



Province of the  
**EASTERN CAPE**  
**COMMUNITY SAFETY**

Corner Independence Avenue and Circular Drive, Bisho, 5601, Eastern Cape

Private Bag X0057, Bisho, 5606 REPUBLIC OF SOUTH AFRICA Website: [www.ecprov.gov.za](http://www.ecprov.gov.za)

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**Ref:5\1\1**

## **Terms of Reference**

### **SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL TO THE EASTERN CAPE DEPARTMENT OF COMMUNITY SAFETY**

#### **BID NUMBER**

**SCMU15-26/27-003**

**NAME OF BIDDER:**

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**CLOSING DATE: 22/09/2026**

**CLOSING TIME: 11:00**

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**Issued by:**  
**Supply Chain Management Unit**  
**Department of Community Safety**  
**Corner Independence Avenue and Circular Drive**  
**Bisho**  
**5605**

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## 1. INVITATION TO BID

The Department of Community Safety seeks services of a suitable, experienced, and capable service providers to Supply and Deliver Promotional Material.

Interested bidders must meet the following minimum requirements:

- Must have been involved in the supply and delivery of goods and services in the public or private sector and as proof must provide a minimum of three (3) reference letters from satisfied previous clients that have been served in the past five (5) years. The reference letter must be on the relevant client's letterhead with fixed/ mobile contact numbers, indicative of delivery period(s), and must have been signed by the SCM Manager/ Manager-Contract/ Chief Financial Officer/ Head of Department/ Municipal Manager or persons occupying management position(s) in the private sector. In the case of a private sector, letters must have been signed by a person at the managerial level.
- The department has designed a template for reference letters sought from Departmental Demand Management Unit which must be submitted with the formal quotes.
- The reference letters must be indicative of the client's name, the bidder's name and delivery period(s).
- The reference letters must be accompanied by official purchase orders from the relevant government institution with corresponding values.
- Each bidder must have supplied and delivered goods and services to the minimum value of cumulative R250 000.00 as proof of financial strength in the past five years. **Reference letters and corresponding purchase orders will confirm the bidder's claim. Letter of acceptance/ award letters will not be considered as proof for goods delivered/services rendered.**
- Each bidder must provide quotes for all items that are listed in this bid as selective bidding will not be entertained.

Completed BID documents must be enclosed in sealed envelopes, deposited into the Bid Box at the Department of Community Safety, Bisho, Ground Floor on or before **22/09/2026 at 11h00**, clearly marked: **"Supply and Delivery of Promotional Material to the Eastern Cape Department Of Community Safety: SCMU15-26/27-003"**.

**The compulsory briefing session will be held Hybrid at Conner Independence Avenue and Circular Drive, Bisho Central, Bisho, Department of Community Safety also on Microsoft Teams, 27/08/2026 at 10h00. NB: Link will be shared on Departmental Website/ Tender Portal and / Departmental communication platforms.**

**BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID/ FORMAL QUOTATION CONDITIONS:**

- (a) The Department's Supply Chain Management Policy will apply. The policy can be accessed from the departmental website for ease of reference ([www.safetyec.gov.za](http://www.safetyec.gov.za)).
- (b) The Department does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- (c) Bids which are late, or submitted by facsimile will not be accepted and will render the quotation non- responsive. **(e-mailed submission will however be accepted)**
- (d) Bids submitted will remain valid for a period of 90 days.
- (e) The supporting documents must remain intact.
- (f) Declaration pages must be fully completed and signed.
- (g) The Department of Community Safety shall not do business with any person who is in the service of the state.
- (h) The information obtained from bidders will be used solely to evaluate the bids and shall be handled in compliance with the Protection of Personal Information Act (POPIA) of 2013.

Please refer all SCM enquiries to Mr. A. Mpeta at **079 496 3943** (email) [awonke.mpeta@safetyec.gov.za](mailto:awonke.mpeta@safetyec.gov.za) and technical enquiries to Ms. T. Loyilani at **076 410 3961** (email) [thotyelwa.loyilani@safetyec.gov.za](mailto:thotyelwa.loyilani@safetyec.gov.za) during normal office hours viz. 08:00 – 16:30.



**Mr. P.F. Mbambo**

**Head of Department**

**Date:** 18/08/2026

## 2. SPECIFICATION

### 2.1. BACKGROUND

The Department of Community Safety has a constitutional mandate to inter alia strengthen community - police relations and raise awareness on crime related issues. The National Development Plan, Integrated Crime Violence and Prevention Strategy and Vision 2030 emphasizes building safer communities as outlined in Chapter 12. The White Paper on Safety and Security of 2016 states that building safer communities requires collective efforts from both the state and the citizenry.

The Integrated Crime and Violence Prevention Strategy (ICVPS) read with the Provincial Safety Strategy reaffirms the importance of collaboration and integration to promote safer communities. Crime and violence are mostly caused by several factors such as idleness, substance abuse, lack of skills to alleviate poverty and inadequate access to services. The Eastern Cape Department of Community Safety adopted a mobilization theme "Musa Ukuthula Kusunakala" to activate community participation.

Hence the Department of Community Safety deems it necessary to procure the Supply and Delivery of Promotional Material. The Promotional Material will assist with the department in achieving its broader strategic mandate through the promotion of its mandate whilst ensuring visibility of the department in the communities it seeks to serve.

The Department of Community Safety is requesting a quote for **Supply and Delivery of Promotional Material** as indicated below:

#### Specification:

| SPECIFICATION |                                                                                                                 |          |
|---------------|-----------------------------------------------------------------------------------------------------------------|----------|
| ITEM NO       | DESCRIPTION                                                                                                     | QUANTITY |
| 1.            | Golf T-Shirts - long sleeve<br><br>100% cotton,<br>Waist length embroiders at the front left with back printing | EACH     |
| 2.            | T-Shirts – long sleeve<br><br>100% cotton,<br>Waist length embroiders at the front left with back printing      | EACH     |

# SPECIFICATION

| ITEM NO | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                  | QUANTITY |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 3.      | <b>CAPS</b>                                                                                                                                                                                                                                                                                                                                                  |          |
| 3.1     | <p>5 Panel Cap</p> <p>Low profile five panel cap, curved peak, adjustable Velcro closure, embroidered eyelets, 65% polyester, 35% cotton, print size 100mm x 50mm</p> <p>Various colours</p> <p><b>One size fits all</b></p>                                                                                                                                 | EACH     |
| 3.2     | <p>5 Panel Cap</p> <p>Two – tone, 100 % polyester, hard mesh, pre curved peak, double plastic closure, mesh back, print size-100mm x 50mm</p> <p>Various colours</p> <p><b>One size fits all</b></p>                                                                                                                                                         | EACH     |
| 3.3     | <p>6 Panel Cap</p> <p>Low profile six panel cap, curved peak, adjustable Velcro closure, embroidered eyelets, 100 % brushed cotton, print size- 100mm x 50mm</p> <p>Various colours</p> <p><b>One size fits all</b></p>                                                                                                                                      | EACH     |
| 3.4     | <p>Snapback Flat Peak Cap</p> <p>High profile six panel cap, flat peak, adjustable plastic closure, embroidered eyelets, print size- 100mm x 50mm 100% acrylic.</p> <p>Various colours</p> <p><b>One size fits all</b></p>                                                                                                                                   | EACH     |
| 4.      | <p>Hats</p> <p>(2018 Military Camouflage Bucket hat – Camo Fisherman hat sun wide brim)</p>                                                                                                                                                                                                                                                                  | EACH     |
| 5.      | <p>Sleeveless Jackets with pockets-hood</p> <p>Outer material manufactured from water resistant oxford nylon(210D nylon), lint free, 500mm water head, navy color, filler material manufactured from 200g thermoguard filler, Lining material manufactured from 75g Comfortex- allows ventilation and moisture absorption, padded fixed hood, heavy duty</p> | EACH     |

# SPECIFICATION

| ITEM NO | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | QUANTITY |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|         | zip with strong tag, extra large outer pockets, with stitched over flaps, elasticated cuffs, high visibility stripes on sleeves manufactured from the following material:110 g webbing tape- 300D polyster,19mm silver reflective strip with aluminium beads imbedded in polyster tape, 31mm high visibility lime colour, full width of tape to be 50mm, tape sewn onto garment with single stitch flat bed machine                                                                                                                                                                                                                                                                                                                                                        |          |
| 6.      | Sleeveless Jackets with pockets-collar<br><br>Outer material manufactured from water resistant oxford nylon(210D nylon), lint free, 500mm water head, navy color, filler material manufactured from 200g thermoguard filler, Lining material manufactured from 75g Comfortex-allows ventilation and moisture absorption, padded fixed hood, heavy duty zip with strong tag, extra large outer pockets, with stitched over flaps, elasticated cuffs, high visibility stripes on sleeves manufactured from the following material:110 g webbing tape- 300D polyster,19mm silver reflective strip with aluminium beads imbedded in polyster tape, 31mm high visibility lime colour, full width of tape to be 50mm, tape sewn onto garment with single stitch flat bed machine | EACH     |
| 7.      | Multi-Pocket Jacket (5/6pockets)<br><br>Sleeveless gilet style with regular fit, fabric in polyester, quick drying                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | EACH     |
| 8.      | <b>TABLE CLOTHS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |          |
| 8.1     | Table Cloths - Round size 180cm, Fabric 100% polyester, assorted colors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | EACH     |
| 8.2     | Table Cloths Rectangle 100% cotton, width: 180cm, Length: 270cm, assorted colors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | EACH     |
| 8.3     | Table Cloth 140 x 180cm, (6 seater table), 80% cotton, 20% polyester, assorted colors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | EACH     |
| 8.4     | Table Cloth – Flannel backed, 130cm x 180cm, flannel black:100% polyester, surface: 100% textured vinyl                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | EACH     |
| 9.      | <b>PODIUM CLOTHS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |
| 9.1     | 80% cotton and 20% polyester, size 350mm x 1128mm, colour-various colours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | EACH     |
| 9.2     | 80% cotton and 20% polyester, size 600mm x 1128mm, colour- various colours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | EACH     |

