicative work / project plan with clear deliverables and timeframes.	5	
		d) Provide a plan that mitigates against the following risks: • Community Unrests during delivery. • Transport/Vehicle breakdown. • Disruptions resulting from any natural disasters.	5	
		e) The contribution towards capacity building of small and micro enterprises especially those owned by women, people with disabilities and youth.	5	

		f) How the bidder will respond to queries and provide customer support.	5	
2)	Evidence of experience in the logistics space.	Evidence of experience in supply, delivery and installation of furniture in the form of an appointment letter/ contract or a purchase order together with a reference letter from a relevant institution signed by the Accounting Officer/Accounting Authority thereof.		20
		a) 7 years and above	20	
		b) 4-6 years	12	
		d) 1-3 years	6	
		e) Less than 1 year	3	
3)	Proof of availability of appropriate vehicles. All vehicles must have vehicle registration certificates.	Proof of availability of appropriate vehicles (4) ton and above to enable delivery of furniture to the relevant institution/s (owned/ leased/ intent to lease agreement). Originally certified copies of vehicle registration certificates must be attached. If the vehicles leasing contract should be attached. The date on the certified copies must not be older than one (1) month as at the closing date of the bid.		20
		a) 5 or more Vehicles (owned).	20	
		b) 3 or more Vehicles (owned).	8	
		c) 3 or more Vehicles (leased/ intent to lease).	7	
		d) 2x Vehicles (owned)		
		e) 2x Vehicles (leased/ intent to lease).	6	
		f) 1x Vehicles (owned)	5	
		g) 1x Vehicles (leased/ intent to lease).	4	
5)	Submission of an original letter from an accredited financial institution confirming that the bidder	Submission of an original letter from an accredited financial institution confirming that the bidder already has a revolving credit, overdraft or cash. This shall be used together with the Management Account of the bidder.		20
		a) For R5 000 000 and above revolving credit, overdraft or	20	

	already has a revolving credit, overdraft or cash. Attach Management Account of the bidder.	cash		
		b) For R3 000 000 and above revolving credit, overdraft or cash	15	
		c) For R2 000 000 and above revolving credit, overdraft or cash	10	
		d) For R1 000 000 and above revolving credit, overdraft or cash	5	
Total				100

The points scored for functionality shall be calculated as follows:

- Each BEC member shall award points for each individual criteria on the score sheet.
- The assessment of functionality shall be done in terms of the above-mentioned evaluation criteria and minimum threshold of 70 points.
- All bidders who scored the minimum threshold of 70 points or above shall advance to phase II of the bidding process.
- Bids/proposals that do not score specified minimum points for functionality shall be disqualified

Phase 2: Preference Points in terms of PPPFA

Evaluation in terms of the 90/10 preference point systems

Only the qualifying bids shall be evaluated further in terms of the 90/10 preference points system where 90 points will be used only for price and 10 points for the specific goals on equity ownership.

Points allocation in terms of the preference points system

The contract shall be awarded in terms of the Preferential Procurement Policy Framework Act 2000 (Act No. 5 of 2000). Responsive bids shall be adjudicated by the MDoE on the 90/10 preference points system in terms of which points are awarded to bidders(s) as follows:

Functionality:

Functionality	100
---------------	------------

Points for price and specific goals on equity ownership:

Price	90
Specific goals on equity ownership	10

The lowest acceptable bid shall obtain the maximum points for price. The other bids with higher prices shall proportionately obtain lower points. The final points for the selection of a preferred bidder shall be calculated as follows:

The final points to choose the preferred bidder shall be calculated as follows:

$$P_s = 90 \left[1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

Where:

P_s = Points scored for comparative price of tender or offer under consideration

P_t = Comparative price of tender or offer under consideration; and

$P_{\min}$ = Comparative price of lowest acceptable tender or offer under consideration.

NB: The preference claim forms are part of the standard bidding document.

A maximum of 10 points shall be awarded to a bidder(s) in respect of specific goals on equity ownership as contemplated in sub-regulation (2) of the PPPFA (Act No.5 of 2000) and section 8 of the MDoE Preferential Procurement Policy will be added to the points scored for price as calculated in accordance with sub-regulation (1) of the PPPFA (Act 5 of 2000).

Points will be awarded to the bidder(s) who attains the specific goals on equity ownership in accordance with the generic scorecard below:

Description	Points (90/10)
<i>Enterprises that are at least 51% that are black owned</i>	2
<i>Enterprises that are at least 51% women-owned</i>	2
<i>Enterprises that are at least 25% owned by disabled persons</i>	2
<i>Enterprises with at least a 25% ownership by Youth</i>	2
<i>Corporate Social Investment (CSI) or Social Labour Plan Proposition (SLPP)*</i>	2

**NB CSI or SLPP- is defined as contributions (either employee time and/or resources) which bring benefits over and above those directly associated with the Department's core business activities.*

- (a) The service provider(s) are expected to indicate or provide an outline of socio-economic projects to be implemented through its Corporate Social Responsibility in the area where the Department focuses. Proposed projects must be measurable with specific focus on vulnerable groups. Bidders can suggest or explore the following socio-economic project practices for consideration:*
 - (i) On the job training and development of staff (learnerships), particularly for the unemployed or young people including the recruitment of long-term job seekers and handicapped people.*
 - (ii) Young women / mother upliftment / leadership programmes.*
 - (iii) Skills development initiatives (technical and soft skills) accredited by recognised institutions.*
 - (iv) Youth leadership and empowerment projects.*
 - (v) Early childhood development initiatives.*
 - (vi) Projects can be in collaboration with local CBO's, NGOs, and relevant institutions.*
 - (vii) Business skills and enterprise support including mentoring of local enterprises.*
- (c) Development of schools' infrastructure or technology.*
- (d) The MDoE policy prohibits CSI financial contributions and/or acceptance. The Department will adopt a uniform standard in acknowledging, monitoring, and reporting on CSI contributions.*

Criteria for breaking dead lock in scoring

- a)** In an event that more than the required number of bidders, qualify to be recommended for the award, preference will be given to the bidders with highest points for specific goals on equity ownership.
- b)** If two or more bidders score equal total number of points in all aspects, the award shall be decided by the drawing of lots.

8. Local Production and Content

Legislative requires that furniture should not contain hazardous material hazardous material or substances that may affect human due to absorption of chemicals. The furniture must meet the South African Bureau of Standards (SABS) regarding safety, abrasion resistance, tensile strength, deformation by compression and ergonomics.

The furniture to be supplied must have a life-span of at three (3) years. This period also applies to the availability of replacement parts from the date of delivery of the furniture

The Reconstruction and Development Programme (RDP) of government provides goals that support the designation of sectors in line with the national development and industrial policies for local production and content. To give effect to this requirement, the bid for office furniture is designated for local production and content at the minimum threshold of 85% as prescribed under local content for furniture products. Therefore, all bidders are required to meet the minimum threshold of 85% for local production and content.

The Declaration Certificate for Local Production and Content (SBD 6.2) together with the below listed Annexure must be completed, signed and submitted with the bid documents at the closing date and time of the bid:

Annexure – C: Local Content Declaration – Summary Schedule

Annexure – D: Imported Content Declaration – Supporting Schedule to Annexure C

Annexure – E: Local Content Declaration – Supporting Schedule to Annexure C

The bidder(s) is/are required to fully complete and sign the SBD6.2(Declarations of Certificate for Local Production and Content) and Annexure C(Local Content Declaration Summary Schedule).These can be accessed from the Department of Trade and industry(DTI) official website: <http://www.dti.gov7.za/industrialdevelopment/ip.jsp> at no cost.

