

# INVITATION TO TENDER



## KWAZULU-NATAL PROVINCE

COOPERATIVE GOVERNANCE AND  
TRADITIONAL AFFAIRS  
REPUBLIC OF SOUTH AFRICA

**DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN INTEGRATED  
DISASTER MANAGEMENT PLAN**

Tender No: ZNT 2042/2023 LG

COMPANY NAME : \_\_\_\_\_

**Type of Bidder (Tick One Box)**

One-person Business/Sole Trader	
Close corporation	
PTY (Ltd)	
Private Company	
Partnership	
Consortium/Joint Venture	
Co-operative	

**Participation Capacity (Tick One Box)**

Prime Contractor	
Supplier/Sub-Contractor	

---

### RETURN OF PROPOSAL

Proposal must be deposited in the tender box situated at Department of Co-operative Governance and Traditional Affairs, Lift Area, 13th floor, North Tower, Natalia Building.

**Closing Date:** 30 JANUARY 2024

**Closing Time:** 11:00 am

## TABLE OF CONTENTS

<b>SECTION</b>	<b>CONTENTS</b>	<b>PAGE</b>	
<b>Section A –K– Standard Bid Documentation</b>	<b>Part A</b>	Invitation to Tender	3-4
	<b>Part B</b>	Terms and Conditions for Bidding	5
	<b>Section: A</b>	Special Instructions and Notices to Bidders regarding the completion of Bidding Forms & enquiries	6-7
	<b>Section: B</b>	Registration on the Central Supplier Database (CSD)	8
	<b>Section: C</b>	Declaration that information on the CSD is current and up to date	9
	<b>Section: D</b>	Pricing Schedule (SBD 3)	10
	<b>Section: E</b>	Bidders Disclosure (SBD 4)	11-13
	<b>Section: F</b>	Preference Points Claim Form (SBD 6.1)	14-17
	<b>Section: G</b>	Conditions of Contract	18-24
	<b>Section: H</b>	Special Conditions of Contract	25-30
	<b>Annexure: A</b>	Specification	31-35
	<b>Appendix 1</b>	Details for completion	36
	<b>Appendix 2</b>	Returnable Documents	37
	<b>Annexure B</b>	General Conditions of Contract	38-54

**PART A**  
**INVITATION TO TENDER**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)</b>					
BID NUMBER:	<b>ZNT 2042/2023 LG</b>	CLOSING DATE:	<b>30 JANUARY 2024</b>	CLOSING TIME:	<b>11:00 AM</b>
DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN INTEGRATED DISASTER MANAGEMENT PLAN</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
330 LANGALIBALELE STREET					
NATALIA BUILDING					
13 <sup>TH</sup> FLOOR, LIFT AREA, NORTH TOWER					
PIETERMARITZBURG					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Ms Lindiwe Madlala		CONTACT PERSON	Mr. Sibongiseni Ngema	
TELEPHONE NUMBER	033 260 8194		TELEPHONE NUMBER	066 475 2308	
E-MAIL ADDRESS	<a href="mailto:Lindiwe.madlala@kzncogta.gov.za">Lindiwe.madlala@kzncogta.gov.za</a>		E-MAIL ADDRESS	<a href="mailto:Sibongiseni.Ngema@kzncogta.gov.za">Sibongiseni.Ngema@kzncogta.gov.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

## **PART B**

### **TERMS AND CONDITIONS FOR BIDDING**

#### **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, 2022, 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:** .....

## SECTION A

### SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialled.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. The bidder must initial each and every page of the document.

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department:** Co-operative Governance and Traditional Affairs

**Contact Person:** Ms Lindiwe Madlala

**Tel:** 033 260 8194

**Fax:** 086 642 8873/ 033 342 8830

**Email:** [lindiwe.madlala@kzncogta.gov.za](mailto:lindiwe.madlala@kzncogta.gov.za)

**ANY ENQUIRIES REGARDING SPECIFICATION INFORMATION MAY BE DIRECTED TO:**

**Contact Person:** Mr. Sibongiseni Ngema

**Unit:** Disaster Management

**Tel:** 0664752308

**E-mail address:** [Sibongiseni.Ngema@kzncogta.gov.za](mailto:Sibongiseni.Ngema@kzncogta.gov.za)

## SECTION B

### REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

- 1.In terms of the KwaZulu-Natal Supply Chain Management Policy Framework, all suppliers of goods and services are required to register on the Central Suppliers Database.
- 2.If you wish to apply for Central Supplier Database (CSD) registration, suppliers may go to [www.csd.gov.za](http://www.csd.gov.za) to register or call 033 897 4223/4676/4509 for assistance.
- 3.If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may;
  - 3.1 de-register the supplier from the Database,
  - 3.2 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.
- 4.**The same principles as set out in paragraph 3 above are applicable should the supplier fail to update its information on the Central Suppliers Database, relating to changed particulars or circumstances.**

## SECTION C

### **DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE (CSD) IS CORRECT AND UP TO DATE** (To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorised representative)

.....

WHO REPRESENTS (state name of bidder)

.....

I AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:**.....

## SECTION D

### PRICING PAGE – FIRM PRICES (SERVICES)

N.B.: This form must be completed in detail, signed by the Bidder and bear the signature of a witness. Failure to comply with these requirements may result in the bid being disregarded.

**CLOSING DATE AND TIME: 30 JANUARY 2024 @ 11:00 VALIDITY PERIOD: 120 DAYS**

TENDER NO: ZNT2042/2023LG	PERIOD : 12 MONTHS
<b>APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN INTEGRATED DISASTER MANAGEMENT PLAN</b>	NAME AND ADDRESS OF BIDDER(FIRM) ..... ..... ..... TEL:..... FAX:.....
DOES OFFER COMPLY WITH THE SPECIFICATION? <i>If not, furnish details of deviation in space provided for "Remarks"</i>	YES / NO (Delete which is not applicable)
TOTAL BID PRICE ** (ALL APPLICABLE TAXES INCLUDED)	R
<b>BID PRICE IN WORDS ** (ALL APPLICABLE TAXES INCLUDED)</b>	
REMARKS (If any):	..... (Signature of Bidder) DATE: .....
	..... (Signature of Witness) DATE: .....

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

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

## SECTION E

SBD 4

### BIDDER'S DISCLOSURE

#### 1. PURPOSE OF THE FORM

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

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

#### 2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

---

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.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....

### 3 DECLARATION

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

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

SBD 4

Competition Act No 89 of 1998 and or may be reported to the National Prosecuting

---

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

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

## SECTION G

### SBD 6.1

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

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

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

---

#### 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**

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

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:

80/20

or

90/10

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

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

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% Black Ownership	20	

## 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 proprietor
- 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:
  - (a) 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 –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:** .....

## SECTION H

### CONDITIONS OF BID

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the KwaZulu-Natal Provincial Administration (hereinafter called the "Province") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/we agree that:
  - (a) the offer herein shall remain binding upon me and open for acceptance by the Province during the validity period indicated and calculated from the closing time of the bid;
  - (b) this bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1999, the National Treasury General Conditions of Contract and Standard Bidding Documents, the KwaZulu-Natal Supply Chain Management Policy Framework, the Provincial Treasury issued Practice Notes, and the KwaZulu-Natal Conditions of Contract, with which I/we am fully acquainted;
  - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Province. I/we will then pay to the Province any additional expenses incurred by the Province having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Province shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Province may sustain by reason of my default;
  - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
  - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address) :

.....  
.....
3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.
5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.

6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.

## **7.CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

I/we, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

- (1) The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the Province, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then the Province, in addition to any remedies it may have, may:-
  - (a) Recover from the contractor all costs, losses or damages incurred or sustained by the Province as a result of the award of the contract, and/or
  - (b) Cancel the contract and claim any damages which the Province may suffer by having to make less favourable arrangements after such cancellation.

**SIGNED ON THIS .....** **DAY OF .....** **20 .....** **AT .....**

**SIGNATURE OF BIDDER OR DULY  
AUTORISED REPRESENTATIVE**

**NAME IN BLOCK LETTERS**

**ON BEHALF OF (BIDDER'S NAME)**

**CAPACITY OF SIGNATORY**

**NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE)**

**POSTAL ADDRESS**

**TELEPHONE NUMBER:**

**FAX NUMBER:**

**CELLULAR PHONE NUMBER:**

**E-MAIL ADDRESS:**

## **AUTHORITY TO SIGN A BID**

### **A. COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

### **AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on .....20.....,

Mr/Mrs/Ms.....

(whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company) .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** .....

.....  
(PRINT NAME)

**SIGNATURE OF SIGNATORY:** ..... **DATE:** .....

**WITNESSES:** 1.....

2.....

### **B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

I, the undersigned..... hereby confirm that I am the sole owner of the business trading as.....

.....  
**SIGNATURE**..... **DATE**.....

### **C. PARTNERSHIP**

The following particulars in respect of every partner must be furnished and signed by every Partner :

Full name of partner

### Residential address

Signature

.....

.....

.....

.....

.....

.....

.....

.....

.....

We, the undersigned partners in the business trading as ..... hereby authorise ..... to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of

---

**SIGNATURE**

---

**SIGNATURE**

---

**SIGNATURE**

DATE

DATE

DATE

#### **D. CLOSE CORPORATION**

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20..... at.....

Mr/Mrs/Ms....., whose signature appears below, has been authorised  
to sign all documents in connection with this bid on behalf of

(Name of Close Corporation) .....

.....

**IN HIS/HER CAPACITY AS .....** **DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:** 1.....

2.....

**E CO-OPERATIVE**

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20.....

at.....

Mr/Mrs/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of cooperative)

**SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:** .....

**IN HIS/HER CAPACITY AS:** .....

**DATE:** .....

**SIGNED ON BEHALF OF CO-OPERATIVE:** .....

**NAME IN BLOCK LETTERS:** .....

**WITNESSES:** 1.....

2.....

**F JOINT VENTURE**

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in

connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

#### **AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE**

By resolution/agreement passed/reached by the joint venture partners on.....20.....

Mr/Mrs/Ms.....,Mr/Mrs/Ms.....

Mr/Mrs/Ms.....and Mr/Mrs/Ms.....

(whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:(Name of Joint Venture) .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF (COMPANY NAME): .....

(PRINT NAME) .....

SIGNATURE: ..... DATE: .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF (COMPANY NAME): .....

(PRINT NAME).....

SIGNATURE: ..... DATE: .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF (COMPANY NAME): .....

(PRINT NAME) .....

SIGNATURE: ..... DATE: .....

IN HIS/HER CAPACITY AS:

.....

#### **G. CONSORTIUM**

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM**

By resolution/agreement passed/reached by the consortium on.....20.....

Mr/Mrs/Ms.....

(whose signature appear below) have been duly authorised to sign all documents in connection with this bid  
on behalf of:

(Name of Consortium) .....

**IN HIS/HER CAPACITY AS: .....**

**SIGNATURE: .....** **DATE: .....**

## SECTION I

### SPECIAL CONDITIONS OF CONTRACT

#### SECTION 1: DEFINITION OF TERMS

##### 1.1 SERVICE

The services to be rendered by professional service providers must be rendered in terms of this contract.

##### 1.2 CONTRACTOR

The person or persons, partnership, close corporation, firm or company, whose bid for this service was accepted.

##### 1.3 AGREEMENT

This comprises the agreement signed by parties, the conditions of bid, the bid and the specifications.

##### 1.4 AGREEMENT PERIOD

The period during which the service is to be rendered and originally determined in the agreement, or as amended, extended or renewed in accordance with stipulations of the agreement.

##### 1.5 PARTIES

The parties to this contract are The Head of Co-operative Governance and Traditional Affairs in the KwaZulu-Natal Provincial Administration and Contractor.

##### 1.8 DEPARTMENT

KwaZulu-Natal department of Co-operative Governance and Traditional Affairs.

##### 1.9 CURTAILMENT OF SERVICE

The Department reserves the right to withdraw from the service any part/s of the contract as a whole, with one month's written notification to the contractor. In a case such as this, the contract sum will be adjusted *pro rata* from the date of withdrawal.

#### SECTION 2: IMPORTANT INFORMATION TO NOTE

##### 2.1 This bid is invited and will be awarded and administered in terms of the following:-

- 2.1 KwaZulu-Natal Supply Chain Management Policy Framework,
- 2.2 Section 217 of the Constitution,
- 2.3 The PFMA and its Regulations in general,
- 2.4 The Preferential Procurement Policy Framework Act,
- 2.5 National Treasury guidelines, and

2.2

**REQUIRED COMPULSORY INFORMATION**

**2.2.1 The bidder shall ensure that all the required information is furnished; viz:-**

- 2.2.1 Bidders Disclosure (SECTION F)
- 2.2.2 Declaration certificate for local production and content for designated sectors (SECTION I )
- 2.2.3 Conditions of Bid (SECTION M)
- 2.2.4 Each party to a Consortium/Group of sub-contractors must obtain separate Tax Clearance Certificate(s) and also be registered on the Suppliers Database.

**NOTE: Failure to submit the required information may invalidate the entire proposal.**

**SECTION 3: SPECIAL CONDITIONS OF CONTRACT**

**3.1 ACCEPTANCE OF BID**

- 3.1.1 This bid has been invited, and will be adjudicated in terms of the KwaZulu-Natal Supply Chain Management Policy Framework and the KwaZulu-Natal Provincial Treasury's Practice Notes. Co-operative Governance and Traditional Affairs' Bid Adjudication Committee is under no obligation to accept the lowest or any bid.
- 3.1.2 The financial standing of bidders and their ability to manufacture or to supply goods or render services may be examined before their bids are considered for acceptance.

**3.2 APPEALS**

- 3.2.1 Entities aggrieved by a decision of a departmental Bid Adjudication Committee or a delegate of an accounting officer, may appeal to the Bid Appeals Tribunal in the prescribed manner by the Supply Chain Management Policy Framework

**3.3 AMENDMENT OF CONTRACT**

- 3.3.1 Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties subject to the Legal Services screening the amendment before it is signed.

**3.4 CHANGE OF ADDRESS**

- 3.4.1 Bidders must advise the Department should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

**3.5 COMMUNICATION**

- 3.5.1 All correspondence with regard to this bid must be addressed or hand delivered to the:

The Head SCM Unit,  
Department Co-operative Governance and Traditional Affairs,  
Private Bag X9078,  
Pietermaritzburg  
3200

ENQUIRIES: **Ms Lindiwe Madlala TEL.: 033-2608194**

### **3.6 COMPLETENESS OF BID**

3.6.1 Bids will only be considered if correctly completed and accompanied by all relevant certificates and other necessary applicable information.

### **3.7 COMPLETION OF SPECIFICATION**

3.7.1 Where specifications are designed in such a way that responses would be required from bidders, these forms must be completed and submitted as part of the bid document.

### **3.8 CONDITIONS OF BID**

3.8.1 The successful Contractor must be in a position to assume duty on the date stipulated in the letter of acceptance.

3.8.2 No bid received by telegram, telex, or facsimile will be considered.

3.8.3 It shall be noted that the Department is under no obligation to accept the lowest or any bid.

3.8.4 The offer shall be made strictly according to the specification. No alternative offers will be considered.

3.8.5 Bidders must provide the following particulars about themselves as part of the bid:

3.8.5.1 Where they have their Headquarters

3.8.5.2 Where they have their Regional Office.

3.8.5.3 Name, address and telephone number of bankers together with their bank account number.

3.8.5.4 The names, identity numbers and street addresses of all partners in cases where persons, a partnership, or a firm consists of a partnership.

3.9 In cases where a person or persons, a partnership, close corporation, firm or company enters business for the very first time, the following particulars shall be provided:

3.9.1 By whom, or with whose assistance, was the business plan drafted?

3.9.2 By whom, or with whose assistance, were the bid prices calculated?

3.9.3 Whose advice is relied on?

3.9.4 Who will provide financial support?

3.10 A list of references must accompany this bid. Particulars shall be submitted regarding similar agreements completed successfully or of projects which the bidder is engaged in.

### **3.11 CONFIDENTIALITY**

The contractor's staff that comes into contact with the Department's confidential information and documents may be required to sign confidentiality agreements so as to protect the Department's information.

### **3.12 CONTRACT PERIOD**

3.12.1 There contract period shall remain in force for a period of 12 months from date of signing off the official contract.

3.12.2 The Department of Co-operative Governance and Traditional Affairs reserves the right to terminate the contract with any contractor should the contractor fail to fulfil his/her contractual obligations in terms of the contract.

### **3.13 EQUAL BIDS**

3.13.1 In the event that two or more bids have equal total points, the successful bid will be the one scoring the highest number of preference points for specified goals. Should two or

more bids be equal in all respects, the Adjudication shall be decided by the drawing of lots.