## SPECIFICATION

| ITEM NO | DESCRIPTION                                                                                                                                                                                                                                                                                                                       | QUANTITY |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 9.3     | 80% cotton and 20% polyester, size 580mm x 1100mm, colour- various colours                                                                                                                                                                                                                                                        | EACH     |
| 9.4     | 80% cotton and 20% polyester, size380mm x 900mm, colour- various colours                                                                                                                                                                                                                                                          | EACH     |
| 9.5     | 100% cotton, size 350mm x 1128mm, colour- various colours                                                                                                                                                                                                                                                                         | EACH     |
| 9.6     | 100% cotton, size 600mm x 1128mm, colour- various colours                                                                                                                                                                                                                                                                         | EACH     |
| 9.7     | 100% cotton, size 580mm x 1100mm, colour- various colours                                                                                                                                                                                                                                                                         | EACH     |
| 9.8     | 100% cotton, size380mm x 900mm, colour- various colours                                                                                                                                                                                                                                                                           | EACH     |
| 10.     | <b>Kits soccer SK20 (3piece x15)</b><br><br>Fabric Moisture Management S-XL, Number set 1-15, Goalkeepers Kit (3piece), Ball Bag, various colours. Artwork: Departmental Logo – on the left breast side                                                                                                                           | EACH     |
| 11.     | <b>Kits netball (2pce x10)</b><br><br>Moisture Management Fabric: S-XL, Sports sheen, pique, birdseye, Sleeveless tops with Skirt (elasticised waist), Ball bag, various colours, Artwork: Departmental Logo – on the left breast side                                                                                            | EACH     |
| 12.     | <b>Kits rugby – RUG25 (3 pce x 17)</b><br><br>Striped short Sleeve muscle hugger styled rugby shirts with mandarin collar, Standard bull denim shorts and socks, Fabric: Rugby Jersey Fabric, sizes S-XL, Kit includes Number set, Ball Bag & Rugby ball. various colours, . Artwork: Departmental Logo – on the left breast side | EACH     |
| 13.     | <b>Kits boxing</b><br><br>Vest and shorts to be lightweight, comfortable and breathable.<br>Moisture Management Fabric<br>Sizes: S-XL<br>Artwork: Departmental Logo – on the left breast side                                                                                                                                     | EACH     |
| 14.     | Branded beanies<br>Assorted colours, Acrylic knitted<br>Sizes S-XL                                                                                                                                                                                                                                                                | EACH     |



# SPECIFICATION

| ITEM NO | DESCRIPTION                                                                                                                                                      | QUANTITY |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 15.     | Branded scarfs- Assorted colours<br>Acrylic knitted with fringe, size 150cmx20cm, print size : 40mmX130mm                                                        | EACH     |
| 16.     | Branded Blankets Wag World-Large Blankie 100% cotton                                                                                                             | EACH     |
| 17.     | <b>BANNERS TELESCOPIC</b>                                                                                                                                        |          |
| 17.1    | Telescopic sizes: 2m, printed both sides colour on polytwirl, carry bag                                                                                          | EACH     |
| 17.2    | Telescopic sizes: 3m, printed single side colour on polytwirl, carry bag                                                                                         | EACH     |
| 17.3    | Telescopic sizes: 4m, printed both sides colour on polytwirl, carry bag                                                                                          | EACH     |
| 18.     | <b>POP UP BANNERS</b>                                                                                                                                            |          |
| 18.1.   | Pop Up<br>Sizes 2x1m, printed both sides colour on polytwirl, carry bag                                                                                          | EACH     |
| 18.2    | Pop Up<br>Sizes 2x1m, printed both sides colour on polytwirl, carry bag                                                                                          | EACH     |
| 19.     | Shark Fin banner                                                                                                                                                 | EACH     |
| 20.     | Table Flag                                                                                                                                                       | EACH     |
| 21.     | Indoor Flag with Pole                                                                                                                                            | EACH     |
| 22.     | A Frame<br>3x1m, Aluminium frame, printed both sides colour on polytwirl, carry bag.                                                                             | EACH     |
| 23.     | Branded Bags – Backpack<br>Assorted colours<br>Size 24 (w) x 9 (d) x 32 (h)<br>Material 600D, Padded back panel, adjustable padded shoulder straps, front pocket | EACH     |

# SPECIFICATION

| ITEM NO | DESCRIPTION                                                                                                                                                                            | QUANTITY |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 24.     | Branded Note pads<br><br>A5 Note Book with elastic band, Branded - Department of Safety and Liaison Logo with a Dome Sticker below is the departmental Logo,<br><br>Variety of colours | EACH     |
| 25.     | <b>BRANDED BOOKMARKS</b>                                                                                                                                                               |          |
| 25.1    | Size 2" x 6", laminated, double sided with a ribbon.                                                                                                                                   | EACH     |
| 25.2    | Size 2" x 6", laminated, double sided.                                                                                                                                                 | EACH     |
| 25.3    | Size 2" x 7" laminated, double sided with a ribbon                                                                                                                                     | EACH     |
| 25.4    | Size 2" x 7" laminated, double sided.                                                                                                                                                  | EACH     |
| 25.5    | Size 2.5" x 8.5", laminated, double sided with a ribbon                                                                                                                                | EACH     |
| 25.6    | Size 2.5" x 8.5", laminated, double sided.                                                                                                                                             | EACH     |
| 26.     | Branded key rings / Holders<br>Oval dome keyholder, domed sticker, stainless steel<br>size 4 (l) x 2.5 (w)                                                                             | EACH     |
| 27.     | Branded Plastic Squeeze / water bottles (750ml)                                                                                                                                        | EACH     |
| 28.     | <b>LAYNARDS</b>                                                                                                                                                                        |          |
| 28.1    | Branded Lanyards – Polyester Domed Sticker, size 90 (l) x 0.5 (w) metal clip, screen printing and artwork in white, plus logo                                                          | EACH     |
| 28.2    | Branded Lanyards-<br>Polyester, size 90cm (l) x 20mm (w), metal clip, screen printing and artwork in white, plus logo                                                                  | EACH     |

# SPECIFICATION

| ITEM NO | DESCRIPTION                                                                                                                                                | QUANTITY |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 28.3    | Branded Lanyards -<br>Card holder size 9 (l) x 5.8 (w) Material ABS metal clip, screen printing and artwork in white, plus logo                            | EACH     |
| 29.     | Branded Pencil Cases – Assorted colours<br>Size 34 (L) x 14 (W)<br>Polyester, Material 600D                                                                | EACH     |
| 30.     | <b>BRANDED TRAVEL MUGS</b>                                                                                                                                 |          |
| 30.1    | Branded Travel Mugs<br>Double-wall Mug size 21 (h), stainless Steel outer and PP inner, 470ml thermo tumbler with secure screw lid and an easy flip seal   | EACH     |
| 30.2    | Branded Travel Mugs<br>Wall mug size 15.5, Stainless steel outer and PP inner, 300ml thermo tumbler with secure screw lid and large thumb slide drink seal | EACH     |
| 31.     | <b>BRANDED COFFEE MUGS</b>                                                                                                                                 |          |
| 31.1    | Size- 9.8 (h), material-ceramic, 330ml                                                                                                                     | EACH     |
| 31.2    | Size- 10.5(h), material- ceramic, 325ml                                                                                                                    | EACH     |
| 31.3    | Size-9.5 (h), material- ceramic.330ml                                                                                                                      | EACH     |
| 31.4    | Size-9.7 (h), material- ceramic.330ml                                                                                                                      | EACH     |
| 31.5    | Size-9.6 (h), material- ceramic.330ml                                                                                                                      | EACH     |
| 31.6    | Size-11.5 (h), material- ceramic.660ml                                                                                                                     | EACH     |
| 32.     | Branded License Disc sticker<br>90mm                                                                                                                       | EACH     |
| 33.     | Branded Backpack<br><br>Assorted colours<br>Size 24 (w) x 9 (d) x 32 (h)                                                                                   | EACH     |

# SPECIFICATION

| ITEM NO | DESCRIPTION                                                                                                                                                                                             | QUANTITY |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|         | Material 600D, Padded back panel, adjustable padded shoulder straps, front pocket                                                                                                                       |          |
| 34.     | Branded school back pack bags                                                                                                                                                                           | EACH     |
| 35.     | <b>LAPTOP TROLLEY BAGS</b>                                                                                                                                                                              |          |
| 35.1    | Laptop trolley bags<br>Material – nylon / fabric Dimension 54 x 23 x 39 cm, 15 grams, colour various colours, front and side compartments, capacity, 39L, 2 wheels, height- 100cm, water bottle pockets | EACH     |
| 35.2    | Laptop trolley bags<br>Material – leather<br>Dimension 54 x 23 x 39 cm, 15 grams, colour various colours, front and side compartments, capacity, 39L, 2 wheels, height- 100cm, water bottle pockets     | EACH     |
| 36.     | Branded drawstring bag<br>Material-190t, large main compartment with cinch top, dimension-33 cm x 44 cm, weight- 0.05kg                                                                                 | EACH     |
| 37.     | <b>SINGLE TROPHIES</b>                                                                                                                                                                                  |          |
| 37.1    | Single column trophy, 250mm with a departmental logo                                                                                                                                                    | EACH     |
| 37.2    | Single column trophy, 290 mm with a departmental logo                                                                                                                                                   | EACH     |
| 37.3    | Single column trophy, 330 mm with a departmental logo                                                                                                                                                   | EACH     |
| 37.4    | Single column trophy, 435 mm with a departmental logo                                                                                                                                                   | EACH     |
| 37.5    | Single column trophy, 475mm with a departmental logo                                                                                                                                                    | EACH     |
| 38.     | <b>2 TIER TROPHIES</b>                                                                                                                                                                                  |          |