The bidder(s) must utilise the local content percentage for each product as contained in Declaration C consideration that this bid has more than one designated product.

The bidder(s) must further ensure that the following is applied:

- The exchange rate to be used for the calculation of the local production and content must be the exchange rate which is published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of this bid.

- Only use the approved technical specification number: SATS 1286:2011 of the South African Bureau of Standards (SABS) in order to calculate local content.

The local content (LC), expressed as percentage of the bid price, must be calculated in the accordance with the following formula:

$$LC=(1-XY) *100$$

Where:

X is the import content rate in Rand

Y is the bid price in rand excluding value added tax (VAT)

Prices referred to in the determination of X must be converted to Rand (ZAR) by using the exchange rate published by the SARS at 12:00 on the date of advertisement of this bid.

The Declaration Certificate for local Production and Content (SBD6.2) together with Annexure C (Local Content Declaration Summary Schedule) must be completed, dully signed and submitted by the bidder in the bid document will be verified for accuracy.

Phase III: Recommendations

The bidder(s) with the highest points interms section 2(1) (f) of the PPPFA shall then be considered for recommendation based on the following overall objectives:

- The needs of the MDoE in terms of its operations regarding the procurement, installation and configuration of the high-speed servers to the Public Ordinary Schools, Special Schools, District Teacher Development Centres (DTDC), Early Childhood Development Institute (ECDI), Early Childhood Development Centres (ECD), Maths Science Academy (MST) and any other identified centre within the departmental.
- The service provider(s) have proven knowledge and skills to manage a large scale project, human resource and public management.
- The service providers' capacity (i.e. financial viability; effectiveness, efficiency, reliability) the procurement, installation and configuration of the high-speed servers to the Public Ordinary Schools, Special Schools,

District Teacher Development Centres (DTDC), Early Childhood Development Institute (ECDI), Early Childhood Development Centres (ECD), Maths Science Academy (MST) and any other identified centre within the departmental.

- The service provider(s) have the overall ability to provide a service that is characterized by quality, accuracy, economy, productivity and have good backup facilities in case of an emergency.

SECTION C - GENERAL CONDITIONS OF CONTRACT

Any appointment made is subject to the bidder(s) accepting the terms and conditions contained in the General Conditions of Contract and Service Level Agreement (SLA). Both the General Conditions of Contract and SLA are in line with Treasury Regulation 16A, published in terms of the Public Finance Management Act, 1999 (Act.No.1 of 1999).

- a. The bidder(s) accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which Mpumalanga Department of Education is prepared to enter into a contract with the successful bidder(s).
- b. The bidder submitting the General Conditions of Contract to Mpumalanga Department of Education together with its bid, duly signed by an authorised representative of the bidder.
- c. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- d. The supplier shall not, without the Department'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.
- e. The supplier shall indemnify the Department 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.
- f. Supplies and services which do not comply with the contract requirements may be rejected. Any supplies may on or after delivery be inspected, tested or analysed 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 supplier's cost and risk.
- g. Should the supplier fail to provide the substitute supplies forthwith, the Department 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.

- h. 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.
- i. 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 Department.
- j. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. 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.
- k. 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 Department'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.
- l. The method and conditions of payment to be made to the supplier under this contract shall be specified in SLA. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract. Payments shall be made promptly by the Department, but in no case later than 30 days after submission of an invoice or claim by the supplier. Payment will be made in Rand.
- m. Prices levied by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted in his/her bid. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

- n. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the Department in the contract. If at any time during performance of the contract, the supplier should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the Department 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 Department 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.
- o. The Department 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 Department. if the supplier fails to perform any other obligation(s) under the contract; or (c) if the supplier, in the judgment of the Department, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- p. If a force majeure situation arises, the supplier shall promptly notify the Department in writing of such condition and the cause thereof. Unless otherwise directed by the Department 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.
- q. The Department may at any time terminate the contract by giving written notice to the supplier if he/she 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 Department.
- r. If any dispute or difference of any kind whatsoever arises between the Department 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. If, after 30 days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Department or the supplier may give notice to the other party of his/her intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- s. 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. The contract shall be interpreted in accordance with South African laws.

- t. The supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the Department. 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. Therefore, bidder(s) must be tax compliant when submitting their bids and must comply (throughout the contract period) with all applicable pieces of tax legislation-including but not limited to the Income Tax Act, 1962 (Act. No. 58 of 1962) and the Value Added Tax Act (Act. No. 89 of 1991).
- u. The bid shall not be awarded to a bidder(s) who is not tax compliant. The Department reserves the right to withdraw an award, or cancel a contract concluded with a supplier if it is established that such a supplier was not tax compliant at the time of the award, or has submitted an invalid Tax Clearance Certificate for the bid.
- v. It is a condition of contract that tax matters of the appointed supplier should be in good order, or proof is submitted confirming that satisfactory arrangements have been made with the South African Revenue Service (SARS). Tax Compliance status is also applicable to foreign bidders / individuals who wish to submit bids.
- w. Bidders are required to be registered on the Central Supplier Database (CSD) and the National Treasury shall verify the bidder's tax compliance status through the CSD. In the case of Consortium/Joint Ventures/Partnership, each party **must** be registered on the CSD and its tax compliance status will be verified from this database.
- x. Bidders may seek clarity on additional information on certain areas. Only written requests shall be considered by the MDoE, provided that these are reasonable as to the timing and content. In order to maintain transparency and equity, the Department shall supply all bidders with the requested additional information.

SECTION D: SPECIAL CONDITIONS OF CONTRACT

9. LEGISLATIVE AND REGULATORY FRAMEWORK OF THE BID

The bid and all contracts emanating from it will be subject to the GCC issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, (Act. No.1 of 1999).

The SCC are supplementary to those of the GCC. Where the Special Conditions are in conflict with the General Conditions of Contract, the Special Conditions of Contract take precedence.

The service provider should adhere to high standards of safety when supplying the goods and services in the Department.

10. MPUMALANGA DEPARTMENT OF EDUCATION RESERVES THE RIGHT:

- a) To award the bid to a bidder who has not scored the highest total number of points, only in accordance with section 2 (1)(f) of the PPPFA.
- b) To negotiate with one or more preferred bidder(s) identified during the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any bidder(s) who has not been awarded the status of being a preferred bidder(s).
- c) To carry out site inspections, evaluations or assessment meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after the adjudication of the bid.
- d) To correct any mistake in the bid documents or has occurred at any stage of the bidding process.
- e) To cancel and/or terminate the bidding process at any stage, including after the closing date, and/or after presentations, and/or after evaluation and/or after the preferred bidder(s) have been identified.
- f) Award to multiple or single bidders regardless of locality.
- g) If the price offered by a bidder scoring the highest points is not market-related, the department may not award the contract to the bidder(s).