### **3.14 EXECUTION CAPACITY**

3.14.1 The bidder will be required to provide an efficient and effective service. Therefore, the bidder is required to submit proof that he/she has the required capacity to execute the contract and for successfully. The bidder must supply references or state his/her experience as a company to undertake the contract. References of past experience of owners/employees of new entities must accompany the bid document.

### **3.15 EXTENSION OF CONTRACT**

3.15.1 An extension of contract may be considered. It is the normal policy that contracts are not extended. However, circumstances may arise whereby a contract cannot be renewed in time. If this is found to be the case, the right is reserved to approach existing contractor(s) to extend the contract for such period agreed to.

### **3.16 GENERAL EVALUATION CRITERIA**

The Bid Evaluation Committee will assess offers and adhere to the following basic guidelines when evaluating.

- a. Whether all the required information called for in the bid document has been submitted by the bidder.
- b. Has the bidder supplied references or stated his/her experience as a Company to undertake the contract. References of past experience must accompany the bid document.
- c. The financial standing of the bidder and ability to render a service may be examined before an award of bid take place.
- d. Documented reports received from an institution/s pertaining to past bad performance by a company who is bidding, may be taken into consideration.
- e. Did the bidder attend the site inspection/ briefing?
- f. Will the bidder be in a position to successfully execute the contract?

### **3.17 IRREGULARITIES**

2.17.1 Companies are encouraged to advise the Department timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

### **3.18 JOINT VENTURES**

3.18.1 In terms of the Supply Chain Management Policy Framework, a consortium or joint venture may, based on the percentage of the contract value managed or executed by respective members.

3.18.2 Should this bid be submitted by a joint venture, a certified copy of the joint venture agreement **must** accompany the bid document before the closing date and time of bid. The joint venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.

3.18.3 A trust, consortium or joint-venture must obtain and submit a **consolidated B-BBEE Status Level Verification Certificate**. The non-submission of a consolidated B-BBEE Certificate by a company will result in preference points not being allocated to such

company. Failure to submit the joint venture Agreement will result in preference points not being allocated to all companies participating in the joint venture.

### **3.19 LATE BIDS**

- 3.19.1 Bids are late if they are received at the address indicated in the bid documents after the closing date and time.
- 3.19.2 A late bid shall not be considered and, where practicable, shall be returned unopened to the Bidder, accompanied by an explanation.

### **3.20 NOTIFICATION OF ADJUDICATION OF BIDDER & ADVERTISING OF RESULTS**

- 3.20.1 Notification of the Adjudication of bid shall be in writing by a duly authorized official of Co-operative Governance and Tradition Affairs' Supply Chain Management unit.

### **3.21 PRO RATA DECREASE OF COMPENSATION**

- 3.21.1 Should the services not be rendered to the satisfaction of the Department and unsatisfactory items/ aspects/ events have already, in writing, been brought to the attention of the Contractor, the Department reserves the right in terms of paragraph **3.27** hereunder, to retain payment to the Contractor for as long as the unsatisfactory service continues.

### **3.23 CENTRAL SUPPLIERS DATABASE**

- 2.23.1 A bidder submitting an offer must be registered on the Central Suppliers Database. A bidder who has submitted an offer and is not registered on the Central Suppliers Database will not be considered.
- 3.23.2 Each party to a Joint Venture/Consortium must be registered on the Central Suppliers Database at the time of submitting the bid.

### **3.24 SUBMISSIONS AND COMPLETION OF SBD 6.1**

- 3.24.1 Bidders are to complete SBD 6.1 document where applicable. Failure by the bidder to submit a valid B-BBEE status level verification certificate will result in the bidder not being considered for preference points allocation. If the information required is not applicable to the business, clearly insert the symbols "N/A" in the appropriate space. If the space provided is left blank, it will be regarded as information that is still outstanding and the SBD 6.1 will not be processed further.

### **3.25 TERMINATION OF SERVICES**

- 3.25.1 Should the Contractor fail to meet the conditions of this contract, or continue rendering unsatisfactory service, the Employer reserves the right to terminate the contract, after written notification has been served on the Contractor, with retention of the right to recover from the Contractor any losses which the Employer may suffer/ incur as a result of the failure, without prejudicing any other rights it may have.

### **3.26 TAX CLEARANCE CERTIFICATE**

- 3.26.1 The central supplier database and the tax compliance status pin are the approved methods that will be utilised to verify Tax Clearance compliance.

### **3.27 UNSATISFACTORY PERFORMANCE**

3.27.1 Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.

- (i) Before any action is taken, the Department shall warn the contractor by registered/certified mail that action will be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (7 days minimum). If the contractor does not perform satisfactorily despite the warning the Department will:
  - (a) take action in terms of its delegated powers
  - (b) make a recommendation for cancellation of the contract concerned.

### **3.28 VALIDITY PERIOD AND EXTENSION THEREOF**

3.28.1 The validity (binding) period for the bid must be **120** days from close of bid. However, circumstances may arise whereby this Department may request the bidders to extend the validity (binding) period. Should this occur, the Department will request bidders to extend the

validity (binding) period under the same terms and conditions as originally ed for by bidders. This request will be done before the expiry of the original validity (binding) period.

### **3.29 VAT**

2.29.1 Bid prices must be inclusive of VAT.

2.29.2 A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (a) The name, address and registration number of the supplier;
- (b) the name and address of the recipient;
- (c) an individual serialized number and the date upon which the tax invoice is issued;
- (d) a description of the goods or services supplied;
- (e) the quantity or volume of the goods or services supplied;
- (f) either :–
  - (i) the value of the supply, the amount of tax charged and the consideration for the supply; **or**
  - (ii) where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.

### **3.30 REGISTERED ADDRESS**

The Department provides the following:

Street address as it's *domicillium citandi et executandi* in respect of any lawsuit which might result from or bears relevance to this contract, as well as for purposes of notice to :

The Head SCM Unit, KwaZulu-Natal Co-operative Governance and Traditional Affairs

, 14 <sup>th</sup> floor, South Tower, Natalia Building. 330 Langalibalele Street PIETERMARITZBURG 3200	Private Bag X9078, PIETERMARITZBURG 3200
--	--

**BID NUMBER: ZNT2042/2023LG**

**TERMS OF REFERENCE (TOR) FOR THE  
PROCUREMENT OF A PROFESSIONAL SERVICE  
PROVIDER TO DEVELOP AN INTEGRATED KWA-  
ZULU NATAL PROVINCIAL DISASTER  
MANAGEMENT PLAN**

## **1. Purpose of assignment**

To develop an integrated Kwa-Zulu provincial disaster management plan on behalf of the Provincial Disaster Management Centre (PDMC). With this plan, the PDMC aims to achieve the following objectives:

- 1.1.** To establish processes for the development and implementation of a comprehensive provincial disaster risk assessment;
- 1.2.** To improve the understanding of disaster risk, hazards, and vulnerabilities within the jurisdiction of the PDMC;
- 1.3.** To define the roles and responsibilities of all relevant organs of state and stakeholders, including both internal and external, throughout the disaster management cycle;
- 1.4.** To strengthen inclusive disaster management governance in the province through empowerment mechanisms for both local authorities and communities as partners to reduce and manage disaster risks;
- 1.5.** To ensure that climate change adaptation measures and strategies are incorporated in development planning to reduce the impact on human settlements, vulnerable communities, infrastructure as well as ecosystems;
- 1.6.** To ensure the optimization of the province's disaster preparedness for effective response;
- 1.7.** To enhance resilience and prevent the emergence of new disaster risks and reduce the existing risks;
- 1.8.** To promote a culture of disaster risk prevention and mitigation across all organs of state, stakeholders, and communities;
- 1.9.** To identify and establish effective information management and communication systems to enable the collection, processing and smooth flow of information to decision-makers and the affected communities including relevant organs of state and stakeholders
- 1.10.** To develop capacity at all levels to effectively respond to multiple hazards and for community-based disaster management;
- 1.11.** To promote the facilitation of mainstreaming of disaster management into the developmental planning and processes; and
- 1.12.** To establish proper disaster activation and mobilisation as well as incident protocols to be followed when a disaster has occurred.