## SPECIFICATION

| ITEM NO    | DESCRIPTION                                                                       | QUANTITY |
|------------|-----------------------------------------------------------------------------------|----------|
| 38.1       | 2 tier round, 3 columns 550mm with a departmental logo                            | EACH     |
| 38.2       | 2 tier oval, 2 columns 550mm with a departmental logo                             | EACH     |
| 38.3       | 2 tier neon gold, 3 columns 550mm with a departmental logo                        | EACH     |
| 38.4       | 2 tier, oval, 2 columns, 730mm with a departmental logo                           | EACH     |
| 38.5       | 2 tier round, 4 columns 800mm with a departmental logo                            | EACH     |
| 38.6       | 2 tier round, 4 columns 620mm with a departmental logo                            | EACH     |
| 38.7       | 2 tier round, neon silver 3 columns 550mm with a departmental logo                | EACH     |
| 38.8       | 2 tier round, 4 columns 750mm with a departmental logo                            | EACH     |
| 38.9       | 2 tier round, laser black & gold, round, 3 columns 550mm with a departmental logo | EACH     |
| 38.10      | 2 tier round, black spiral, round, 3 columns 550mm with a departmental logo       | EACH     |
| 38.11      | 2 tier round, walnut spiral, round, 3 columns 550mm with a departmental logo      | EACH     |
| 38.12      | 2 tier riser, 470mm with a departmental logo                                      | EACH     |
| 38.13      | 2 tier riser 500mm with a departmental logo                                       | EACH     |
| 38.14      | 2 tier riser, 550mm with a departmental logo                                      | EACH     |
| <b>39.</b> | <b>3 TIER TROPHIES</b>                                                            |          |

# SPECIFICATION

| ITEM NO    | DESCRIPTION                                                  | QUANTITY |
|------------|--------------------------------------------------------------|----------|
| 39.1       | 3 tier round, 3 columns, 740 mm with a departmental logo     | EACH     |
| 39.2       | 3 tier oval, 2 columns, 850mm with a departmental logo       | EACH     |
| 39.3       | 3 tier oval, 2 columns, 880mm with a departmental logo       | EACH     |
| 39.4       | 3 tier rectangle, 2 columns, 880mm with a departmental logo  | EACH     |
| <b>40.</b> | <b>ROUND COLUMN TROPHIES</b>                                 | EACH     |
| 40.1       | Round column, no cup, 150mm with a departmental logo         | EACH     |
| 40.2       | Round column, no cup, 200mm with a departmental logo         | EACH     |
| 40.3       | Round column, no cup, 220mm with a departmental logo         | EACH     |
| 40.4       | Round column, no cup, 250mm with a departmental logo         | EACH     |
| 40.5       | Round column, no cup, 290mm with a departmental logo         | EACH     |
| <b>41.</b> | <b>SPINNING TROPHIES</b>                                     |          |
| 41.1       | Spinning trophy, oval column, 160mm with a departmental logo | EACH     |
| 41.2       | Spinning trophy, oval column, 185mm with a departmental logo | EACH     |
| 41.3       | Spinning trophy, oval column, 215mm with a departmental logo | EACH     |
| 41.4       | Spinning trophy, oval column, 240mm with a departmental logo | EACH     |

## SPECIFICATION

| ITEM NO    | DESCRIPTION                                                                                                                                                                                                                                                                                                                 | QUANTITY |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 41.5       | Spinning trophy, oval column, 275mm with a departmental logo                                                                                                                                                                                                                                                                | EACH     |
| 42.        | <p>Trophies glass.</p> <p>1 X xy 12 Large Best performing CPF 2018/2019;</p> <p>1 X xy 12 Large Best performing CPF Cluster Board 2018/2019;</p> <p>1 X xy 12 Medium – Best performing CPF 2018/2019;</p> <p>1 X xy 12 Small - Best performing CPF 2018/2019;</p> <p>Attached Logo on Black bottom Base (domed sticker)</p> | EACH     |
| <b>43.</b> | <b>TROPHIES WOODEN</b>                                                                                                                                                                                                                                                                                                      |          |
| 43.1       | Large trophy (shield), size +-38 cm in length (with 8cm being the plague), bottom plague, centre shield (silver): departmental Logo, four shield surrounding center shield.                                                                                                                                                 | EACH     |
| 43.2       | Medium trophy (shield), size +-30 cm in length (with 8cm being the plague), bottom plague, centre shield (silver): departmental Logo, four shield surrounding center shield.                                                                                                                                                | EACH     |
| 43.3       | Large soccer trophy, size +-30cm in length (11 cm being the soccer figurine) Plague- departmental logo                                                                                                                                                                                                                      | EACH     |
| 43.4       | Medium soccer trophy, size +-27cm in length (11 cm being the soccer figurine) Plague- departmental logo                                                                                                                                                                                                                     | EACH     |
| 43.5       | Large netball trophy, size +-30cm in length (11 cm being the netball figurine) Plague- departmental logo                                                                                                                                                                                                                    | EACH     |
| 43.6       | Medium netball trophy, size +-27cm in length (11 cm being the netball figurine) Plague- departmental logo                                                                                                                                                                                                                   | EACH     |
| <b>44.</b> | <b>MEDALS GOLD</b>                                                                                                                                                                                                                                                                                                          |          |
| 44.1       | High polished medal, size-34mm, domed logo, ribbon and art work                                                                                                                                                                                                                                                             | EACH     |
| 44.2       | High polished medal, size-41mm, domed logo, ribbon and art work                                                                                                                                                                                                                                                             | EACH     |

## SPECIFICATION

| ITEM NO    | DESCRIPTION                                                                                                      | QUANTITY |
|------------|------------------------------------------------------------------------------------------------------------------|----------|
| 44.3       | High polished medal,size-50mm,domed logo, ribbon and art work                                                    | EACH     |
| <b>45.</b> | <b>MEDALS SILVER</b>                                                                                             |          |
| 45.1       | High polished medal,size-34mm,domed logo, ribbon and art work                                                    | EACH     |
| 45.2       | High polished medal,size-41mm,domed logo, ribbon and art work                                                    | EACH     |
| 45.3       | High polished medal,size-50mm,domed logo, ribbon and art work                                                    | EACH     |
| <b>46.</b> | <b>MEDALS BRONZE</b>                                                                                             |          |
| 46.1       | High polished medal,size-34mm,domed logo, ribbon and art work                                                    | EACH     |
| 46.2       | High polished medal,size-41mm,domed logo, ribbon and art work                                                    | EACH     |
| 46.3       | High polished medal,size-50mm,domed logo, ribbon and art work                                                    | EACH     |
| <b>47.</b> | <b>BALL SOCCER</b>                                                                                               |          |
| 47.1       | Premier league football features, reinforced rubber bladder and high contrast graphics for ball tracking, size 5 | EACH     |
| <b>48.</b> | <b>NETBALL</b>                                                                                                   |          |
| 48.1       | Rubber grip netball, rubber outer cover, size 5                                                                  | EACH     |
| 48.2       | Netball, highest grade synthetic leather outer cover, 32 panel, size 5                                           | EACH     |
| 48.3       | Netball, ultra grip match model, machine stitched, raised dimples, size 5                                        | EACH     |



# SPECIFICATION

| ITEM NO    | DESCRIPTION                                                                                                                                                                                               | QUANTITY |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>49.</b> | <b>BALL RUGBY</b>                                                                                                                                                                                         |          |
| 49.1.      | Ball rugby<br>Fabric content- rubber, size 5 rugby ball dimension, triangular surface grip                                                                                                                | EACH     |
|            | Hand Gloves                                                                                                                                                                                               |          |
| 50.        | Boxing gloves                                                                                                                                                                                             | EACH     |
| 51.        | Boxing shoes                                                                                                                                                                                              | EACH     |
| 52.        | Boxing Helmet                                                                                                                                                                                             | EACH     |
| <b>53.</b> | <b>PEAKS (VISOR) / GOLF CAPS</b>                                                                                                                                                                          |          |
| 53.1       | Brushed cotton twill, piping on peak, pre- curved peak, colour contrast on peak and strap, self-fabric Velcro strap, print size- 80mm x 30mm                                                              | EACH     |
| 53.2       | Brushed cotton twill, pre- curved peak, self-fabric Velcro strap, print size- 80mm x 30mm                                                                                                                 | EACH     |
| 53.3       | Cotton chino, pre curved peak with sandwich, self-fabric Velcro strap, contrast embroidery on peak, magnetic golf marker, golf marker size- 25mm diameter, print size-80mm x 30mm                         | EACH     |
| 54.        | Sport training Steel Whistle-Silver                                                                                                                                                                       | EACH     |
| 55.        | Mini portable flashlight torch lamp (Aluminum)<br><br>Ribbed casing for secure, easy to operate pushbutton switch, lifetime LED bulb, 125 hours on each battery, Operates on 1D battery, Assorted colours | EACH     |
| 56.        | Mini portable flashlight torch lamp (Plastic)<br><br>Ribbed casing for secure, easy to operate pushbutton switch, lifetime LED bulb, 125 hours on each battery, Operates on 1D battery, Assorted colours  | EACH     |
| 57.        | Branded Small money pouch on key rings<br>(polycotton)                                                                                                                                                    | EACH     |