- h) Negotiate a market related price with the bidder scoring the highest points or cancel the bid;
- i) If the bidder does not agree to a market-related price, negotiate a market-related price with the bidder scoring the second highest points or cancel the bid;
- j) If the bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the bidder scoring the third highest points or cancel the bid.
- k) If a market-related price is not agreed as envisaged, the Department may cancel the bid.
- l) To inform the successful bidders to provide carriage as and when the need arises.
- m) To rotate service providers or utilize another service provider when service provide is non-responsive.

11. MPUMALANGA DEPARTMENT OF EDUCATION REQUIRES BIDDER(S) TO:

Confirm that the bidder(s) is to: -

- a) Act honestly, fairly and with due diligence, in the interests of the MDoE;
- b) Have and use effectively the resources, procedures and appropriate systems for the proper rendering of the service;
- c) Act with circumspection and treat the MDoE fairly in a situation of conflicting interest;
- d) Comply with all applicable statutory or common law requirements that are applicable to the business;
- e) Make adequate disclosures of relevant material information including disclosures of actual or potential own interest, in relation to dealings with the MDoE;
- f) Conduct their business activities with transparency, and consistently uphold the interests and needs of the MDoE as a client before any other consideration; and

- g) Ensure that any information acquired by the bidder(s) from the MDoE will not be used or disclosed without a written consent of the Department.

12. CONFLICT OF INTEREST, CORRUPTION AND FRAUD

The MDoE reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect member (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of Mpumalanga Department of Education or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity") :

- a) engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- b) seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- c) makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of the MDoE officers, directors, employees, advisors or other representatives;
- d) accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
- e) pays or agrees to pay any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
- f) has in the past engaged in any matter referred to above; or
- g) has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at the National Treasury.

13. MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

- a) The bidder should note that the terms of its bid will be incorporated in the proposed contract by reference, and that the MDoE relies upon the bidder's tender as a material representation in making an award.
- b) It follows therefore that misrepresentations in a bid may give rise to service termination and a claim by the MDoE against the bidder notwithstanding the conclusion of the Service Level Agreement between two parties.

14. PREPARATION COSTS

- a) The bidder will bear all its costs in preparing, submitting and presenting any response or tender of this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the MDoE, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of his/her response to this bid.
- b) In the event of a conflict between the bidder's proposal and the Service Level Agreement as concluded between the parties, the Service Level Agreement supersedes.

15. INDEMNITY

- a) If a service provider breaches the conditions of this bid, as a result of that breach, the Department incurs costs or damages (including the cost of any investigations, procedural impairment, repudiation of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the service provider shall indemnify the MDoE for damages or harm and all such costs that the Department may incur.

16. PRECEDENCE

- a) This document will prevail over any information provided unless such written information, expressly amends this document by reference.

17. LIMITATION OF LIABILITY

A bidder(s) participates in this competitive process entirely at his/her own risk and cost. The MDoE shall not be liable for any cost incurred or any damages suffered as a result of the bidder's participation in this bidding process.

18. TAX COMPLIANCE

- a) No award shall be made to a bidder(s) who is not tax compliant. The MDoE reserves the right to withdraw an award, or cancel a contract concluded with a bidder in the event that it is established that such a bidder was in fact not tax compliant at the time of the award, or has submitted an invalid Tax Clearance Certificate for the bid.
- b) Bidder(s) must be tax compliant when submitting a bid/proposal to the MDoE and remain compliant with all applicable tax legislation- including but not limited to the Income Tax Act, (Act. No. 58 of 1962) and Value Added Tax Act, (Act. No. 89 of 1991) throughout the duration of the contract.
- c) It is a condition of this bid that the tax matters of the successful bidder(s) be in order, or that satisfactory arrangements have been made with the South African Revenue Services (SARS) to meet tax obligations.

- d) The Tax Compliance status requirements are also applicable to foreign bidders / individuals.
- e) It is a requirement that bidders a written confirmation when submitting this bid that SARS may on an on-going basis during the tenure of the contract, disclose the bidder's tax compliance status.
- f) Bidders are required to be registered on the Central Supplier Database (CSD) and the National Treasury shall verify the bidder's tax compliance status through the CSD process.
- g) Where Consortium / Joint Ventures / Partnership are involved, each party **must** be registered on the CSD and its tax compliance status will be verified through this database.
- h) The bidder must ensure that the tax status with SARS remains compliant for the duration of the bid validity period)

19. PROCUREMENT LEGISLATION

- a) The MDoE has a detailed evaluation methodology premised on Treasury Regulation 16A3 as promulgated under Section 76 of the Public Finance Management Act, PFMA (Act. No. 1 of 1999 as amended); the Preferential Procurement Policy Framework Act. PPPFA (Act. No. 5 of 2000).

20. TECHNICAL LEGISLATION AND /OR STANDARDS

- a) Bidder(s) should be cognisant of the applicable legislations and / or standards for this service.

21. VALIDITY PERIOD

- a) The validity of the bid is 90 days from the closing date of this bid. The department may extend the validity period if the bidding process is not concluded within the 90 days period.

22. CONTACT AND COMMUNICATION

- a) The Department may communicate with bidder(s) where clarity is sought on the bid proposal.
- b) Any other forms of communication to an official or a person acting in an advisory capacity for the Department in respect of the bid between the closing date and the award of the bid by the bidder(s) is discouraged. All communication between the bidder(s) and Department must be in writing.

- c) Whilst all due care has been taken in connection with the preparation of this bid, Department makes no representation or warranties that the content of the bid or any information communicated to or provided to bidder(s) during the bidding process is, or will be, accurate, current or complete. The Department and its employees and advisors will not be liable for any information communicated which may not be accurate, current or complete.
- d) If a bidder(s) finds or reasonably believes that there is discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the Department (other than minor clerical matters), the bidder(s) must promptly notify the Department in writing of such discrepancy, ambiguity, error or inconsistency. This will afford the Department an opportunity to consider possible corrective measures (if any).
- e) Any discrepancy, ambiguity, error or inconsistency in the bid or other information provided by the Department will, if possible, be corrected and provided to all bidder(s) without attribution to the bidder(s) who notified the Department about any reference to the omission(s).
- f) All persons (including bidder(s)) obtaining or receiving the bid, and any other information in connection with the bid or the bidding process, must keep the contents of the bid and such information confidential. The information must not be disclosed or used except for the purpose of developing a proposal in response to this bid.

23. TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

- a) No bid shall be awarded to a bidder(s) whose name (or any of his/her company members, directors, partners or trustees) appear on the Register of Tender Defaulters of the National Treasury or have been placed on the National Treasury's List of Restricted Suppliers. The Department reserves the right to withdraw an award, or to cancel a contract with a bidder should it be established, at any time, that the bidder(s) is blacklisted by the National Treasury or another government institution/agency.

24. GOVERNMENT LAW

- a) The South African law governs this bid and the related bidding process. The bidder(s) agrees to submit to the exclusive jurisdiction of the South African courts if any dispute of any kind may arise out of or in connection with this bid, the bid itself and all processes associated it.

25. RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

A bidder is responsible for ensuring that his/her personnel (including agents, officers, directors, employees, advisors and other representatives, sub-contractors (if any) and personnel of sub-contractors) comply with all terms and conditions of this bid. In the event that the Department allows a bidder to use sub-contractors, the sub-contractors will at all times remain the

responsibility of the bidder. The Department will not under any circumstances be liable for losses or damages incurred by or caused by such sub-contractors.

26. LATE BIDS

Bids submitted after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, will be returned unopened to the bidder(s).