## **2. Background**

- 2.1.** The Sendai Framework for Disaster Risk Reduction (2015-2030) (SFDRR) places emphasis on the need for a "better understanding of disaster risks" as well as enhancing disaster preparedness for effective response, and to "Build Back Better" in recovery, rehabilitation and reconstruction. Therefore, it is crucial to develop applicable disaster management plans which provide for the establishment of risk reduction strategies. Furthermore, SFDRR stresses the

need to “strengthen disaster risk governance to manage disaster risk”; and “invest in disaster risk reduction for resilience”. In this regard, the current provincial DM Plan does not comprehensively provide for the four priorities as outlined by the SFDRR. Hence, the need to review and update the current Plan.

- 2.2.** The Constitution of the Republic of South Africa, 1996, Chapter 3 S40(1) and S41 (b) states that all spheres of government and all organs of state within each sphere must secure the well-being of the people of the Republic. Furthermore, Schedule 4A of the Constitution lists disaster management as a functional area of concurrent national and provincial legislative competence.
- 2.3.** Disaster Management is defined by the Disaster Management Act, 2002 (Act No. 57 of 2002) (henceforth called the Act), as “a continuous and integrated multi-sectoral, multi-disciplinary process of planning and implementation of measures aimed at-
  - (a) preventing or reducing the risk of disasters;
  - (b) mitigating the severity or consequences of disasters;
  - (c) emergency preparedness;
  - (d) rapid and effective response to disasters; and
  - (e) post-disaster recovery and rehabilitation.
- 2.4.** The Disaster Management Act, 2002 (Act No. 57 of 2002) (henceforth called the Act), Section 30 outlines the powers and duties of a provincial disaster management centre which include (b) promoting an integrated and coordinated approach to disaster management in the province, with special emphasis on prevention and mitigation by- (i) provincial organs of state in the province; and (ii) other role-players involved in disaster management in the province. Furthermore, Sections 38 and 39 place explicit responsibility on the province to prepare disaster management plans (DM Plans) setting out the following (amongst others)- its roles and responsibilities in line with the disaster management framework; disaster management strategies; contingency strategies and emergency procedures; mainstreaming of the DM Plan with those of their organs of states; and the provincial DM Plan must be regularly reviewed and updated.
- 2.5.** It is worth noting that the successful implementation of the Act depends on the preparation and alignment of disaster management frameworks and disaster management plans by all spheres of government (sections 25, 38, 39, 52, and 53 of the Act). Disaster management is multi-disciplinary and multi-sectoral hence the importance of integrated and collaborative efforts by all organs of state and other relevant stakeholders. Disaster risk management planning involves the development of risk reduction strategies, hazard-specific contingency plans and operational plans, guidelines and disaster response and recovery activities.
- 2.6.** Planning for disaster risks should take into consideration the fact that disaster risks are not static but change seasonally and over time. It is therefore vital to ensure that disaster risk management plans are relevant and are aligned with changes and new developments and that they should integrate climate change and adaptation issues. It is worth noting that failure to plan is planning to fail because planning reduces the chances of risks while avoiding duplication or wasting of resources.

2.7. The National guideline on the Development and Structure of a Disaster Management Plan was developed in 2017 in terms of Section 19(a) of the DMA and section 3.6 of the National Disaster Management Framework, 2005 (NDMF). This guideline provides a uniform structure to address the considerable unevenness in disaster risk management planning organs of state. It should be taken into consideration that the provincial DM Plan was last reviewed in the year 2016, before the National guidelines were developed. Moreover, the current Plan is not addressing the current risks since risks are ever-changing. In line with the above-mentioned legislative prescripts, it can be observed that there is a need to review and update the provincial Plan in order to comply with the relevant legislation.

### 3. Scope of the assignment

The development of the Disaster Management Plan is a phased multi-year project. There will be two phases to the process of the development of the Disaster Management plan for the province. The first phase will focus mainly on the Disaster Risk Assessment of two priority hazards, namely: Floods, and Drought and the second phase will focus on the disaster risk assessment of two priority hazards, namely: Fire, and Lightning as well as drafting and finalising the DMP document.

#### 3.1. Phase 1

The first phase will focus main activities will be conducting the risk assessment for two priority hazards that will inform disaster risk management planning and disaster risk reduction in the province. The Disaster risk assessment during phase 1, will focus on the hazard: **Flooding and Drought**. The following activities will be carried out by the appointed service provider, as well as form an integral part of the plan:

- 3.1.1. Use an appropriate methodology to identify, analyses and the provinces' comprehensive disaster risk assessment focusing on flooding and drought;
- 3.1.2. Determine the affected areas, probability frequency, predictability, magnitude and impact across the province in relation to flooding and drought;
- 3.1.3. Define the integrated institutional capacity to be established within the PDMC and organs of state to enable the effective development and implementation of disaster management in relation to flooding and drought;
- 3.1.4. Outline and define the roles and responsibilities of each organ of state and stakeholders to implement integrated disaster risk management plans and risk reduction programmes in accordance with the approved frameworks in relation to flooding and drought;
- 3.1.5. Outline and define the roles and responsibilities of each organ of state and private sector, in terms of demonstrating the risk reduction measures to be put in place provincially to build resilience and promote risk avoidance;
- 3.1.6. Outline the institutional structures and arrangements to be used to coordinate and implement preparedness planning;

3.1.7. Define and outline systems and institutional arrangements to ensure effective and appropriate integrated disaster response when significant events or disasters occur or are threatening to occur;

3.1.8. Define and outline systems and institutional arrangements to ensure effective and appropriate integrated disaster recovery;

3.1.9. Outline the information management and communication systems to be used during the implementation of the provincial disaster management plan, and the identification of institutional structures, organs of state and stakeholders, in reference to materials relevant to the implementation of the integrated disaster management plan in relation to, but not limited to data collection, reporting, and recording, communication to the public and communication and information dissemination to decision makers;

3.1.10. GIS portal for illustration of maps;

3.1.11. The service provider will be contracted for a **period of twelve (12) months for Phase 1**, within which he/she will be expected to do the following:

- a) Submit the methodology and approach in conducting this project, accompanied by the project schedule in a Gantt chart format;
- b) Submit monthly and quarterly progress reports on the project;
- c) Submit the full programme on the transfer of skills to identified PDMC staff; and
- d) Submit a comprehensive integrated disaster management risk assessment as identified in the methodology in Section 4 below.

## **3.2. Phase 2**

The second phase will focus main activities will be conducting the risk assessment for two priority hazards that will inform disaster risk management planning and disaster risk reduction in the province. The Disaster risk assessment during phase 2, will focus on the hazard: **Fire and lightning**. The second phase will also focus on drafting and finalising the disaster management plan of the province. The activities that will be carried out by the appointed service provider during Phase 2 will be similar to those in Phase 1 (3.1.1. – 3.1.10) with the exception of submitting a comprehensive integrated disaster management plan as identified in these ToRs.

## **4. Detailed methodology for the assignment**

### **4.1. Legal aspects**

In the disaster risk assessment for the Province of KwaZulu-Natal, the Service Provider must ensure that the study is conducted and developed within the legislative framework for disaster risk management in South Africa and is consistent with the provisions of the Constitution of the Republic of South Africa Act No.108 of 1996, the Disaster Management Act (2002), the National Disaster Management Framework (2005), the disaster risk management policy framework of the province concerned, the Local Government: Municipal Systems Act No. 32 of 2000 (known as the Systems

Act), and any other relevant legislation.

*a) Implications of flawed assessments*

The Service Provider must take cognisance of the legal and other implications of producing a flawed assessment that contains incorrect or unverified risk assessment findings on which planning decisions will be made. The Service Provider must therefore ensure that the assessment is robust and that it can reliably inform risk reduction planning.

*b) Data provision*

In order to avoid duplication, the Province of KwaZulu-Natal PMDC will make available to the service provider its own data as well as any other data at its disposal that may be of relevance to the disaster risk assessment or any aspect of it. Ownership and copyright of such data rests with COGTA and, where relevant, other government departments.

The copyright of the data shall not be infringed for the purposes of:

- correcting errors in the data set;
- derivative works in which the derived work(s) results in original work(s);
- research, private study, or personal or private use; and
- creating a backup copy.

*c) Data ownership and data custodianship*

The custodian of the data will be the Chief Director: Disaster management.

*d) Data exchange*

Data related to this project may not be shared by the Service Provider with any third party for the duration of the project or thereafter.

*e) Data management*

The Service Provider will be responsible for:

- quality control and assurances of newly created datasets;
- the content and formats of such data;
- validation of such data;
- storage and security for the duration of the project, until the final delivery of the project data; and
- maintenance and updates of metadata, until final delivery of the project data.