# SPECIFICATION

| ITEM NO    | DESCRIPTION                                                                                                                                                                          | QUANTITY |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 58.        | Branded community safety alarms with decibels noise level                                                                                                                            | EACH     |
| 59.        | Branded Power Bank<br>Material: Plastic<br>Input: 5V/1A<br>Output: 5V/1A<br>Capacity: 2000-2200mAh<br>Branding Options: Pad Print, Full Colour Print<br>Accessories: micro-USB cable | EACH     |
| 60.        | Cooler Bag                                                                                                                                                                           | EACH     |
| 61.        | Champing chair                                                                                                                                                                       | EACH     |
| 62.        | Branded steel gazebos                                                                                                                                                                | EACH     |
| 63.        | Plastic foldable table                                                                                                                                                               | EACH     |
| <b>64.</b> | <b>FRAME (PICTURE/PHOTO)</b>                                                                                                                                                         |          |
| 64.1       | A0 picture / photo size (1189mm x 841mm)                                                                                                                                             | EACH     |
| 64.2       | A1 picture / photo size<br>(841mm x 594mm)                                                                                                                                           | EACH     |
| 64.3       | A2 picture / photo size<br>(594mm x 420mm)                                                                                                                                           | EACH     |
| 64.4       | A3 picture / photo size<br>(420mm x 297mm)                                                                                                                                           | EACH     |
| 64.5       | A4 picture / photo size (297mm x 210mm)                                                                                                                                              | EACH     |

### 3. QUOTATION QUALIFICATION CRITERIA

#### 3.1. COMPLIANCE REQUIREMENTS:

The supplier[s] or service provider[s] should comply and take note of the following:

- Service providers that are not registered on the Central Supplier Database must do so before the award of the tender and the order can be issued, failing which the next service provider/supplier will be considered for the award.
- Service Providers must also ensure that they are registered on LOGIS upon award as this would derail the payment process.
- Compliance documents will be verified on the Central Supplier Database:
  - (Tax Clearance Compliance status and Business registration including restrictions imposed to do business with the state).
- Copy/Copies must be certified by a Commissioner of Oaths, at a Police Station or Post Office and must be date stamped not longer than (06) months prior to the closure of this bid.
- SBD 1 forms MUST be fully completed and submitted with the quotation.
- Pricing Schedule MUST be fully completed and submitted with the quotation. Both the Bid Pricing Form and the Pricing Schedule MUST be fully completed by bidders.
- The SBD 4 [Declaration of Interest] forms MUST be fully completed and submitted with the quotation.
- The SBD 6.1 [Preference Points Claim Form] MUST be fully completed and submitted with the quotation; (bidder(s) who fail to complete this form will not qualify to claim points for specific goals and only points for price will be considered.
- The SBD 7.1 (part 1) [Contract Form] MUST be fully completed and submitted with the quotation; (this is a contract form and is more relevant to the preferred bidder and bidders will not be disqualified for non-completion).
- Bidders must be a legal entity or partnership (consortium).
- Bidders must provide supporting documentation not contained in the CSD summary report as required by the quotation document.
- Bidders who are not registered for VAT are not eligible to include VAT in their pricing; non-VAT vendors who submit bids for a contract that would, if

successful, take their annual turnover above the threshold of R1 million must include VAT in the prices quoted and must therefore immediately upon award of the contract, register with South African Revenue Service (SARS) as VAT vendors. Where the supplier is not VAT registered at the point of contracting and did not include VAT in its pricing list but registers during the contract period as a VAT vendor, that supplier shall absorb any cost escalations associated with its VAT registration. The contract price with the supplier will not be increased but will be deemed to be a contract price which is inclusive of VAT.

- Bidders are cautioned to determine the implications of not adhering to this requirement and provide price accordingly.
- Bidders should familiarise themselves with the General Conditions of Contract, as attached.
- Bidders should take note that price is not the only determining factor to award the bid.
- Bidders will be disqualified for failing to meet the compliance requirement exception given to bullet 4, 8, 9, 13 and 14.

#### **4. MINIMUM REQUIREMENTS**

The first stage of evaluation is based on the bid/ quotation conditions and requirements and any bidder who failed to comply with any of the conditions and minimum requirements stipulated will be disqualified at this stage and not considered further.

**The bidder must provide the following as evidence, failure to do so will result in the disqualification of the bid:**

- Must have been involved in the supply and delivery of goods and services in the public or private sector and as proof must provide a minimum of three (3) reference letters from satisfied previous clients that have been served in the past five (5) years. The reference letter must be on the relevant client's letterhead with fixed/ mobile contact numbers, indicative of delivery period(s), and must have been signed by the SCM Manager/ Manager-Contract/ Chief Financial Officer/ Head of Department/ Municipal Manager or persons occupying management position(s) in the private sector. In the case of a private sector, letters must have been signed by a person at the managerial level.

- The department has designed a template for reference letters sought from Departmental Demand Management Unit which must be submitted with the formal quotes.
- The reference letters must be indicative of the client's name, the bidder's name and delivery period(s).
- The reference letters must be accompanied by official purchase orders from the relevant government institution with corresponding values.
- Each bidder must have supplied and delivered goods and services to the minimum value of cumulative R250 000.00 as proof of financial strength in the past five years. **Reference letters and corresponding purchase orders will confirm the bidder's claim. Letter of acceptance/ award letters will not be considered as proof for goods delivered/services rendered.**
- Each bidder must provide quotes for all items that are listed in this bid as selective bidding will not be entertained.

## **5. EVALUATION CRITERIA ON FUNCTIONALITY / QUALITY, PRICE, AND SPECIFIC GOALS**

The following criteria shall apply: -

- (a) 80/20 preference point system shall apply, and quotations will be evaluated in two stages - functionality and price.
- (b) Quotations will be evaluated within the ambit of the Preference Procurement Policy Framework Act No 5 of 2000, Preferential Procurement Regulation 2022 and section 38(1) a (iii) of the Public Financial Management Act 1 of 1999 as amended.
- (c) 80 points will be allocated for Price, and 20 points will be allocated for Specific Goals.
- (d) A pre-qualifying requirement of 60% on functionality considering the minimum acceptable points required per each criterion and the overall points required on functionality will apply where bidders who fail to meet these requirements will be disqualified.

## **6. EVALUATION CRITERIA ON PRICE AND SPECIFIC GOALS:**

The following criteria shall apply: -

- In terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) as amended and 2022 Regulations, points for specific goals are subject to application whenever bids are evaluated based on the 80/20 preference point system.

## **7. FUNCTIONALITY EVALUATION**

- Bidders score on functionality will not be included in the final points scored but will be used to assess bidder's capability/ ability to execute the project.
- After calculation of the points for functionality, the bidders that obtained the minimum accepted points for each criterion and overall minimum points on functionality will be considered.

## 7.1. FUNCTIONALITY:

| CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | REQUIRED EVIDENCE                             | ALLOCATED POINTS | MINIMUM ACCEPTED POINTS | MAXIMUM POINTS |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|------------------|-------------------------|----------------|
| <b>Bidders Experience</b><br>The Service Provider must have been involved in the Supply and Delivery of Goods & Services and as proof must provide a minimum of three (3) reference letters from satisfied previous clients that have been serviced in the past five (5) years. The reference letter must be on the relevant client's letterhead with fixed/mobile contact numbers, indicative of delivery period(s) must have been signed by the SCM Manager/ Manager-Contract/ Chief Financial Officer/ Head of Department/ Municipal Managers or relevant manager in the Private Sector. The reference letter must be on the relevant client's letterhead with fixed/mobile contact numbers, indicative of delivery period(s) must have been signed by a person at | Provided 4 and more valid reference letters.  | 25               | 15                      | 25             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Provided 3 valid reference letters.           | 15               |                         |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Provided less than 3 valid reference letters. | 0                |                         |                |

| CRITERIA                                                                                                                                                                                                                                                                                                                                                                        | REQUIRED EVIDENCE                                                                                                 | ALLOCATED POINTS | MINIMUM ACCEPTED POINTS | MAXIMUM POINTS |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|------------------|-------------------------|----------------|
| <p>management level.</p> <p>Reference letters designed from different templates will be considered for as long as they are on the relevant client's letterhead with fixed/ mobile contact numbers, indicative of delivery period(s) and signed by relevant authorities.</p> <p>Letters of contract awards/ appointment letters/ letters of acceptance will not be accepted.</p> |                                                                                                                   |                  |                         |                |
| <p><b>Financial stability</b></p> <p>Each bidder must have rendered physical security guarding services to the cumulative minimum value of R250 000.00 as proof of financial strength in the past five years.</p> <p><b>Reference letters and corresponding purchase orders/ proof of payment will be used to confirm the bidder's claim.</b></p>                               | <p>Provided proof of physical security guarding services rendered to a cumulative value above R250 000.00.</p>    | 25               | 15                      | 25             |
|                                                                                                                                                                                                                                                                                                                                                                                 | <p>Provided proof of physical security guarding services rendered to a cumulative value equal to R250 000.00.</p> | 15               |                         |                |
|                                                                                                                                                                                                                                                                                                                                                                                 | <p>Provided proof of physical security guarding services rendered to a cumulative value</p>                       | 0                |                         |                |

| CRITERIA     | REQUIRED EVIDENCE                                                              | ALLOCATED POINTS | MINIMUM ACCEPTED POINTS | MAXIMUM POINTS |
|--------------|--------------------------------------------------------------------------------|------------------|-------------------------|----------------|
|              | below R250 000.00/ No proof of goods delivered/ supplied in the public sector. |                  |                         |                |
| <b>TOTAL</b> |                                                                                |                  | <b>30</b>               | <b>50</b>      |

**NB: A bidder shall have to achieve at least 30 points or 60% allocated for functionality (i.e. 30 out of 50) for the bid to be eligible for further consideration. It must be mentioned that bidders are expected to obtain minimum points accepted on each criterion to qualify for the next stage of evaluation.**

**PRICE:**

The 80/20 preference points system

$$P_s = 80(1 - \frac{P_t - P_{min}}{P_t})$$

$P_{min}$

Where: -

$P_s$  = points scored for price of the bid/proposal under consideration.