27. COUNTER CONDITIONS

Amendments to any of the terms and conditions or inclusion of counter terms and conditions for this bid are prohibited. Bids with such unauthorised amendments, terms and conditions will not be considered.

28. FRONTING

- a) The Department supports the spirit of Broad Based Black Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses that conduct their affairs in accordance with the values of the Constitution of the Republic of South Africa (RSA) that is honesty, fairness, equity, transparency and rule of law. It is in this context that the Department frowns upon any form of fronting and corruption. The Department, in ensuring honesty, as part of the bid evaluation process, will conduct or initiate the necessary enquiries in order to determine the accuracy of the representations made in the bid documents. Should any of the fronting indicators in the Guidelines on Complex Structures and Transactions and Fronting, (Department of Trade and Industry), be established. The bidder(s) bears the onus to prove that he/she is not involved in fronting. Failure to do so within a period of **10** days from the date of notification, may invalidate the bid / contract and result in a ban on business transactions with government/state for a period not exceeding **10** years.

29. SUPPLIER DUE DILIGENCE

The Department reserves the right to conduct supplier due diligence prior to final or at any time during the contract period. This may include site visits and requests for additional information.

30. SUBMISSION OF BIDS

- a) Bid documents must be submitted to the Provincial Supply Chain Management Offices and their District Offices as stipulated in SBD1 on or before the closing date and time.
- b) Bid documents will only be considered if received by the Department before the closing date and time, regardless of the method used to send or deliver bid documents to the Department.

31. PRESENTATION / DEMONSTRATION

The Department also reserves the right to request presentations /

demonstrations from the short-listed bidders as part of the bid evaluation process

32. PRICING STRUCTURE

- a) Price quotations must be furnished on the basis of goods that have been requested by the Department.
- b) Prices submitted for this bid must be filled on the field of the pricing schedule of the bid document. Price structures that do not comply with this requirement may invalidate the bid.
- c) Failure to comply with the above may result in the invalidation of the bid.
- d) Bidders must bid on **ALL ITEMS** on the pricing schedule, as the bid may be awarded to one or more bidder bidders.
- e) The prices of (service) must be inclusive of all costs.
- f) All prices are fixed for first year and no requests for price escalations will be considered during this period.

33. Price adjustment will be in line with Consumer Price Index (CPIX).

QUANTITIES AND ESTIMATES

- a) Official orders will be placed on an “as and when” the goods are required.
- b) The Department will issue an official order before the goods are delivered.

34. AWARD CONDITIONS

- a) The Department reserves the right to award the bid to one or more bidders.
- b) The Department may award the bid to a bidder that did not score the highest points only in accordance with section 2 (1)(f) of the PPPFA.
- c) The Department further reserves the right to appoint or not to appoint a service provider(s) for this bid.

35. PAYMENT

- a) **The bidder(s) are expected to supply the invoice claim only after the service has been rendered;**
- b) Payment will be effected only after receipt of a detailed invoice and a signed certificate of completion to confirm receipt of service.
- c) The following information must be included in the invoices and weekly report / statement:
 - Items delivered to the Department
 - Service date
 - Quotation
 - Copy of Order number issued by the Department
 - Original Invoice
 - Total amount due by the Department.

36. DAMAGE COMPENSATION

The bidder shall be held responsible for any damage or thefts that may be caused to the premises or content by him or his employees or due to their neglect whether in the normal execution of their duties or otherwise and a claim for indemnification can accordingly, be imposed by the Department against the bidder.

37. RECTIFICATION OF DAMAGES

In the case of damages to, equipment, etc. resulting from the rendering of the service the bidder undertakes to rectify the damage immediately to the satisfaction of the Department. If the bidder fails to act immediately after notification, the Department would rectify the damages and any costs incurred be recovered from any moneys outstanding.

38. WARRANTIES AND QUALITY ASSURANCE
WARRANTY PERIOD:

The appointed service provider shall provide a minimum warranty period of two (2) years on all office furniture supplied, covering:

- a) Structural integrity (frames, joints, materials);
- b) Manufacturing defects;
- c) Workmanship and
- d) Premature wear under normal use.

The warranty must be valid from the date of final assembling and acceptance of each furniture item at its designated site.

39. QUALITY STANDARDS

All furniture must:

- a) Be new, unused, and of first-grade quality;
- b) Comply with relevant SANS/SABS standards for office furniture and ergonomic safety;
- c) Be manufactured using durable and environmentally friendly materials suitable for heavy-duty institutional use; and
- d) Be fit-for-purpose, considering the working conditions of the Department of Education's administrative and school-based environments.

40. RECTIFICATION AND REPLACEMENT

- a) The service provider shall be required, at their own cost, to repair or replace any item found to be defective during the warranty period within 14 working days of receiving written notice from the Department.
- b) Failure to comply will entitle the Department to procure the item from an alternative supplier at the contractor's cost and/or withhold payment.

41. WARRANTY DOCUMENTATION

- a) Bidders must submit written warranty undertakings from manufacturers/suppliers with their bid.

- b) Warranty certificates must be handed over to the Department upon final delivery and acceptance of the furniture.

42. TERMINATION AND/OR WITHDRAWAL

Failure to comply with any of the conditions of the bid or unsatisfactory performance, the stipulations of the general conditions of contract and procedures would be applicable.

- a) The Department reserves the right to withdraw any part(s) of the contract or the contract as a whole from the service, with a three months' written notification to the bidder.
- b) Should part of the contract be withdrawn, the bid, amount would be adjusted pro-rata from the date of withdrawal.
- c) A service provider performs unsatisfactorily and fails to remedy such poor or non-performance within five (5) days of receipt of written request to do so, it exclude cases where it is impossible to render the service or instances/events beyond the reasonable control of the service provider.
- d) The bidder would be entitled to payment of the service rendered up to the date of withdrawal but would not be entitled to payment or any compensation or damages as a result of the withdrawal or termination.
- e) An amendment or waiving of the stipulations of the contract must occur in writing by mutual consent through the Department. Should the bidder alienate any right liabilities in terms of this contract, the bidder must notify the Department immediately that necessary steps for the transfer of the contract can be taken.

I fully understand and accept in full, the contents of the special conditions contained in this bid document and authorized to sign and accept these conditions.

**SIGNATURE OF BIDDER
OR AUTHORISED PERSON**

DATE

SECTION E - PRICING SCHEDULE FOR THE PROCUREMENT

NAME OF BIDDER: _____

Bidders **must** tender on **all items** that are on the pricing schedule, as the bid could be awarded to four bidders, each per district or to one bidder for the whole province.