With reference to the set spatial resolution, as described in section 4.5. below on GIS requirements and specifications, the Service Provider must take into consideration the implications of including or excluding communities in terms of risks and vulnerabilities.

## **4.2. Project management and reporting**

In compliance with section 2.4.2.1 of the National Disaster Management Framework, the Province of KwaZulu-Natal PDMC will appoint a technical advisory committee (TAC) comprising nationally recognised specialists in hazard, risk and vulnerability assessments to assist with the monitoring of progress with the project and the validation and/or interpretation of the methods and findings generated.

The Service Provider must provide documented evidence that external validation has taken place. The external validation process must be completed before any reports or maps for planning purposes are generated.

*a) Disputes*

Any dispute arising between the technical advisory committee, or the PDMC and the Service Provider will be dealt with in terms of a dispute resolution/arbitration clause included in the contract agreement to be concluded between the Province of KwaZulu-Natal PDMC and the Service Provider before the commencement of the project.

*b) Reporting*

The Service Provider must include in the project proposal a detailed account of the envisaged disaster risk assessment process, which should include exhaustive project management schedules reflecting specific deliverables linked to time frames, payment intervals, and reporting intervals.

The Service Provider must note that the due date for the first deliverable must be no later than **1 month after the appointment** and that this must be clearly reflected in the project management schedules.

*c) Distribution of findings*

The distribution of findings, outcomes, reports, minutes and other information or data created by the Service Provider may only be released or distributed in accordance with the instructions of the technical advisory committee and/or KZN PDMC. No information may be released to any stakeholder or role player without such prior approval.

The methods adopted for the approved distribution of information, findings and/or outcomes must take into account the capacity of relevant role players in respect of access to electronic media and must make provisions accordingly.

*c) User guides*

The Service Provider must supply user guides for databases, the geographic information system (GIS), and any other components relating to the disaster risk assessment. User guides must be unambiguous and written in plain language. Where necessary, they must include instructions for making amendments and methods for updating databases, the GIS and other relevant components.

The Province of KwaZulu-Natal PDMC reserves the right at any stage during the project and up to six months after the completion of the project to request (written) additional explanation on a particular deliverable. Such information must be supplied by the Service Provider within a reasonable period after the request.

The Service Provider must indicate how certain data should be interpreted. Wherever databases are incomplete or not statistically 'certain', this should be clearly stated, and the limitations of use should be clearly indicated.

The Service Provider must provide metadata as well as a data matrix of the origin of the data and who the custodians of the data are.

*d) Review of the process and monitoring of results*

The Service Provider must undertake to fully cooperate with the external validation process and the technical advisory committee.

The Service Provider must also include internal monitoring and validation mechanisms that are scientifically sound and consistent with generally accepted project management review methodologies. The Service Provider must indicate and fully explain the methods used in this regard. Methods and conditions for conducting follow-up research must be included in the report. The Service Provider must be available for a reasonable period after the completion of the project for questions relating to the data management system, the GIS, and associated research or assessments.

#### **4.3. Consultation and stakeholder sensitisation**

This section establishes the parameters for ensuring that the provisions in section 7(2)(f)(i–iii) of the Disaster Management Act are complied with.

##### *a) Stakeholder consultation and interviews*

The purpose of stakeholder consultations is firstly to ensure ground-truthing of the study through field consultations with communities at risk of the threats being assessed and secondly, to consult with appropriate end-users in respect of the design of the study.

The study must include field consultations with the following role players:

- Members of the PDMAF
- Disaster Management Practitioners (All 10 Districts and 1 Metro)
- Traditional Leadership
- Academic Institutions in the Province
- Organised business in the Province
- The insurance industry in the province
- Other relevant Non-Government Organisations

Where appropriate, such consultations can take place through existing representative forums such as Integrated Development Planning structures and the Provincial and Municipal Disaster Management Advisory Forum.

The Service Provider must conduct interviews with relevant key stakeholders during each stage of the assessment. The purpose of such interviews is to gather information on the formulation of questionnaires and/or the implementation of the assessment as well as on the interpretation of the findings for the functional area of a particular stakeholder.

Interviews must be conducted with, but not confined to, the following stakeholders:

- Members of the PDMAF
- Disaster Management Practitioners (All 10 Districts and 1 Metro)
- Traditional Leadership
- Academic Institutions in the Province
- Organised business in the Province

- The insurance industry in the province
- Other relevant Non-Government Organisations
- Community leaders

Assessment reports submitted by the Service Provider must show evidence of all consultations and interviews conducted.

*b) Involving the Municipalities in the disaster risk assessment process*

To ensure the engagement of municipalities and stakeholders, to promote understanding of disaster risk management and to transfer skills, the Service Provider must employ the services of the relevant community, community development workers, volunteers and, where relevant, students from local institutions of higher learning in the data collection process.

The Service Provider must ensure that project-specific training and the transfer of skills take place. Every effort must be made to ensure that data collectors are exposed to the continuum of data acquisition, capturing and visual representation.

The Service Provider can liaise with the head of the disaster risk management centre to establish contact with appropriate local groups for this purpose.

The Service Provider must make provision in the tender price for the costs associated with training, remuneration, travelling, subsistence and any other incidental expenses for the engagement of local data collectors.

*c) Assessment of existing capacity in other departments and among other role players*

The Service Provider must establish contact with all role players to sensitise them to the process and to obtain their cooperation. The Service Provider must conduct an exhaustive audit to ensure the identification of all relevant role players in accordance with the Disaster Management Act.

This part of the assessment should provide a clear overview of existing resources and the capacity of role players (in relation to their functional areas) to contribute to disaster risk management in the Province of KwaZulu-Natal. Any gaps or lack of capacity to meet role expectations and responsibilities must be identified and appropriate alternate options must be recommended.

Furthermore, the Service Provider must present an overview of all existing (departmental, district municipalities and other) disaster management plans and their relevance and/or shortcomings in this section of the assessment report. The report must indicate which aspects of existing plans can be incorporated into the new disaster management plan(s) and structures.

*d) Establishing contacts and building capacity*

The Service Provider must ensure that the entire disaster risk assessment process is based on the principles of stakeholder participation and capacity building. As indicated in the next section (section 5), methods of investigation must include interviews and workshops with role players and contact sessions with other stakeholders, including traditional leaders and local communities. These contact sessions must be used as an opportunity to build capacity among the people of the Province of KwaZulu-Natal.

At every opportunity, the Service Provider must incorporate an introduction to the concepts of disaster

risk management with particular emphasis on the shift in focus to disaster risk reduction. In cases

where more than one meeting is being held with the same group or individual, the Service Provider must aim to build a further understanding of disaster risk management concepts.

The goal of consultations must therefore be twofold: to collect data for the research, and simultaneously to build capacity among the people of the Province of KwaZulu-Natal. The Service Provider must apply the principle of capacity building throughout the process of the assessment.

#### **4.4. Methods of investigation**

The methodology adopted in conducting the disaster risk assessment for the Province of KwaZulu-Natal must be consistent with that described in the National Disaster Management Framework (Key Performance Area 2: Disaster risk assessment, pages 25–38) and with the specifications provided in this document. The findings must provide the necessary direction to enable the Province of KwaZulu-Natal and the district municipalities to develop and implement disaster risk management plans in accordance with the provisions of the Disaster Management Act and the National Disaster Management Framework (Key Performance Area 3: Disaster risk reduction, pages 39–53).

##### *a) Scope of the assessment*

In order to enable the Province of KwaZulu-Natal to initiate and fast-track the development and implementation of disaster risk reduction and contingency planning, the disaster risk assessment process shall be conducted in two phases.

As indicated in section 1.1 above, the outcomes of this first phase of the assessment process must inform the first phase of the development of a Level 1 Disaster Risk Management Plan. Therefore, the assessment must show evidence of the following, which must be detailed in the assessment report.

- the development of contingency plans for known priority risks;
- the development of operational plans for all response and recovery activities associated with the priority risks identified;
- strategic developmental planning focused on vulnerability reduction and increasing capacity;
- the identification of developments, areas and communities that are at high risk due to their multiple vulnerabilities and accordingly will require strategic interventions in the next level of planning;
- the development of hazard and risk maps;
- the provision of information to populate the disaster risk management information system database and the resource database in particular. The information provided must include baseline data which will assist with determining the sub categories and variables to be taken into account when conducting rapid assessments of the impact of disasters on the following key categories:
  - human
  - social
  - physical (infrastructure)

- economic
- natural/environmental; and
- Contribute towards the development and establishment of an early warning and emergency communication system for the province and municipalities at risk.