$P_t$  = Price of the bid under consideration

$P_{min}$  = Price of the lowest priced acceptable bidder

- The final score will be obtained by adding points obtained for price to the preference points.

**NB: Point score will be rounded to the nearest two (2) decimals.**

80 points will be awarded to the lowest bid and 20 points for Preferential point system (all other bids will receive points proportionately therefrom):

## **7.2. CALCULATION OF POINTS AWARDED FOR SPECIFIC GOALS:**

7.2.1. 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.

7.2.2. For the purposes of this tender the tenderer will be allocated points based on the goals tabulated below as may be supported by proof/ documentation stated in the conditions of this tender:



| 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) |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Women owned companies                                       | 3                                                                                 |                                                                           |
| Youth                                                       | 3                                                                                 |                                                                           |
| People with Disabilities                                    | 10                                                                                |                                                                           |
| Locality: Eastern Cape Province                             | 2                                                                                 |                                                                           |
| Military Veterans                                           | 2                                                                                 |                                                                           |

### 7.3. CLAIMING OF PREFERENCE POINTS

- 7.3.1. Preference points allocated for women may be claimed if there is sufficient evidence that such woman has ownership of the company shareholding.
- 7.3.2. Preference points allocated for promotion of youth may only be claimed if there is sufficient evidence that such person has ownership of the enterprise shareholding.
- 7.3.3. Preference points allocated for persons with disabilities may only be claimed if there is sufficient evidence that such person has ownership of the enterprise shareholding.

**Bidders must submit proof in form of medical certificate. The medical certificate will only be used for evaluation purposes.**

- 7.3.4. Preference points for Locality may be allocated for promotion of enterprises located within the Eastern Cape Province may be claimed by submission of proof that the enterprise is located within the borders of the Eastern Cape Province. This includes an enterprise whose head office may be situated in another province but has a fully-fledged branch within Eastern Cape Province. Enterprises located outside the borders of the Eastern Cape Province and who only points agents or commission warehouses in this municipal area are expressly excluded from claiming points for this goal.

**Bidders must submit proof of the Company's Registered Offices. Proof of rate statement, lease agreement or confirmation of locality from local authority. Bidders must have main offices in the Eastern Cape Province.**

7.3.5. Preference points allocated for Military Veterans may only be claimed if there is sufficient evidence that such person has ownership of the enterprise shareholding. **Bidders must submit proof in terms of confirmation letters from the Department of Military Veterans.**

## **8. ORDERS AND DELIVERY**

(a) The order will be placed as and when the need arises based on the available budget during the contract period.

(b) The **Bisho Head Office** shall serve as the delivery point at the following address:

Department of Community Safety, Corner Independence Avenue and Circular Drive, Bisho 5605

**The department is under no obligation to accept any quantity which is more than the ordered quantity.**

## **9. VALIDITY PERIOD**

The bid shall hold good for a period of ninety (90) days.

## **10. BRIEFING SESSION**

*The compulsory briefing session will be held Hybrid at Conner Independence Avenue and Circular Drive, Bisho Central, Bisho, Department of Community Safety also on Microsoft Teams, 27/08/2026 at 10h00. NB: Link will be shared on Departmental Website/ Tender Portal and / Departmental communication platforms.*

### **SUBMISSION INSTRUCTIONS:**

**Please Note:** The RFQ forms must be sealed in an envelope quoting the relevant Reference No, Description of the Project and be submitted at the below address:

#### **Physical Submission:**

**Department of Community Safety  
Corner Independence Avenue and Circular Drive  
Bisho  
5605**

**Administrative Enquiries: Mr. A. Mpeta 079 496 3943**

**Email: [awonke.mpeta@safetyec.gov.za](mailto:awonke.mpeta@safetyec.gov.za)**

Technical Enquiries: Ms. T. Loyilani at 076 410 3961

Email: [thotyelwa.loyilani@safetyec.gov.za](mailto:thotyelwa.loyilani@safetyec.gov.za)

Compiled By:



Mr. A. Mpeta

Secretary Bid Specification

Date: 13/08/2026

Recommended/ ~~Not Recommended~~



Ms. T. Loyilani

End User

Date: 14/08/2026

Recommended/ ~~Not Recommended~~

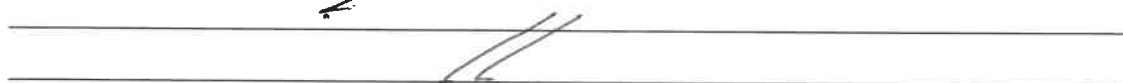


Mr. K. Nqini

Chairperson: Bid Specification Committee

Date: 14/08/2026

Recommended/ ~~Not Recommended~~



Mr. A.S. Makayi

Director: Supply Chain Management

Date: 2026/08/14

Recommended/ ~~Not Recommended~~



Ms. N. Libala

Chief Financial Officer

Date: 17/08/2026

Approved/ ~~Not Approved~~

*Approval granted inline with  
SCM processes and policies*



Mr. P.F. Mbambo

Head of Department

Date: 18/08/2026

## PART A INVITATION TO BID

|                                                                                                                                                                             |      |                                                                                                             |        |                                                                                                                                                                      |         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------------------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>                                                                            |      |                                                                                                             |        |                                                                                                                                                                      |         |
| <b>BID NUMBER:</b>                                                                                                                                                          |      | <b>CLOSING DATE:</b>                                                                                        |        | <b>CLOSING TIME: 11:00</b>                                                                                                                                           |         |
| <b>DESCRIPTION</b>                                                                                                                                                          |      |                                                                                                             |        |                                                                                                                                                                      |         |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>                                                                           |      |                                                                                                             |        |                                                                                                                                                                      |         |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)                                                                                         |      |                                                                                                             |        |                                                                                                                                                                      |         |
|                                                                                                                                                                             |      |                                                                                                             |        |                                                                                                                                                                      |         |
|                                                                                                                                                                             |      |                                                                                                             |        |                                                                                                                                                                      |         |
|                                                                                                                                                                             |      |                                                                                                             |        |                                                                                                                                                                      |         |
|                                                                                                                                                                             |      |                                                                                                             |        |                                                                                                                                                                      |         |
| <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                                                                                                                                                     |      |                                                                                                             |        |                                                                                                                                                                      |         |
|                                                                                                                                                                             |      | TCS PIN:                                                                                                    |        | OR                                                                                                                                                                   | CSD No: |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE<br>[TICK APPLICABLE BOX]                                                                                                       |      | <input type="checkbox"/> Yes                                                                                |        | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                                                                                                                  |         |
|                                                                                                                                                                             |      | <input type="checkbox"/> No                                                                                 |        | <input type="checkbox"/> Yes                                                                                                                                         |         |
| IF YES, WHO WAS THE CERTIFICATE ISSUED BY?                                                                                                                                  |      | <input type="checkbox"/> No                                                                                 |        |                                                                                                                                                                      |         |
| AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX                                                            |      | <input type="checkbox"/> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)           |        |                                                                                                                                                                      |         |
|                                                                                                                                                                             |      | <input type="checkbox"/> A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) |        |                                                                                                                                                                      |         |
|                                                                                                                                                                             |      | <input type="checkbox"/> A REGISTERED AUDITOR                                                               |        |                                                                                                                                                                      |         |
|                                                                                                                                                                             |      | NAME:                                                                                                       |        |                                                                                                                                                                      |         |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR SPECIFIC GOALS]</b> |      |                                                                                                             |        |                                                                                                                                                                      |         |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                               |      | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]                          |        | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ANSWER PART B:3 BELOW ] |         |
| SIGNATURE OF BIDDER                                                                                                                                                         |      | .....                                                                                                       |        | DATE                                                                                                                                                                 |         |
| CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)                                                    |      |                                                                                                             |        |                                                                                                                                                                      |         |
| TOTAL NUMBER OF ITEMS OFFERED                                                                                                                                               |      |                                                                                                             |        | TOTAL BID PRICE (ALL INCLUSIVE)                                                                                                                                      |         |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:                                                                                                                             |      | TECHNICAL INFORMATION MAY BE DIRECTED TO:                                                                   |        |                                                                                                                                                                      |         |
| DEPARTMENT/ PUBLIC ENTITY                                                                                                                                                   |      | CONTACT PERSON                                                                                              |        |                                                                                                                                                                      |         |
| CONTACT PERSON                                                                                                                                                              |      | TELEPHONE NUMBER                                                                                            |        |                                                                                                                                                                      |         |
| TELEPHONE NUMBER                                                                                                                                                            |      | FACSIMILE NUMBER                                                                                            |        |                                                                                                                                                                      |         |
| FACSIMILE NUMBER                                                                                                                                                            |      | E-MAIL ADDRESS                                                                                              |        |                                                                                                                                                                      |         |
| E-MAIL ADDRESS                                                                                                                                                              |      |                                                                                                             |        |                                                                                                                                                                      |         |

## PART B TERMS AND CONDITIONS FOR BIDDING

### **BID SUBMISSION:**

BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR ONLINE**

**BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.**

**WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.**

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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

### **TAX COMPLIANCE REQUIREMENTS**

BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).

BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.

IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### **QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

☐ YES ☐ NO

DOES THE BIDDER HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

## BID PRICING FORM

For ease of reference, Bidders shall enter their Bid Price, copied from the Pricing Schedule, in the space provided below. Should there be any discrepancy, then the sum calculated from the Pricing Schedule, subject to any arithmetic correction, shall hold precedence.

**Total Price (amount in words):** .....

.....

.....,  
inclusive of VAT

**Total Price (amount in figures) R** ....., inclusive  
of VAT

**NAME OF BIDDER:**

.....

**SIGNED ON BEHALF OF THE BIDDER:**

.....

## PRICING SCHEDULE

| ITEM NO | DESCRIPTION                                                                                                                                                                                                           | QUANTITY | 1 <sup>ST</sup> | 2 <sup>ND</sup> | 3 <sup>RD</sup> |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------|-----------------|-----------------|
|         |                                                                                                                                                                                                                       |          | PRICE EXCL VAT  | PRICE EXCL VAT  | PRICE EXCL VAT  |
| 1.      | Golf T-Shirts - long sleeve<br><br>100% cotton,<br>Waist length embroiders at the front left with back printing                                                                                                       | EACH     |                 |                 |                 |
| 2.      | T-Shirts – long sleeve<br><br>100% cotton,<br>Waist length embroiders at the front left with back printing                                                                                                            | EACH     |                 |                 |                 |
| 3.      | <b>CAPS</b>                                                                                                                                                                                                           |          |                 |                 |                 |
| 3.1     | 5 Panel Cap<br><br>Low profile five panel cap, curved peak, adjustable Velcro closure, embroidered eyelets, 65% polyester, 35% cotton, print size 100mm x 50mm<br><br>Various colours<br><br><b>One size fits all</b> | EACH     |                 |                 |                 |
| 3.2     | 5 Panel Cap<br><br>Two – tone, 100 % polyester, hard mesh, pre curved peak, double plastic closure, mesh back, print size- 100mm x 50mm<br><br>Various colours<br><br><b>One size fits all</b>                        | EACH     |                 |                 |                 |
| 3.3     | 6 Panel Cap<br><br>Low profile six panel cap, curved peak, adjustable Velcro closure, embroidered eyelets, 100 % brushed cotton, print size- 100mm x 50mm<br><br>Various colours<br><br><b>One size fits all</b>      | EACH     |                 |                 |                 |
| 3.4     | Snapback Flat Peak Cap<br><br>High profile six panel cap, flat peak, adjustable plastic closure, embroidered eyelets, print size- 100mm x 50mm 100% acrylic.<br><br>Various colours<br><br><b>One size fits all</b>   | EACH     |                 |                 |                 |



| ITEM NO | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | QUANTITY | 1 <sup>ST</sup> | 2 <sup>ND</sup> | 3 <sup>RD</sup> |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------|-----------------|-----------------|
|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          | PRICE EXCL VAT  | PRICE EXCL VAT  | PRICE EXCL VAT  |
|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |                 |                 |                 |
| 4.      | Hats<br><br>(2018 Military Camouflage Bucket hat – Camo Fisherman hat sun wide brim)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | EACH     |                 |                 |                 |
| 5.      | Sleeveless Jackets with pockets-hood<br><br>Outer material manufactured from water resistant oxford nylon(210D nylon), lint free, 500mm water head, navy color, filler material manufactured from 200g thermoguard filler, Lining material manufactured from 75g Comfortex-allows ventilation and moisture absorption, padded fixed hood, heavy duty zip with strong tag, extra large outer pockets, with stitched over flaps, elasticated cuffs, high visibility stripes on sleeves manufactured from the following material:110 g webbing tape- 300D polyester,19mm silver reflective strip with aluminium beads imbedded in polyester tape, 31mm high visibility lime colour, full width of tape to be 50mm, tape sewn onto garment with single stitch flat bed machine   | EACH     |                 |                 |                 |
| 6.      | Sleeveless Jackets with pockets-collar<br><br>Outer material manufactured from water resistant oxford nylon(210D nylon), lint free, 500mm water head, navy color, filler material manufactured from 200g thermoguard filler, Lining material manufactured from 75g Comfortex-allows ventilation and moisture absorption, padded fixed hood, heavy duty zip with strong tag, extra large outer pockets, with stitched over flaps, elasticated cuffs, high visibility stripes on sleeves manufactured from the following material:110 g webbing tape- 300D polyester,19mm silver reflective strip with aluminium beads imbedded in polyester tape, 31mm high visibility lime colour, full width of tape to be 50mm, tape sewn onto garment with single stitch flat bed machine | EACH     |                 |                 |                 |
| 7.      | Multi-Pocket Jacket (5/6pockets)<br><br>Sleeveless gilet style with regular fit, fabric in polyester, quick drying                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | EACH     |                 |                 |                 |
| 8.      | <b>TABLE CLOTHS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |                 |                 |                 |
| 8.1     | Table Cloths - Round size 180cm, Fabric 100% polyester, assorted colors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | EACH     |                 |                 |                 |
| 8.2     | Table Cloths Rectangle 100% cotton, width: 180cm, Length: 270cm, assorted colors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | EACH     |                 |                 |                 |

| ITEM NO | DESCRIPTION                                                                                                                                                                                                                            | QUANTITY | 1 <sup>ST</sup> | 2 <sup>ND</sup> | 3 <sup>RD</sup> |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------|-----------------|-----------------|
|         |                                                                                                                                                                                                                                        |          | PRICE EXCL VAT  | PRICE EXCL VAT  | PRICE EXCL VAT  |
| 8.3     | Table Cloth 140 x 180cm, (6 seater table), 80% cotton, 20% polyester, assorted colors                                                                                                                                                  | EACH     |                 |                 |                 |
| 8.4     | Table Cloth – Flannel backed, 130cm x 180cm, flannel black:100% polyester, surface: 100% textured vinyl                                                                                                                                | EACH     |                 |                 |                 |
| 9.      | <b>PODIUM CLOTHS</b>                                                                                                                                                                                                                   |          |                 |                 |                 |
| 9.1     | 80% cotton and 20% polyester, size 350mm x 1128mm, colour-various colours                                                                                                                                                              | EACH     |                 |                 |                 |
| 9.2     | 80% cotton and 20% polyester, size 600mm x 1128mm, colour- various colours                                                                                                                                                             | EACH     |                 |                 |                 |
| 9.3     | 80% cotton and 20% polyester, size 580mm x 1100mm, colour- various colours                                                                                                                                                             | EACH     |                 |                 |                 |
| 9.4     | 80% cotton and 20% polyester, size380mm x 900mm, colour- various colours                                                                                                                                                               | EACH     |                 |                 |                 |
| 9.5     | 100% cotton, size 350mm x 1128mm, colour- various colours                                                                                                                                                                              | EACH     |                 |                 |                 |
| 9.6     | 100% cotton, size 600mm x 1128mm, colour- various colours                                                                                                                                                                              | EACH     |                 |                 |                 |
| 9.7     | 100% cotton, size 580mm x 1100mm, colour- various colours                                                                                                                                                                              | EACH     |                 |                 |                 |
| 9.8     | 100% cotton, size380mm x 900mm, colour- various colours                                                                                                                                                                                | EACH     |                 |                 |                 |
| 10.     | <b>Kits soccer SK20 (3piece x15)</b><br><br>Fabric Moisture Management S-XL, Number set 1-15, Goalkeepers Kit (3piece), Ball Bag, various colours. Artwork: Departmental Logo – on the left breast side                                | EACH     |                 |                 |                 |
| 11.     | <b>Kits netball (2pce x10)</b><br><br>Moisture Management Fabric: S-XL, Sports sheen, pique, birdseye, Sleeveless tops with Skirt (elasticised waist), Ball bag, various colours, Artwork: Departmental Logo – on the left breast side | EACH     |                 |                 |                 |
| 12.     | <b>Kits rugby – RUG25 (3 pce x 17)</b><br><br>Striped short Sleeve muscle hugger styled rugby shirts                                                                                                                                   | EACH     |                 |                 |                 |

| ITEM NO | DESCRIPTION                                                                                                                                                                                                                  | QUANTITY | 1 <sup>ST</sup> | 2 <sup>ND</sup> | 3 <sup>RD</sup> |
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|         |                                                                                                                                                                                                                              |          | PRICE EXCL VAT  | PRICE EXCL VAT  | PRICE EXCL VAT  |
|         | with mandarin collar, Standard bull denim shorts and socks, Fabric: Rugby Jersey Fabric, sizes S-XL, Kit includes Number set, Ball Bag & Rugby ball. various colours, . Artwork: Departmental Logo – on the left breast side |          |                 |                 |                 |
| 13.     | Kits boxing<br><br>Vest and shorts to be lightweight, comfortable and breathable.<br>Moisture Management Fabric<br>Sizes: S-XL<br>Artwork: Departmental Logo – on the left breast side                                       | EACH     |                 |                 |                 |
| 14.     | Branded beanies<br>Assorted colours, Acrylic knitted<br>Sizes S-XL                                                                                                                                                           | EACH     |                 |                 |                 |
| 15.     | Branded scarfs- Assorted colours<br>Acrylic knitted with fringe, size 150cmx20cm, print size : 40mmX130mm                                                                                                                    | EACH     |                 |                 |                 |
| 16.     | Branded Blankets Wag World-Large Blankie 100% cotton                                                                                                                                                                         | EACH     |                 |                 |                 |
| 17.     | <b>BANNERS TELESCOPIC</b>                                                                                                                                                                                                    |          |                 |                 |                 |
| 17.1    | Telescopic sizes: 2m, printed both sides colour on polytwirl, carry bag                                                                                                                                                      | EACH     |                 |                 |                 |
| 17.2    | Telescopic sizes: 3m, printed single side colour on polytwirl, carry bag                                                                                                                                                     | EACH     |                 |                 |                 |
| 17.3    | Telescopic sizes: 4m, printed both sides colour on polytwirl, carry bag                                                                                                                                                      | EACH     |                 |                 |                 |
| 18.     | <b>POP UP BANNERS</b>                                                                                                                                                                                                        |          |                 |                 |                 |
| 18.1.   | Pop Up<br>Sizes 2x1m, printed both sides colour on polytwirl, carry bag                                                                                                                                                      | EACH     |                 |                 |                 |
| 18.2    | Pop Up<br>Sizes 2x1m, printed both sides colour on polytwirl, carry bag                                                                                                                                                      | EACH     |                 |                 |                 |
| 19.     | Shark Fin banner                                                                                                                                                                                                             | EACH     |                 |                 |                 |