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	LEARNER HOSTEL						
	Beds :						
1.	Single bed: (Steel framework) 750 x 1800 mm	Each					
2.	Single bunk bed: (Steel framework) 760 x 1905 mm - high density treated PVC foam mattress with durable waterproof material.	Each					
3.	2 tier bunk beds: (Steel framework) 1905 x 760 mm W- high density treated PVC foam mattress with durable waterproof material and stairs.	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
4.	3 tier bunk beds: (Steel framework) 1905 x 760 mm W-high density treated PVC foam mattress with durable waterproof material and stairs.	Each					
	Lockers						
5.	Tier single door locker: (Steel) 450 x 450 x 1800 mm High with 2 divisions inside	Each					
6.	Tier Locker: (Steel) 900 x 450 x 1800 mm High (2 doors) with 2 divisions inside.	Each					
	Study Tables						
7.	Single chair table: Grade (1-3) (Primary) Size: 550 x 450 x 575 mm Height Top: 550 x 450 21 mm, solid Saligna hardwood, lacquered, steel frame	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	with tamperproof screws.						
8.	Grade (4-7) (Primary) Size: 550 x 450 x 575 mm Height Top: 550 x 450 21 mm, solid Saligna hardwood, lacquered, steel frame with tamperproof screws.	Each					
9.	Grade (8-12) (Secondary) Size: 550 x 450 x 725 mm Height Top: 550 x 450 21 mm, solid Saligna hardwood, lacquered, steel frame with tamperproof screws.	Each					
10.	Primary Combination Desk: Primary Size: 1065 x 400 x 650 mm High Top: 1065 x 400 x 21 mm solid Saligna hardwood, lacquered, steel frame with tamperproof screws (Fig.	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	3.1)						
11.	Secondary Combination Desk: Double Size: 1200 x 400 x 750 mm High Top: 1200 x 400 x 21 mm solid Saligna hardwood, lacquered, steel frame with tamperproof screws (Fig.3.2)	Each					
12.	Secondary Combination Desk: Single Size: 600 x 400 x 750 mm High Top: 600 x 400 x 21 mm solid Saligna hardwood, lacquered, steel frame with tamperproof screws (Fig. 3.3)	Each					
	Steel Cupboards / Cabinet						
13.	2 Tier bookcase (Steel) Size: 750 x 300 x 600	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	mm High						
14.	Single door bed side cabinet (Steel) Size: 300 x 400 mm pedestal, with 2 divisions inside.	Each					
15.	Double door cabinet- with 2 divisions inside.	Each					
	Teacher's Furniture						
	Bedroom:						
16.	Double bed & mattress (Sealy) Width: 137cm Length: 188 cm (standard length) Mattress: Offset Coil System, Foam, reinforced wood base with 140 mm legs, Aloe Vera Fabric Thickness: 24 cm (Total height: 67 cm)	Each					
17.	300 x 400 mm Pedestal, with 2 drawers (Wood)	Each					
	Kitchen:						
18.	300L, bottom freezer	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	fridge with water dispenser. Dimensions: H160 x W54 x D58.7 cm						
19.	40 L Microwave Oven 9000W	Each					
	Dining room set:						
20.	5 Piece Dining set 4 x Back seats, approved foam with framework (wood)	Each					
21.	1 Dinning table (square) (wood)	Each					
	Lounge room:						
22.	3 Piece (6seater) lounge suite	Set					
23.	Coffee table: Round Steel framework & glass top	Each					
24.	<u>Single seater couch:</u> Upholstery: Genuine leather (black / brown)	Each					
25.	<u>2seater couch:</u> Upholstery: Genuine	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	leather (black / brown)						
26.	<u>3seater couch:</u> Upholstery: Genuine leather (black / brown)	Each					
	CANTEEN FURNITURE						
	Chairs:						
27.	Foldable chairs 100% polypropylene. Approved armrest fitted to steel frame. Chair to comply with SANS/SABS 1244:1979	Each					
28.	Stackable chairs 100% polypropylene. Approved armrest fitted to steel frame. Chair to comply with SANS/SABS 1244:1979	Each					
	Tables:						
29.	Round table Size: 1200 mm (Top) Height: 750mm (Oak Melamine)	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	Food Trolleys:						
30.	Dish clearing trolley: 2 Tier multi-purpose 220 kg 920 mm x 515 mm x 915 mm Powder Coated (steel)	Each					
31.	Cutlery trolley: 2 Tier multi-purpose 220 kg 920 mm x 515 mm x 915 mm Powder Coated (steel)	Each					
32.	Food serving trolley: 2 Tier multipurpose 220 kg 920 mm x 515 mm x 915 mm Powder Coated (steel)	Each					
33.	Plate stacking trolley: 2 Tier multipurpose 220 kg 920 mm x 515 mm x 915 mm Powder Coated (steel)	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
34.	Clearing trolley: 2 Tier multipurpose 220 kg 920 mm x 515 mm x 915 mm Powder Coated (steel)	Each					
	Refuse Bins:						
35.	Mobile refuse bin 1100 litres High quality, high-density polyethylene Rugged and Robust design Integrated handles in the body and lid Four solid rubber typed wheels.	Each					
	Bain-marie:						
36.	220 Volt 3Kw power floor model Bain marie - Bain marie takes 6 full inserts - Bain marie fitted with straight glass	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	and sneeze guard • Variable thermostat settings • Deli bain marie easy to open and clean • Interior lighting standard • Stainless steel interior and exterior for increased durability • Fits one full insert in a line Dimensions: 2180 x 700 x 370 mm. Weight: 185 kg						
37.	220 Volt 1.5Kw power floor model Bain marie • Bain marie takes 3 full inserts	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	• Bain marie fitted with straight glass and sneeze guard • Variable thermostat settings • Deli Bain marie easy to open and clean • Interior lighting standard • Stainless steel interior and exterior for increased durability • Fits one full insert in a line Dimensions: 1110 x 700 x 900mm Weight: 150kg						

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
38.	Half gastronorm Bain marie insert Size 325 mm X 265 mm x 65 mm (deep) • Made from quality stainless steel • Reinforced corners • Guaranteed not to jam with anti- jamming design • American style rounded edges • Insert only	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
39.	Full gastro norm Bain Marie insert Size 530 mm X 325 mm x 65 mm (deep) • Made from quality stainless steel • Reinforced corners • Guaranteed not to jam with anti-jamming design • American style rounded edges • Insert only	Each					
40.	Electric Urn with lid: 20 Liter 200 Volt element – 3Kw • 0.5 mm stainless steel Gauge • 304 stainless steel in 18/18 (18% Chrome and 8% Nickel) • Boil dry element	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	• 6 Heat setting • Bakelite tap and handles • Polished finish						
41.	Electric Urn with lid: 50 litres 200 Volt element – 3Kw • 0.5 mm stainless steel Gauge • 304 stainless steel in 18/18 (18% Chrome and 8% Nickel) • Boil dry element • 6 Heat setting • Bakelite tap and handles • Polished finish	Each					
42.	Electric Urn with lid: 75 litres 200 Volt element – 3Kw • 0.5 mm stainless steel Gauge • 304 stainless steel	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	in 18/18 (18% Chrome and 8% Nickel) • Boil dry element • 6 Heat setting • Bakelite tap and handles • Polished finish						
43.	Electric Milk Urn with lid: 2 litres 230 Volt 50/60 Hz 2080W • Stainless Steel Dimension: 205 mm x 355 mm x 430 mm	Each					
44.	5 Pan Wrap & Relish Unit • Stainless steel construction • Full complement of 1-6 gastronorm pans 150 mm deep	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	Width: 910 mm Depth: 310 mm Height: 700 mm						
45.	Free Standing Water Cooler 16 Liters Cooler • Compressor Cooled • Hot and cold water • 2 Liters cold water per hour (7°C to 10°C) • 5 litres hot water per hour (90°C) • Drip Tray • Drainage port	Each					
46.	Free Standing Water Cooler 20 litres Cooler • Compressor Cooled • Hot and cold water	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	• 2 litres cold water per hour (7°C to 10°C) • 5 litres hot water per hour (90°C) • Drip Tray • Drainage port						
	Insulated Food Containers:						
47.	Square: 10 L	Each					
48.	20L	Each					
49.	30L	Each					
50	50L	Each					
51.	Hall Furniture:						
	Upholstered stackable chair with cloth and steel frame.						
	Angled Trapezium Table with steel frame and 16 mm top for training rooms.	Each					
	Size: 1200 mm x 600						