The research and assessments should at all stages conform to the requirements set out below in sections 5.2 to 5.7.4.

*b) Methodology*

In conducting the research, the Service Provider must utilise various methods of investigation, including questionnaires, (general and in-depth) interviews, consultations with experts, workshops, transect walks, and so forth. Other methods can be randomly chosen (e.g. direct observation, children's drawings, historical profiling, etc.) according to the required outcomes. Specific attention must be given to the engagement of indigenous knowledge. The methodology for qualitative and/or quantitative research designs should be in accordance with scientific research principles that ensure trustworthiness and validity.

*c) Ground-truthing*

In order to correctly interpret and integrate historical facts, traditional knowledge and capacities, and past experience(s), the investigation must be ground-truthed to ensure that the assessment accurately reflects the situation 'on the ground'.

All data must be cross-checked according to scientifically sound methods.

*d) Mechanisms for updating data*

The report must include recommended methods and time intervals for the updating of all data gathered as well as an indication of the minimum level of skills required to conduct future updates or additions to the data.

*e) Data gathering and integration*

All data gathered by the Service Provider must be made available to all relevant role players who, in terms of the Disaster Management Act, have disaster risk management responsibilities. The making available of information should be in accordance with the requirements for the distribution of findings set out in section 3.3 above.

Any data gathered must be presented in a logical and clear manner. Databases must be consistent, easily understandable and user-friendly. The design of the databases must be documented for future reference and maintenance purposes. Databases must be easily updateable.

To facilitate the development of the disaster risk management information system, simultaneous geo-referencing should take place wherever possible.

The role of GIS must be specified in the methodology, as proposed by the Service Provider. Specific attention must be given to:

- the use of existing data;
- creating new datasets;
- applying formulae;

- filling out of questionnaires; and
- spatial analysis.

A data-flow diagram must be compiled and updated as the project progresses, in accordance with the research methodology. Any deviation and adjustment to the methodology must be motivated and indicated in the data-flow diagram.

*f) Adaptation of methods of investigation according to outcomes*

Although the original tender must be in line with the current reality in the Province of KwaZulu-Natal, it is possible that in the process new data could emerge that may have an influence on the further development of the disaster risk assessment and on project planning. In this regard, the Service Provider must indicate any adjustments of or adaptations to project plans necessitated by the emerging data. This should however not have any financial implications or influence on the timing of the project.

*g) Elements of the study*

The disaster risk assessment must contain an exhaustive description of the Province of KwaZulu-Natal. It must determine the levels of risk by analysing and describing the potential hazards prevalent in the area and must assess the conditions of vulnerability that increase the chance of loss for particular elements at risk, including environmental, social, infrastructural, agricultural, economic and other elements that are exposed to a hazard and are at risk of loss. It must determine the levels of risk for different situations and conditions and must help to set priorities for action. It must also include a description of the available capacities to cope with those risks.

Disaster risk must be represented as a function of the following three aspects:

Disaster risk = hazard x vulnerability

capacity

The Service Provider must utilise a variety of methods of investigation to achieve a realistic and robust disaster risk assessment for the Province of KwaZulu-Natal.

As stated in section 1.1 above, the disaster risk assessment is a process which must produce several outcomes. Sections 5.7.1 to 5.7.4 below give an overview of the outcomes expected from the Service Provider for each of the factors in the equation above.

In accordance with section 2.1.2 of the National Disaster Management Framework, the disaster risk assessment for a specific threat must answer the following questions:

- How frequently can one expect an incident or disaster to happen?
- Which areas, communities or households are most at risk?
- What are the likely impacts?
- What are the vulnerability or environmental and socio-economic risk factors that increase the severity of the threat?
- What capabilities or resources exist to manage the risk?
- Is the risk becoming more serious?

- Is the risk undermining development progress in the areas, communities and households it affects?
- If so, is the management of the risk a development priority?
- In the areas and communities affected by the risk, are there any other significant risks?

i) Hazard analysis

The findings of the hazard analysis must contain the following aspects:

- The findings must include the identification of all potential hazards to which the area of the Province of KwaZulu-Natal could be exposed.
- The identified hazards must be classified in accordance with the uniform classification method described in Table 2.3 of the National Disaster Management Framework. This table is included as Annexure C in this document.
- Where possible, a quantified assessment of all the potential hazards identified in the study must be included to establish a prioritised list of specific known hazards, which will serve to inform contingency planning for the Province of KwaZulu-Natal. The assessment must take into account probability of occurrence in a specified future time period, the intensity and area of impact, and any other relevant factors
- The hazard analysis must include an exhaustive description of each specific known priority hazard for the area as a whole, in respect of frequency, magnitude, speed of onset, geographical location of areas affected, and duration. In order to ensure uniformity, use should as far as possible be made of known hazard scales such as the Fujita/Beauford/Palmer Drought Index for the analysis of hazard probability/intensity/frequency.
- The results of the hazard analysis must include the presentation of hazard maps in GIS format.

ii) Vulnerability assessment

The vulnerability assessment must describe and, where possible, quantify the vulnerability of people, infrastructure, services, economic activities and natural resources exposed to the hazard. The vulnerability assessment must cover the following categories:

- Human/social;
- physical (infrastructure)
- economic; and
- environmental.

To provide indicators for the prioritisation of developmental planning for the district municipality, the vulnerability assessment for this phase of the disaster risk assessment must include:

- the identification of vulnerabilities commonly prevalent throughout the municipal area as a whole;
- an exhaustive description of these vulnerabilities;
- where possible, the quantification of these vulnerabilities; and

- GIS-format maps showing the identified vulnerabilities

The findings of the vulnerability assessment must include the identification of highly vulnerable groups or categories such as the elderly, children and child-headed households.

The assessment must also identify, quantify and map, in GIS format, high-risk developments, including areas and communities with multiple vulnerabilities, which will be the subject of more detailed risk investigations in the next phase of the disaster risk assessment for the Province of KwaZulu-Natal.

### **Common vulnerabilities**

Common vulnerabilities refer to indicators that specify the vulnerability of a certain population in terms of its economic, social, environmental and physical vulnerability (sub-categories).

The Service Provider must identify and assess indicators that describe common vulnerabilities in relation to (a particular) hazard(s). Those indicators should be a valid, ground-truthed and scientifically sound description of a factor contributing to the vulnerability of areas, communities and households.

Common vulnerability indicators must be presented for the smallest demarcated geographical area, i.e. a municipal ward. Every ward must be awarded values according to the indicators, and a function of all the indicators should describe their 'total vulnerability' in relation to (a particular) disaster(s).

The resulting database (wards, indicators and resulting 'total vulnerability') must be represented on the GIS.

### **Multiple vulnerabilities**

In preparation for the next stage of the disaster risk assessment, the report must identify areas and communities that are specifically at high risk. The assessment must indicate such areas and communities, their location, the specific hazard(s), and indicate which vulnerabilities contribute to the risk. The report must make recommendations on the type of expertise necessary to participate in conducting more detailed and specific risk investigations, the results of which will inform the development and implementation of holistic disaster risk reduction programmes and projects to address the problem. The outcomes of the assessment must be represented in GIS format and must describe and fully motivate the methodology adopted.

In order to avoid future high-risk developments, the report must identify and propose methodologies for the assessment of future developments, and set minimum criteria for the identification of developments requiring assessment.

#### **iii) Assessing capacity**

This element of the assessment embraces the following three aspects:

- institutional capacity;
- individual capacity; and
- societal capacity.

## **Assessment of institutional capacity**

In conducting the assessment of existing infrastructure, the Service Provider must ensure that the assessment includes, but is not confined to, the gathering of information that will enable the Province of KwaZulu-Natal to comply with the provisions of sections 16(1)(2), 17(2) and 46(1)(a–b) of the Disaster Management Act.

In addition, the assessment must include information gathered on the status of all other relevant infrastructure such as:

- key installations and other critical lifeline infrastructure;
- electricity supply and communications systems, including alternate sources in the event of a breakdown;
- information technology;
- water supplies, including distribution, dams, rivers and reservoirs;
- major roads and access routes, including bridges;
- the availability of stocks of emergency supplies such as water, food and blankets; and
- emergency and essential services and their capacity to contribute to disaster response and recovery activities such as other disaster risk management centres, policing and security services, fire services, private business institutions, non-governmental organisations and community-based organisations.

The information must be represented on (a) map(s) using GIS.