| ITEM NO | DESCRIPTION                                                                                                                                                                            | QUANTITY | 1 <sup>ST</sup> | 2 <sup>ND</sup> | 3 <sup>RD</sup> |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------|-----------------|-----------------|
|         |                                                                                                                                                                                        |          | PRICE EXCL VAT  | PRICE EXCL VAT  | PRICE EXCL VAT  |
| 20.     | Table Flag                                                                                                                                                                             | EACH     |                 |                 |                 |
| 21.     | Indoor Flag with Pole                                                                                                                                                                  | EACH     |                 |                 |                 |
| 22.     | A Frame<br>3x1m, Aluminium frame, printed both sides colour on polytwirl, carry bag.                                                                                                   | EACH     |                 |                 |                 |
| 23.     | Branded Bags – Backpack<br>Assorted colours<br>Size 24 (w) x 9 (d) x 32 (h)<br>Material 600D, Padded back panel, adjustable padded shoulder straps, front pocket                       | EACH     |                 |                 |                 |
| 24.     | Branded Note pads<br><br>A5 Note Book with elastic band, Branded - Department of Safety and Liaison Logo with a Dome Sticker below is the departmental Logo,<br><br>Variety of colours | EACH     |                 |                 |                 |
| 25.     | <b>BRANDED BOOKMARKS</b>                                                                                                                                                               |          |                 |                 |                 |
| 25.1    | Size 2" x 6", laminated, double sided with a ribbon.                                                                                                                                   | EACH     |                 |                 |                 |
| 25.2    | Size 2" x 6", laminated, double sided.                                                                                                                                                 | EACH     |                 |                 |                 |
| 25.3    | Size 2" x 7" laminated, double sided with a ribbon                                                                                                                                     | EACH     |                 |                 |                 |
| 25.4    | Size 2" x 7" laminated, double sided.                                                                                                                                                  | EACH     |                 |                 |                 |
| 25.5    | Size 2.5" x 8.5", laminated, double sided with a ribbon                                                                                                                                | EACH     |                 |                 |                 |
| 25.6    | Size 2.5" x 8.5", laminated, double sided.                                                                                                                                             | EACH     |                 |                 |                 |
| 26.     | Branded key rings / Holders<br>Oval dome keyholder, domed sticker, stainless steel size 4 (1) x 2.5 (w)                                                                                | EACH     |                 |                 |                 |

| ITEM NO    | DESCRIPTION                                                                                                                                                | QUANTITY | 1 <sup>ST</sup> | 2 <sup>ND</sup> | 3 <sup>RD</sup> |
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|            |                                                                                                                                                            |          | PRICE EXCL VAT  | PRICE EXCL VAT  | PRICE EXCL VAT  |
| 27.        | Branded Plastic Squeeze / water bottles (750ml)                                                                                                            | EACH     |                 |                 |                 |
| <b>28.</b> | <b>LAYNARDS</b>                                                                                                                                            |          |                 |                 |                 |
| 28.1       | Branded Lanyards – Polyester Domed Sticker, size 90 (l) x 0.5 (w) metal clip, screen printing and artwork in white, plus logo                              | EACH     |                 |                 |                 |
| 28.2       | Branded Lanyards- Polyester, size 90cm (l) x 20mm (w), metal clip, screen printing and artwork in white, plus logo                                         | EACH     |                 |                 |                 |
| 28.3       | Branded Lanyards - Card holder size 9 (l) x 5.8 (w) Material ABS metal clip, screen printing and artwork in white, plus logo                               | EACH     |                 |                 |                 |
| 29.        | Branded Pencil Cases – Assorted colours<br>Size 34 (L) x 14 (W)<br>Polyster, Material 600D                                                                 | EACH     |                 |                 |                 |
| <b>30.</b> | <b>BRANDED TRAVEL MUGS</b>                                                                                                                                 |          |                 |                 |                 |
| 30.1       | Branded Travel Mugs<br>Double-wall Mug size 21 (h), stainless Steel outer and PP inner, 470ml thermo tumbler with secure screw lid and an easy flip seal   | EACH     |                 |                 |                 |
| 30.2       | Branded Travel Mugs<br>Wall mug size 15.5, Stainless steel outer and PP inner, 300ml thermo tumbler with secure screw lid and large thumb slide drink seal | EACH     |                 |                 |                 |
| <b>31.</b> | <b>BRANDED COFFEE MUGS</b>                                                                                                                                 |          |                 |                 |                 |
| 31.1       | Size- 9.8 (h), material-ceramic, 330ml                                                                                                                     | EACH     |                 |                 |                 |
| 31.2       | Size- 10.5(h), material- ceramic, 325ml                                                                                                                    | EACH     |                 |                 |                 |
| 31.3       | Size-9.5 (h), material- ceramic.330ml                                                                                                                      | EACH     |                 |                 |                 |
| 31.4       | Size-9.7 (h), material- ceramic.330ml                                                                                                                      | EACH     |                 |                 |                 |

| ITEM NO | DESCRIPTION                                                                                                                                                                                                 | QUANTITY | 1 <sup>ST</sup> | 2 <sup>ND</sup> | 3 <sup>RD</sup> |
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|         |                                                                                                                                                                                                             |          | PRICE EXCL VAT  | PRICE EXCL VAT  | PRICE EXCL VAT  |
| 31.5    | Size-9.6 (h), material- ceramic.330ml                                                                                                                                                                       | EACH     |                 |                 |                 |
| 31.6    | Size-11.5 (h), material- ceramic.660ml                                                                                                                                                                      | EACH     |                 |                 |                 |
| 32.     | Branded License Disc sticker<br>90mm                                                                                                                                                                        | EACH     |                 |                 |                 |
| 33.     | Branded Backpack<br><br>Assorted colours<br>Size 24 (w) x 9 (d) x 32 (h)<br>Material 600D, Padded back panel, adjustable padded shoulder straps, front pocket                                               | EACH     |                 |                 |                 |
| 34.     | Branded school back pack bags                                                                                                                                                                               | EACH     |                 |                 |                 |
| 35.     | <b>LAPTOP TROLLEY BAGS</b>                                                                                                                                                                                  |          |                 |                 |                 |
| 35.1    | Laptop trolley bags<br><br>Material – nylon / fabric Dimension 54 x 23 x 39 cm, 15 grams, colour various colours, front and side compartments, capacity, 39L, 2 wheels, height- 100cm, water bottle pockets | EACH     |                 |                 |                 |
| 35.2    | Laptop trolley bags<br><br>Material – leather<br>Dimension 54 x 23 x 39 cm, 15 grams, colour various colours, front and side compartments, capacity, 39L, 2 wheels, height- 100cm, water bottle pockets     | EACH     |                 |                 |                 |
| 36.     | Branded drawstring bag<br><br>Material-190t, large main compartment with cinch top, dimension-33 cm x 44 cm, weight- 0.05kg                                                                                 | EACH     |                 |                 |                 |
| 37.     | <b>SINGLE TROPHIES</b>                                                                                                                                                                                      |          |                 |                 |                 |
| 37.1    | Single column trophy, 250mm with a departmental logo                                                                                                                                                        | EACH     |                 |                 |                 |
| 37.2    | Single column trophy, 290 mm with a departmental logo                                                                                                                                                       | EACH     |                 |                 |                 |