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	mm						
52.	Hall Furniture: Upholstered stackable chair with cloth and steel frame. Angled Trapezium Table with steel frame and 16 mm top for training rooms. Size: 1400 mm x 700 mm	Each					
	Technical Centre Furniture:						
53.	A2 Drawing board Working Area: 1750 x 1250 mm Weight: 71 kg	Each					
54.	Laboratory stool: (Round) Seat type: Polypropylene Copolymer Height: 690mm Seat to be secured to	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	steel frame with 4.8 x 12 mm (3 legged) 25 mm tubing frame with baked grey epoxy / polyester powder coating finish. Foot Rail 10 mm mild steel rod Durable plugs to all leg ends (Fig 9.5)						
55.	Chalkboard: Aluminum frame, coated writing surface, slide-in aluminum chalk rail Size: 1200 x 1000 mm	Each					
56.	Notice board: Aluminum frame, carpet surface Size: 1200 x 900 mm (Fig 8.15)	Each					
	Computer Centre:						
57.	Typist chair: Steel frame, swivel, on 5-star base with durable	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	castors, powder coated. Gas height adjustment. Upholstered (Fig 7.3)						
58.	Computer table: Top: 21 mm Solid Saligna Hardwood CPU Box manufactured from matching 16 mm substrate veneer board. Steel frame assembly: 25 mm square tubing (Fig 5.7)	Each					
	Laboratory Furniture:						
59.	Office desk with 2 drawers: Size: 1500 x 850 x 750 mm High Top: 1500 x 850 x 21 mm, solid Saligna hardwood, lacquered Drawer box: 2 x drawers (top drawer lockable), all components lacquered Steel frame: 25 mm	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	square tubing, powder coated, durable plugs on leg ends. (Fig 4.3)						
61.	Steel Filling Cabinet Size: 625 x 465 x 1300 mm High Four (4) Drawers, Cylinder lock forms part of the handle Sheet metal construction (Fig 5.8)	Each					
62.	Steel Stationery cupboard: (Large) Size: 450 x 900 x 1800 mm High Steel cupboard, fitted with four (4) adjustable shelves with two (2) doors and one (1) handle. Lockable: Cylinder lock forms part of the handle Sheet metal construction (Fig 5.9)	Each					
63.	Steel Stationery cupboard: (Small)						

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	Size: 450 x 900 x 900 mm High Steel cupboard, fitted with two (2) adjustable shelves with two (2) doors and one (1) handle. Lockable: Cylinder lock forms part of the handle Sheet metal construction (Fig 5.10)	Each					
64.	Upholstered Teacher's chair without arms Height: 450 mm High Steel frame: 22 mm square tubing, stackable, powder coated and plugs fitted on (four) 4 legs (Fig 7.1)	Each					
65.	Upholstered Side Teacher's chair with arms Height: 450 mm High Steel frame: 22 mm square tubing, powder coated, durable arm rests and plugs fitted on (four)	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	4 legs (Fig 7.2)						
66.	Teacher's demonstration desk: Top: 21 mm solid Saligna Hardwood Doors, shelves and bottom manufacturing veneered from matching veneered 16 mm thick particle board. Steel frame: 25.4 mm square tubing Fitted with sink and waste system, hinges, lock and handle and laboratory tap. Size: 2250 x 610 x 975 mm High Saligna and Steel (Fig 9.1)	Each					
67.	Student service station: Top: 21 mm solid Saligna Hardwood Doors, shelves, backs, division and bottom	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	manufactured from matching veneer 16 mm thick particle board. Steel frame: 25.4 mm square tubing Fitted with Double Gas tap, sink and waste system, hinges, lock and handle and laboratory tap. Size: 1200 x 600 x 975 mm High Saligna and Steel (Fig 9.2)						
68.	Laboratory table: Top and Shelf: 21 mm solid Saligna Hardwood Steel frame: 25.4 mm square tubing Size: 1100 x 840 x 1150 mm High Saligna and Steel (Fig 9.3)	Each					
69.	Laboratory stool: Seat: Polypropylene	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	Copolymer. Frame: 25 mm tubing with polyester powder coating finish. Foot Rail 10 mm mild steel rod Plugs to all three (3) legs 460mm High. Polypropylene and Steel (Fig 9.4)						
70.	Laboratory stool 690mm H – 3 legged – Laboratory stool: Seat: Polypropylene Copolymer. Frame: 25 mm tubing with polyester powder coating finish. Foot Rail 10 mm mild steel rod Plugs to all three (3) legs 690mm High. Polypropylene and Steel (Fig 9.5)	Each					
	School and Library Furniture:						