## **Assessment of Individual and societal capacity**

A livelihoods assessment using a variety of known techniques should be used to allow the Service Provider to identify and assess indicators that describe the capacity of areas, communities and households to use existing resources to withstand, cope and recover from unusual and adverse conditions as a result of significant events and/or disasters. Indicators should be a valid, ground-truthed and scientifically sound description of coping capacities.

Individual and societal capacity indicators should at least be presented on a ward level. Every ward should receive values according to those indicators, and a function of all the indicators should describe their 'total capacity' in relation to significant events and/or disasters.

The resulting database (wards, indicators and resulting 'total capacity') must be represented on the GIS.

iv) Determining levels of risk

Levels of risk must be determined through a mathematical formula consistent with the scales and variables used to determine hazard, vulnerability and capacity. This formula must be scientifically sound and robust and must take into account the changing environment.

The risk must be represented on the GIS, at least at a local municipality level.

#### 4.5. GIS requirements and specifications

The purpose of using GIS in the context of this project is firstly to support the Service Provider in conducting the assessment. This implies that GIS functions will be required in all tasks, where appropriate. The second reason is that it serves as a management and decision-making tool for disaster risk management in the Province of KwaZulu-Natal.

It must be emphasised that GIS technology should not be used as a 'map-making tool' only and that the Service Provider must be able to carry out at least the following functions:

- data sourcing;
- data capturing;
- data evaluation and validation;
- spatial analysis;
- map composition; and
- data management

##### *a) Data requirements*

The Province of KwaZulu-Natal PDMC will provide all GIS data that it has at its disposal. The legal implications with regard to data provision discussed in section 2 above must be noted. Before commencing any GIS work, the data provided by the KZN PDMC must be assessed and evaluated in terms of the goals and objectives, as proposed by the Service Provider.

The following requirements apply:

- All data capturing must be conducted on a ward level.
- The input data for all maps generated during the course of the project must be specified.
- All changes to existing datasets must be specified and reflected in the meta database.
- All datasets must conform to sound database principles, e.g. datasets must be free of duplicate features or records.

##### *b) Technical requirements*

The following data formats are specified:

##### **Spatial data**

File format      Portable GIS format across different platforms.

Projection      Transverse Mercator.

Datum      Hartbeeshoek Lo 27 (WGS84).

##### **Metadata**

XML file, selected metadata fields requiring population to be agreed upon during project start-up.

#### 4.6. Deliverables

The final project deliverables must include the provision of the items outlined below.

##### *a) Database for the disaster risk management information management system*

A comprehensive database must be designed and populated in accordance with sections 16, 17, 46,

47 and 48 of the Disaster Management Act and the National Disaster Management Framework.

In order to facilitate the development of the disaster risk management information management system required by the sections of the Act referred to above, simultaneous geo-referencing should wherever possible routinely take place during the data collection process.

#### *Spatial data*

Spatial data must be provided for at least the following:

- all newly created data used as input for the assessment;
- all newly created data resulting from the assessment; and
- base data provided by the Province of KwaZulu-Natal PDMC and which has been updated.

#### *Alpha-numeric data*

Alpha-numeric data must be provided for at least the following:

- all attribute data associated with geographic features; and
- all attribute data used as input for applying formulae.

#### *Metadata*

Metadata must be provided for at least the following:

existing data obtained from the Province of KwaZulu-Natal PDMC

- all newly created spatial data;
- all newly created alpha-numeric data; and
- all changes and updates to existing data.

#### *b) Maps*

An electronic version of each final map must be provided in either PDF or JPG format.

#### *c) Media*

3 copies of all final electronic deliverables must be provided on USB, clearly marked for content, date and version together with two hard copies.

#### *d) Roles and responsibilities*

In terms of the definition of a data custodian, the Province of KwaZulu-Natal PDMC will be responsible for data maintenance and upgrading.

The Service Provider is required to prepare a strategic implementation document, which must:

- fully describe the product as delivered to the Province of KwaZulu-Natal PDMC;
- describe and recommend actions that need to be carried out in terms of the updating of data; and
- state the possibilities and restrictions with regard to data changes and updates.

### **4.7. The interface between disaster risk assessment findings and the disaster risk management planning process**

The Service Provider must at all times maintain close cooperation with the Provincial Disaster Risk Management Advisory Forum of the Province of KwaZulu-Natal and the technical advisory committee.

Progress reports and findings of this project must be presented to the advisory forum for consultation and comment. The comments and recommendations of the advisory forum must be taken into consideration, and relevant amendments and/or adaptations must take place accordingly.

*a) Contingency plans for priority risks*

The Service Provider must ensure that the findings of the assessment will facilitate the development of risk-based contingency plans for the priority risks identified in the study by the relevant role players in municipal departments and other municipal entities of the district municipality and in local municipalities (including municipal departments) and other municipal entities of local municipalities in the district.

*b) Integration of findings into the IDP to address vulnerabilities*

The report must include recommendations in respect of priorities for developmental projects and programmes to address the most prevalent common vulnerabilities for inclusion in the IDP.

#### **4.8. Special financial provisions**

Provision must be made by the Service Provider in the tender amount to cover all logistical costs associated with stakeholder consultation, data collection and capacity building.

### **5. Deliverables**

#### **5.1. Phase 1 and Phase 2**

On commencement, during the execution and upon completion of the assignment, the following deliverables are expected from the preferred bidder:

- 5.1.1. A proposal with details on the methodology and approach of the implementation of the project (A project plan and implementation plan);
- 5.1.2. A Gantt chart outlining the project schedule;
- 5.1.3. Printed maps in high-resolution format and in electronic format;
- 5.1.4. Proposed programme for the transfer of skills and knowledge to PDMC assigned officials;
- 5.1.5. Monthly and quarterly progress reports on the project;
- 5.1.6. A comprehensive provincial disaster risk assessment for the identified hazards (Flooding, Drought, Fire and Lightning);
- 5.1.7. A comprehensive integrated provincial disaster management plan (Phase 2) and
- 5.1.8. A detailed close-out report upon completion of the project.

### **6. Time Frame**

**The contract duration is 24 months.**

#### **6.1. Phase 1**

- a) Phase 1 to be completed within the first 12 months of the project.

b) The project will commence upon the date of signing of the Service Level Agreement (SLA) between the COGTA - PDMC and the Successful bidder/ service provider.

## 6.2. Phase 2

a) Phase 2 to be completed within the second 12 months of the project.  
 b) The project will commence upon the date of signing of the Service Level Agreement (SLA) between the COGTA - PDMC and the Successful bidder/ service provider.

## 7. Budget Breakdown

Phase 1	
Flood Risk Assessment	
Drought Risk Assessment	
Total	
Phase 2	
Fire Risk Assessment	
Lightning Risk Assessment	
Drafting and Consolidating the Disaster Management Plan	
<b>Total</b>	

## 8. Performance Measurement/ Reporting

To facilitate the performance of Service Provider and monitor their scope of work, the COGTA will:

8.1. Enter into a Service Level Agreement (SLA) that will govern the relationship between CoGTA and the Service Provider.  
 8.2. The SLA will include project assignments that will address each of the project deliverables.  
 8.3. Establish a Project Steering Committee to manage, monitor and oversee the project. The Chief Director (PDMC) will chair this Project Steering Committee. The Steering Committee will appoint the Project Manager who will manage and monitor the implementation of activities of the project.

This committee will ensure that:

- Services are rendered timeously;
- Timeframes as far as possible are not extended;
- Will render a quality assurance function; and
- Will ensure that additional costs are not incurred unnecessarily.

- 8.4. The Service Provider will be expected to table progress reports for each deliverable contained in the implementation plan as agreed and in terms of the SLA.
- 8.5. Ensure that all legal process is undertaken to process payments and monitor the payment schedule that will be attached to the SLA. Payments will therefore only be approved and processed on the basis of the achievement of deliverables as per the implementation plan and/or project plan and related performed project tasks.
- 8.6. These deliverables and related payments will be recommended by the Project Manager and approved by the Project Steering Committee.