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
71.	Grade R chair: Seat Height: 325 mm High Polypropylene Steel Frame: Stackable, 19.05 mm tubing, powder coated, durable ferrules fitted to all leg ends. Colour: Blue. (Fig 1.1)	Each					
72.	Lower primary chair: Seat Height: 350 mm High Polypropylene Steel frame: Stackable, 19.05 mm tubing, powder coated, durable ferrules fitted to all leg ends. Colour: Blue (Fig 1.2)	Each					
73.	Higher primary chair: Seat Height: 400 mm High Polypropylene Steel frame: Stackable, 19.05 mm tubing, powder coated, durable ferrules	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	fitted to all leg ends. Colour: Red (Fig 1.3)						
74.	Secondary chair: Seat Height: 450 mm High Polypropylene Steel frame: Stackable, 19.05 mm tubing, powder coated, durable ferrules fitted to all leg ends. Colour: Orange (Fig 1.4)	Each					
75.	Grade R chair: Seat Height: 325 mm High Masonite seat and back Steel frame: Stackable, 19.05 mm tubing, powder coated, durable plugs and ferrules fitted to all leg ends (Fig 1.5)	Each					
76.	Lower primary chair: Seat Height: 350 mm High Masonite seat and back Steel frame: Stackable,	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	19.05 mm tubing, powder coated, durable plugs and ferrules fitted to all leg ends (Fig 1.6)						
77.	Higher primary chair: Seat Height: 400 mm High Masonite seat and back Steel frame: Stackable, 19.05 mm tubing, powder coated, durable plugs and ferrules fitted to all leg ends (Fig 1.7)	Each					
78.	Secondary chair: Seat Height: 450 mm High Masonite seat and back Steel frame: Stackable, 19.05 mm tubing, powder coated, durable plugs and ferrules fitted to all leg ends (Fig 1.8)	Each					
79.	Upholstered Side chair without arms	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	Height: 450 mm High Steel frame: 22 mm square tubing, stackable, powder coated and plugs fitted on (four) 4 legs Side chair without arms (Fig 7.4)						
80.	Upholstered Side Teacher's chair with arms Height: 450 mm High Steel frame: 22 mm square tubing, powder coated, durable arm rests and plugs fitted on (four) 4 legs (Fig 7.5)	Each					
81.	Side chair with arms and sleigh base Height: 895 mm High Seat and back: Foam and upholstery Polypropylene Steel frame: 25.4 x 2.5 mm tubing, durable plugs fitted to all open steel ends, arm rests to be	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	fitted to steel frame (Fig 7.6)						
82.	Low back swivel and tilt chair with arms: Height: 860 mm High Seat and back: Foam and upholstery Polypropylene Steel frame: 25.4 mm tubing, durable plugs fitted to all open steel ends, arm rests to be fitted to steel frame, swivel and tilt mechanism, gas height adjustable spindle and five (5) star reinforce nylon base with durable castors (Fig 7.7)	Each					
83.	High back swivel and tilt chair with arms: Height: 1145 mm High Seat and back: Foam and upholstery Polypropylene Steel frame: 25.4 mm tubing, durable plugs	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	fitted to all open steel ends, arm rests to be fitted to steel frame, swivel and tilt mechanism, gas height adjustable spindle and five (5) star reinforce nylon base with durable castors (Fig 7.8)						
84.	Circulation desk: Size: 1800 x 360/900 x 750/1100 mm High Table and Counter Top 21 mm solid Saligna hardwood 31.75 mm square tubing, durable plugs fitted to all legs. Steel frame: 4.8 x 27 mm large flange pop rivets (Fig 8.1)	Each					
85.	Reading table: Size: 1500 x 850 x 750 mm High Table top: 21 mm solid	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	Saligna hardwood Steel frame: 31.75 mm square tubing, durable plugs fitted to all legs (Fig 8.2)						
86.	Bookshelf: Size: 900 x 300 x 900 mm High 21 mm solid Saligna hardwood 3 mm medium density fibre board 2 Fixed Shelves (Fig 8.3)	Each					
87.	Bookshelf: Size: 900 x 300 x 1200 mm High 21 mm solid Saligna hardwood 3 mm medium density fibre board 3 Fixed Shelves (Fig 8.4)	Each					
88.	Bookshelf: Size: 900 x 300 x 1500 mm High 21 mm solid Saligna	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	hardwood 3 mm medium density fibre board 4 Fixed Shelves (Fig 8.5)						
89.	Bookshelf: Size: 900 x 300 x 1800 mm High 21 mm solid Saligna hardwood 3 mm medium density fibre board 5 Fixed Shelves (Fig 8.6)	Each					
90.	Bookshelf: Size: 900 x 600 x 1200 mm High 21 mm solid Saligna hardwood 3 mm medium density fibre board 3 Fixed Shelves (Fig 8.7)	Each					
91.	Bookshelf: Size: 900 x 600 x 1800 mm High 21 mm solid Saligna hardwood	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	3 mm medium density fibre board 5 Fixed Shelves (Fig 8.8)						
92.	Catalogue Cabinet: Size: 1200 x 420 x 1800 mm High All panels: 16 mm Veneer Board 3.2 mm Hardboard, Okoume (Fig 8.9)	Each					
93.	Study Carrel: Single Size: 750 x 600 x 750 /1150 mm High Top: 21 mm solid Saligna hardwood Steel frame: 25 mm square tubing, durable plugs fitted to all leg end (Fig 8.10)	Each					
94.	Study Carrel: Double Size: 1500 x 850 x 1500/1150mm High Top: 21 mm solid Saligna hardwood Steel frame: 32 mm	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	square tubing, durable plugs fitted to all leg end (Fig 8.11)						
95.	Book trolley with wheels: Size: 950 x 320 x 1020 mm High Side, bottom and fixed shelves: 21 mm solid Saligna hardwood Castors: two (2) to swivel and two (2) swivels with brake (Fig 8.12)	Each					
96.	Browser Box: Size: 750 x 600 x750/950 mm High Table top and box: 21 mm sold Saligna hardwood Steel frame: 25 mm square tubing (Fig 8.13)	Each					
97.	Book-End: Size: 120 x 105 x 142 mm High	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	Steel plate from 1.6 mm flat sheet (Fig 8.14)						
	CLASSROOM FURNITURE						
98.	Grade R table: Size: 1000 x 1000 x 500 mm High Top: 21 mm solid Saligna hardwood Steel Frame: 25 mm tubing, durable plugs fitted to all leg ends (Fig 2.1)	Each					
99.	Lower primary table: Double Size: 1000 x 450 x 575 mm High Top: Top: 21 mm solid Saligna hardwood Steel Frame: 25 mm tubing, durable plugs fitted to all leg ends (Fig 2.2)	Each					
100	Higher primary table: Double						

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	Size: 1000 x 450 x 650 mm High Top: 21 mm solid Saligna hardwood Steel Frame: 25 mm tubing, durable plugs fitted to all leg ends (Fig 2.3)	Each					
101	Secondary table: Double Size: 1200 x 450 x 750 mm High Top: 21 mm solid Saligna hardwood Steel Frame: 25 mm tubing, durable plugs fitted to all leg ends (Fig 2.4)	Each					
102	Secondary table: Single Size: 550 x 450 x 725 mm High Top: 21 mm solid Saligna hardwood Steel Frame: 25 mm tubing, durable plugs fitted to all leg ends (Fig	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	2.5)						
103	Secondary table: Single Size: 750 x 450 x 750 mm High Top: 21 mm solid Saligna hardwood Steel Frame: 25 mm tubing, durable plugs fitted to all leg ends (Fig 2.6)	Each					
104	Grade R storage unit: Size: 1200 x 450 x 1000 mm High All panels: 21 mm Saligna hardwood Back: 3.2 mm hardboards Hook-hat and coat (Fig 3.4)	Each					
105	Staffroom table: Size: 1200 x 700 x 750 mm High Top: 21 mm solid Saligna hardwood Steel frame: 25.4 mm	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	square tubing, durable plugs fitted to leg ends (Fig 4.1)						
106	Teacher's desk with 2 drawers: Size: 1200 x 700 x 750 mm High Top: 21 mm solid Saligna hardwood Panel and drawer box: 16 mm veneer board Steel Frame: 25 mm square tubing, durable plugs fitted to all leg ends and hand and drawer slides (Fig 4.2)	Each					
OFFICE FURNITURE							
107	Office desk: Size: 1500 x 850 x 750 mm High Top: 21 mm solid Saligna hardwood Steel frame: 32 mm square tubing, durable plugs fitted to all legs (Fig	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	5.1)						
108	Office desk: 3 Drawers Size: 1500 x 850 x 750 mm High Top: 21 mm solid Saligna hardwood Steel frame: 32 mm square tubing, durable plugs fitted to all legs (Fig 5.2)	Each					
109	Telephone table: Size: 900 x 450 x 750 mm High Top: 21 mm solid Saligna hardwood Shelf: 16 mm Veneer board Steel frame: 32 mm square steel tubing, plugs fitted to all leg ends (Fig 5.3)	Each					
110	3 Division Correspondence rack: Size: 820 x 335 x 128mm High	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	All panels: 21 mm Solid Saligna hardwood 6.4 mm hardboard (Fig 5.4)						
111	Pigeon hole: 30 Division Size: 900 x 360 x 1500 mm High Carcass: 16 mm Veneer Board Back: 3.2 mm hardboard Okoume (Fig 5.5)	Each					
112	Glazed door bookcase: Size: 900 x 360 x 1500 mm High 16 mm Substrate Veneer Board Door Frame: 21 mm Solid Saligna Hardwood Back: 3.2 mm Hardboard, durable lock and handle fitted and fit 3 mm clear float glass to door frames. Okoume (Fig 5.6)	Each					
113	Coat and hat stand:	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	Size: 610 x 1580 mm High Steel coat and hat hooks Frame: Steel (Fig 5.11)						
114	Desk: Size:1600 x 900 x 750 mm High Top: Melamine (Natural Oak) Drawer box with three (3) drawers, right hand (Fig 6.1)	Each					
115	Desk: Size: 1600 x 900 x 750 mm High Top: Melamine (Natural Oak) Drawer box with three (3) drawers, left hand (Fig 6.2)	Each					
116	Side table: Size: 1200 x 700 x 750 mm High with shelf Top: Melamine (Natural Oak) (Fig 6.3)	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
117	Connecting corner: Left Hand Size: 912 x 712 x 1290 mm Top: Melamine (Natural Oak) with 32 mm particle board (Fig 6.4)	Each					
118	Connecting corner: Right Hand Size: 912 x 712 x 1020 mm Top: Melamine (Natural Oak) with 32 mm particle board (Fig 6.5)	Each					
119	Connecting corner: Left Hand Size: 912 x 456 x 33mm Top: Melamine (Natural Oak) with 32 mm particle board (Fig 6.6)	Each					
120	Connecting corner: Right Hand						

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	Size: 912 x 456 x 1020 Top: Melamine (Natural Oak) with 32 mm particle board (Fig 6.7)	Each					
121	Credenza: Size: 900 x 450 x 750 mm High Top: Melamine Oak with 3.2 mm particle board Carcass: 16 mm double sided Melamine (Natural Oak) Doors and back: 16 mm double sided Melamine (Natural Oak) and sliding doors, with handle and locks (Fig 6.8)	Each					
122	Shelving unit: Size: 900 x 300 x 900 mm High Carcass: 16 mm double sided Melamine (Natural Oak) Back: 16 mm double	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	sided Melamine Shelve (Fig 6.9)						
123	Stationery cupboard: 2 Doors Size: 900 x 360 x 1500 mm High Carcass: 16 mm double Melamine (Natural Oak) Back: 6 mm double sided Melamine (Natural Oak) Solid Oak cup handle (Fig 6.10)	Each					
124	Filing cabinet: 4 Drawers Size: 487 x 550 x 1350 mm High Carcass: Double sided Melamine (Natural Oak) with 16 mm particle board Back: Double sided Melamine (Natural Oak) and 16 mm particle board Locks and handles (Fig 6.11)	Each					
125	Coffee table: Square	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	Size: 900 x 450 x 400 mm High Carcass: Double sided 16 mm Melamine (Natural Oak) (Fig 6.12)						
126	3 Division Correspondence rack: Size: 770 x 353 x 76 mm High Carcass: Double sided Melamine (Natural Oak) with 16 mm particle board (Fig 6.13)	Each		.			
127	Pigeon hole: 30 Division Size: 900 x 360 x 1500 mm High Carcass: 16 mm Veneer Board Back: 3.2 mm hardboard Melamine (Natural Oak) (Fig 6.14)	Each					
128	Shelving unit: Size: 900 x 360 x 1200 mm High						

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	Carcass: Double sided Melamine (Natural Oak) with 16 mm particle board Back: 3.2 mm hardboard Natural Oak (Fig 6.15)	Each					
129	Shelving unit: Size: 900 x 360 x 1500 mm High Carcass: Double sided Melamine (Natural Oak) and 16 mm particle board Back: 3.2 mm hardboard Natural Oak (Fig 6.16)	Each					
130	Shelving unit: Size: 900 x 360 x 1800 mm High Carcass: Double sided Melamine (Natural Oak) (Fig 6.17)	Each					
131.	Meeting table: Round Size: 600 x 1200 x 750 mm High Top: Melamine (Natural Oak) 32 mm	Each					

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	Legs: Double sided Melamine (Natural Oak) with 16 mm particle board (Fig 6.18)						
132	Adapted Furniture	Each					
133	Alerting Device: Alarm Clock with flasher	Each					
134	Alerting Device: Alarm Clock with strobe	Each					
135	Alerting Device: Alarm Clock with flash and vibrator	Each					
136	Alerting Device: Door beacon	Each					
137	Alerting Device: Wireless Strobe Door Chime	Each					
138	Alerting Device: Smoke Detector with strobe light smoke detector that can be hooked to a bed vibrator.	Each					
139	Pastel Polypropylene Seat with stackable steel frame: Secondary						

No.	ITEM DESCRIPTION	QTY	UNIT PRICE 1 st YEAR	UNIT PRICE 2 nd YEAR	UNIT PRICE 3 rd YEAR	UNIT PRICE 4 th YEAR	UNIT PRICE 5 th YEAR
	450mmH						
	TOTAL BID PRICE : Per year						
	GRAND TOTAL BID PRICE (1Yr +2Yr + 3Yr+ 4Yr + 5Yr) (15 % VAT Inclusive)		R				

SIGNATURE OF BIDDER

DATE



TAX CLEARANCE

TCC 001**Application for a Tax Clearance Certificate****Purpose**

Select the applicable optionTenders Good standing

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

Particulars of applicantName/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 7

VAT registration no 4

SDL ref no L

Customs code

UIF ref no U

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 RExpected 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:**

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

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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

SBD4

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 90/10 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise that are at least 51% that are black owned		2		
Enterprise that are at least 51% women owned		2		
Enterprise that are at least 25% owned by disabled person		2		
Enterprise that are at least 25% ownership by youth		2		
Corporate Social Investment (CSI) or Social Labour Plan proposition		2		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

State Owned Company
[TICK APPLICABLE BOX]

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

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

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

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.resbank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

.....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017

promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

[illegible]

A. Exempted imported content

A. Exempted imported content				Calculation of imported content						Summary	
Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
(D19) Total exempt imported value											

(D19) Total exempt imported value

**This total must correspond with
Annex C- C 21**

B. Imported directly by the Tenderer

B. Imported directly by the Tenderer				Calculation of imported content						Summary	
Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)
(D32) Total imported value by tenderer											

(D32) Total imported value by tenderer

C. Imported by a 3rd party and supplied to the Tenderer

[illegible]

(D45) Total imported value by 3rd party

D. Other foreign currency payments

D. Other foreign currency payments			Calculation of foreign currency payments		Summary of payments
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

**This total must correspond with
Annex C - C 23**

Signature of tenderer from Annex B

Date:

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			

(E10) **Manpower costs** (Tenderer's manpower cost)

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.)

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.)

(E13) Total local content

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: _____

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

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

General Conditions of Contract

1. Definitions

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

RSA.

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

obligations of the supplier covered under the contract.

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

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance 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 | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p> |
| 18. Contract amendments | <p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p> |
| 19. Assignment | <p>19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p> |
| 20. Subcontracts | <p>20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.</p> |
| 21. Delays in the supplier's performance | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the</p> |

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

22. Penalties

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

23. Termination for default

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

24. Anti-dumping and countervailing duties and rights

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

may be due to him

25. Force Majeure

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

26. Termination for insolvency

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

27. Settlement of Disputes

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

28. Limitation of liability

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

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

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