## **9. Skills and knowledge requirements:**

### **9.1. Expected expertise and skills**

The successful service provider should display the ability and capacity to deliver within the time frames specified by the PDMC to develop the plan that caters for all the specified requirements/activities in sections 3 and 4 of this ToR respectively. Accordingly, the service provider should have the following skills and experience:

- 9.1.1. A PhD (Doctor of Philosophy) in natural sciences or related fields with specific research in disaster risk assessment or related fields;
- 9.1.2. A broader understanding of government legislation, more particularly the Disaster Management Act, 2002 (Act No. 57 of 2002), the National Disaster Management Framework (2005); and other relevant sector legislation and disaster management programmes;
- 9.1.3. A proven track record in the field of disaster risk management;
- 9.1.4. A proven track record in conducting disaster risk assessments at a Provincial level;
- 9.1.5. An understanding of the local government system, the conditions and context in relation to disaster management;
- 9.1.6. A proven track record in developing disaster management plans, with clear and convincing methodologies and producing a high-quality product;
- 9.1.7. A proven track record in conducting disaster risk management-related research, with specific reference to conducting a risk assessment as per the methodology outlined in the Framework;
- 9.1.8. A proven record in developing detailed research and writing compositions and reports, and written and oral communication skills including analytical skills;
- 9.1.9. Coordination and leadership skills to guide the PDMC in its efforts to manage disaster risks and enhance adaptation to climate change;
- 9.1.10. Clear understanding and knowledge of institutional, technical and financing framework for disaster risk management;
- 9.1.11. Budgeting and resource mobilization skills;
- 9.1.12. Human resource management skills, communication skills, as well as the skill to forge partnerships within a range of stakeholders affected by and involved in disaster risk management;

9.1.13. Organizing and planning skills;  
 9.1.14. Project Cycle Management skills; and  
 9.1.15. Skills to deal with and manage political pressure.

## 10. Form of proposal

10.1. Bidders are required to complete the official bidding documents in all respects and to attach a valid tax clearance certificate as issued by the South African Revenue Services. In addition to this requirement, bidders are also requested to attach the following documents in support of their bids:

- i. Proposal;
- ii. Previous, current contracts, and (or similar to what the proposal requires) awarded to the bidder as well as client references;
- iii. A written brief on the understanding of the terms of reference, particularly the scope of the assignment, deliverables and methodology;
- iv. The team proposed by the bidder and the *curriculum vitae* of each team member. The CVs must highlight the team's expertise; and
- v. Proposed programme for the transfer of skills and knowledge to **COGTA** officials.

## 11. EVALUATION

The following evaluation criteria are applicable to the evaluation of this tender and only tenders received from entities who meet all the requirements in the criteria will be considered.

PERSONNEL	QUALIFICATIONS AND EXPERIENCE	PROOF TO BE SUBMITTED
1. 1 x Doctor of Philosophy (PhD) in Natural Sciences (Project Manager)	<b>Qualification of Project Manager</b> <ul style="list-style-type: none"> <li>• A Doctor of Philosophy (PhD) in Natural Sciences or environmental sciences field.</li> </ul>	Submit original certified copies of qualifications
	<ul style="list-style-type: none"> <li>• 10 years relevant Disaster Risk Assessment and Disaster Management Planning</li> </ul>	Submit CV
2. 1 x Hydrologist	<ul style="list-style-type: none"> <li>• A master's degree in Hydrology</li> <li>• 2 years' relevant experience</li> <li>• Hydrology knowledge</li> </ul>	Submit original certified copies of qualifications  Submit CV

3. 1 x GIS Expert	<ul style="list-style-type: none"> <li>• Bachelor of Science in Geo-Informatics (NQF Level 7)</li> <li>• Knowledge and application of geographic information systems (GIS).</li> </ul>	Submit original certified copies of qualifications  Submit CV
4. Company experience	<ul style="list-style-type: none"> <li>• 6 years minimum years of experience in conducting disaster risk assessments for the company and minimum of 3 projects in conducting disaster risk assessments</li> </ul>	Company profile

**12. Enquiries: Enquiries Regarding Terms of Reference should be directed to:**

**MR.SE NGEMA**

**CHIEF DIRECTOR: DISASTER MANAGEMENT**

**CONTACT: 066 475 2308**

**Email: [Sibongiseni.Ngema@kzncogta.gov.za](mailto:Sibongiseni.Ngema@kzncogta.gov.za)**

## DETAILS FOR COMPLETION OF AN ENVELOPE FOR A BID/QUOTATION

Section 1 paragraph 6 of this bid/quotation document indicates the requirements for addressing of an envelope when a bid/quotation is submitted to the Department. Kindly ensure the envelope is addressed correctly because if it is not properly addressed the bid/quotation may be rejected as being invalid and returned to the respective bidder. The correct manner in which it is to be addressed is detailed below:

### EXAMPLE FORMAT

FRONT SIDE OF ENVELOPE	
<b>Name and address of bidder:</b>	XYZ Consultants, PO Box 1234, Durban 4000
<b>Bid/Quotation Number:</b>	<b>ZNT 2042/2023 LG</b>
<b>Description:</b>	
<b>APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN INTEGRATED DISASTER MANAGEMENT PLAN</b>	
<b>Closing date:</b>	<b>30 JANUARY 2024</b>
<b>Closing time:</b>	<b>11:00</b>

REVERSE SIDE OF ENVELOPE	
<b>Department's details and address:</b>	
The Head: Supply Chain Management Department of Co-operative Governance and Traditional Affairs 13 <sup>th</sup> Floor, North Tower Natalia Building 330 Langalibalele Street Pietermaritzburg 3201	

**RETURNABLE DOCUMENTS**

**BIDDERS ARE REQUIRED TO ATTACH THE FOLLOWING DOCUMENT TOGETHER WITH THEIR PROPOSAL ON THE CLOSING DATE OF THE BID:**

**PROOF OF REGISTRATION WITH CENTRAL SUPPLIER DATABASE (CSD)**

**PDF COPY OF PROPOSAL (COMPLETED TENDER DOCUMENT AND ATTACHMENTS) SCANNED ON A DISC/MEMORY STICK (COMPULSORY)**

ANNEXURE "B"  
GENERAL CONDITIONS OF CONTRACT<sup>3</sup>

THE NATIONAL TREASURY  
Republic of South Africa



---

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.

1. The General Conditions of Contract will form part of all bid documents and may not be amended.
2. 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.

---

<sup>3</sup> A copy of the complete document set containing the General Conditions of Contract is available on [www.kzncogta.gov.za/bids](http://www.kzncogta.gov.za/bids)

## **GENERAL CONDITIONS OF CONTRACT**

### **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

## 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

## GOVERNMENT PROCUREMENT

### GENERAL CONDITIONS OF CONTRACT July 2010

#### NOTES

The purpose of this document is to:

- (iii) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (iv) 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

35. Definitions
36. Application
37. General
38. Standards
39. Use of contract documents and information; inspection
40. Patent rights
41. Performance security

- 42. Inspections, tests and analysis
- 43. Packing
- 44. Delivery and documents
- 45. Insurance
- 46. Transportation
- 47. Incidental services
- 48. Spare parts
- 49. Warranty
- 50. Payment
- 51. Prices
- 52. Contract amendments
- 53. Assignment
- 54. Subcontracts
- 55. Delays in the supplier's performance
- 56. Penalties
- 57. Termination for default
- 58. Dumping and countervailing duties
- 59. Force Majeure
- 60. Termination for insolvency
- 61. Settlement of disputes
- 62. Limitation of liability
- 63. Governing language
- 64. Applicable law
- 65. Notices
- 66. Taxes and duties
- 67. National Industrial Participation Programme (NIPP)
- 68. 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 anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 "Manufacture" means the production of products in a factory using labour, materials,

components and machinery and includes other related value-adding activities.

- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application
  - 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
  - 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
  - 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
3. General
  - 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
  - 3.2 With certain exceptions, invitations to bid are only published in the Government Bulletin. The Government Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)
4. Standards
  - 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause

5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause

5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## 6. Patent rights

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

## 7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## 8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## 9. Packing

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

## 10. Delivery and documents

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

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

## 11. Insurance

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

## 12. Transportation

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

## 13. Incidental services

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

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

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

## 14. Spare parts

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

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### 15. Warranty

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

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

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

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

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

#### 16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

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

## 18. Contract amendments

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

## 19. Assignment

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

## 20. Subcontracts

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

## 21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

## 22. Penalties

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

### 23. Termination for default

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

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

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

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

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

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

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

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

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

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for 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.

- 28.1 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

## 28. Limitation of liability

## 29. Governing language

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.

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

## 30. Applicable law

- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

## 31. Notices

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address

furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

### 32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

### 33. National Industrial Participation (NIP) Programme

#### 34 Prohibition of Restrictive practices

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.

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

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

Js General Conditions of Contract (revised July 2010)