| ITEM NO    | DESCRIPTION                                                                       | QUANTITY | 1 <sup>ST</sup> | 2 <sup>ND</sup> | 3 <sup>RD</sup> |
|------------|-----------------------------------------------------------------------------------|----------|-----------------|-----------------|-----------------|
|            |                                                                                   |          | PRICE EXCL VAT  | PRICE EXCL VAT  | PRICE EXCL VAT  |
| 37.3       | Single column trophy, 330 mm with a departmental logo                             | EACH     |                 |                 |                 |
| 37.4       | Single column trophy, 435 mm with a departmental logo                             | EACH     |                 |                 |                 |
| 37.5       | Single column trophy, 475mm with a departmental logo                              | EACH     |                 |                 |                 |
| <b>38.</b> | <b>2 TIER TROPHIES</b>                                                            |          |                 |                 |                 |
| 38.1       | 2 tier round, 3 columns 550mm with a departmental logo                            | EACH     |                 |                 |                 |
| 38.2       | 2 tier oval, 2 columns 550mm with a departmental logo                             | EACH     |                 |                 |                 |
| 38.3       | 2 tier neon gold, 3 columns 550mm with a departmental logo                        | EACH     |                 |                 |                 |
| 38.4       | 2 tier, oval, 2 columns, 730mm with a departmental logo                           | EACH     |                 |                 |                 |
| 38.5       | 2 tier round, 4 columns 800mm with a departmental logo                            | EACH     |                 |                 |                 |
| 38.6       | 2 tier round, 4 columns 620mm with a departmental logo                            | EACH     |                 |                 |                 |
| 38.7       | 2 tier round, neon silver 3 columns 550mm with a departmental logo                | EACH     |                 |                 |                 |
| 38.8       | 2 tier round, 4 columns 750mm with a departmental logo                            | EACH     |                 |                 |                 |
| 38.9       | 2 tier round, laser black & gold, round, 3 columns 550mm with a departmental logo | EACH     |                 |                 |                 |
| 38.10      | 2 tier round, black spiral, round, 3 columns 550mm with a departmental logo       | EACH     |                 |                 |                 |
| 38.11      | 2 tier round, walnut spiral, round, 3 columns 550mm with a departmental logo      | EACH     |                 |                 |                 |

| ITEM NO    | DESCRIPTION                                                | QUANTITY | 1 <sup>ST</sup> | 2 <sup>ND</sup> | 3 <sup>RD</sup> |
|------------|------------------------------------------------------------|----------|-----------------|-----------------|-----------------|
|            |                                                            |          | PRICE EXCL VAT  | PRICE EXCL VAT  | PRICE EXCL VAT  |
| 38.12      | 2 tier riser, 470mm with a departmental logo               | EACH     |                 |                 |                 |
| 38.13      | 2 tier riser 500mm with a departmental logo                | EACH     |                 |                 |                 |
| 38.14      | 2 tier riser, 550mm with a departmental logo               | EACH     |                 |                 |                 |
| <b>39.</b> | <b>3 TIER TROPHIES</b>                                     |          |                 |                 |                 |
| 39.1       | 3 tier round, 3 columns, 740 mm with a departmental logo   | EACH     |                 |                 |                 |
| 39.2       | 3 tier oval,2 columns, 850mm with a departmental logo      | EACH     |                 |                 |                 |
| 39.3       | 3 tier oval,2 columns, 880mm with a departmental logo      | EACH     |                 |                 |                 |
| 39.4       | 3 tier rectangle,2 columns, 880mm with a departmental logo | EACH     |                 |                 |                 |
| <b>40.</b> | <b>ROUND COLUMN TROPHIES</b>                               | EACH     |                 |                 |                 |
| 40.1       | Round column, no cup, 150mm with a departmental logo       | EACH     |                 |                 |                 |
| 40.2       | Round column, no cup, 200mm with a departmental logo       | EACH     |                 |                 |                 |
| 40.3       | Round column, no cup, 220mm with a departmental logo       | EACH     |                 |                 |                 |
| 40.4       | Round column, no cup, 250mm with a departmental logo       | EACH     |                 |                 |                 |
| 40.5       | Round column, no cup, 290mm with a departmental logo       | EACH     |                 |                 |                 |
| <b>41.</b> | <b>SPINNING TROPHIES</b>                                   |          |                 |                 |                 |



| ITEM NO | DESCRIPTION                                                                                                                                                                                                                                                                                      | QUANTITY | 1 <sup>ST</sup> | 2 <sup>ND</sup> | 3 <sup>RD</sup> |
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|         |                                                                                                                                                                                                                                                                                                  |          | PRICE EXCL VAT  | PRICE EXCL VAT  | PRICE EXCL VAT  |
| 41.1    | Spinning trophy, oval column, 160mm with a departmental logo                                                                                                                                                                                                                                     | EACH     |                 |                 |                 |
| 41.2    | Spinning trophy, oval column, 185mm with a departmental logo                                                                                                                                                                                                                                     | EACH     |                 |                 |                 |
| 41.3    | Spinning trophy, oval column, 215mm with a departmental logo                                                                                                                                                                                                                                     | EACH     |                 |                 |                 |
| 41.4    | Spinning trophy, oval column, 240mm with a departmental logo                                                                                                                                                                                                                                     | EACH     |                 |                 |                 |
| 41.5    | Spinning trophy, oval column, 275mm with a departmental logo                                                                                                                                                                                                                                     | EACH     |                 |                 |                 |
| 42.     | Trophies glass.<br>1 X xy 12 Large Best performing CPF 2018/2019;<br>1 X xy 12 Large Best performing CPF Cluster Board 2018/2019;<br>1 X xy 12 Medium – Best performing CPF 2018/2019;<br>1 X xy 12 Small - Best performing CPF 2018/2019;<br>Attached Logo on Black bottom Base (domed sticker) | EACH     |                 |                 |                 |
| 43.     | <b>TROPHIES WOODEN</b>                                                                                                                                                                                                                                                                           |          |                 |                 |                 |
| 43.1    | Large trophy (shield), size +-38 cm in length (with 8cm being the plaque), bottom plaque, centre shield (silver): departmental Logo, four shield surrounding center shield.                                                                                                                      | EACH     |                 |                 |                 |
| 43.2    | Medium trophy( shield), size +-30 cm in length (with 8cm being the plaque), bottom plaque, centre shield (silver): departmental Logo, four shield surrounding center shield.                                                                                                                     | EACH     |                 |                 |                 |
| 43.3    | Large soccer trophy, size +-30cm in length (11cm being the soccer figurine)<br>Plaque- departmental logo                                                                                                                                                                                         | EACH     |                 |                 |                 |
| 43.4    | Medium soccer trophy, size +-27cm in length (11cm being the soccer figurine)<br>Plaque- departmental logo                                                                                                                                                                                        | EACH     |                 |                 |                 |
| 43.5    | Large netball trophy, size +-30cm in length (11cm being the netball figurine)<br>Plaque- departmental logo                                                                                                                                                                                       | EACH     |                 |                 |                 |

| ITEM NO    | DESCRIPTION                                                                                                      | QUANTITY | 1 <sup>ST</sup> | 2 <sup>ND</sup> | 3 <sup>RD</sup> |
|------------|------------------------------------------------------------------------------------------------------------------|----------|-----------------|-----------------|-----------------|
|            |                                                                                                                  |          | PRICE EXCL VAT  | PRICE EXCL VAT  | PRICE EXCL VAT  |
| 43.6       | Medium netball trophy, size +-27cm in length (11cm being the netball figurine)<br>Plague- departmental logo      | EACH     |                 |                 |                 |
| <b>44.</b> | <b>MEDALS GOLD</b>                                                                                               |          |                 |                 |                 |
| 44.1       | High polished medal,size-34mm,domed logo, ribbon and art work                                                    | EACH     |                 |                 |                 |
| 44.2       | High polished medal,size-41mm,domed logo, ribbon and art work                                                    | EACH     |                 |                 |                 |
| 44.3       | High polished medal,size-50mm,domed logo, ribbon and art work                                                    | EACH     |                 |                 |                 |
| <b>45.</b> | <b>MEDALS SILVER</b>                                                                                             |          |                 |                 |                 |
| 45.1       | High polished medal,size-34mm,domed logo, ribbon and art work                                                    | EACH     |                 |                 |                 |
| 45.2       | High polished medal,size-41mm,domed logo, ribbon and art work                                                    | EACH     |                 |                 |                 |
| 45.3       | High polished medal,size-50mm,domed logo, ribbon and art work                                                    | EACH     |                 |                 |                 |
| <b>46.</b> | <b>MEDALS BRONZE</b>                                                                                             |          |                 |                 |                 |
| 46.1       | High polished medal,size-34mm,domed logo, ribbon and art work                                                    | EACH     |                 |                 |                 |
| 46.2       | High polished medal,size-41mm,domed logo, ribbon and art work                                                    | EACH     |                 |                 |                 |
| 46.3       | High polished medal,size-50mm,domed logo, ribbon and art work                                                    | EACH     |                 |                 |                 |
| <b>47.</b> | <b>BALL SOCCER</b>                                                                                               |          |                 |                 |                 |
| 47.1       | Premier league football features, reinforced rubber bladder and high contrast graphics for ball tracking, size 5 | EACH     |                 |                 |                 |

| ITEM NO | DESCRIPTION                                                                                                                                                                        | QUANTITY | 1 <sup>ST</sup> | 2 <sup>ND</sup> | 3 <sup>RD</sup> |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------|-----------------|-----------------|
|         |                                                                                                                                                                                    |          | PRICE EXCL VAT  | PRICE EXCL VAT  | PRICE EXCL VAT  |
| 48.     | <b>NETBALL</b>                                                                                                                                                                     |          |                 |                 |                 |
| 48.1    | Rubber grip netball, rubber outer cover, size 5                                                                                                                                    | EACH     |                 |                 |                 |
| 48.2    | Netball, highest grade synthetic leather outer cover, 32 panel, size 5                                                                                                             | EACH     |                 |                 |                 |
| 48.3    | Netball, ultra grip match model, machine stitched, raised dimples, size 5                                                                                                          | EACH     |                 |                 |                 |
| 49.     | <b>BALL RUGBY</b>                                                                                                                                                                  |          |                 |                 |                 |
| 49.1.   | Ball rugby<br>Fabric content- rubber, size 5 rugby ball dimension, triangular surface grip                                                                                         | EACH     |                 |                 |                 |
|         | Hand Gloves                                                                                                                                                                        |          |                 |                 |                 |
| 50.     | Boxing gloves                                                                                                                                                                      | EACH     |                 |                 |                 |
| 51.     | Boxing shoes                                                                                                                                                                       | EACH     |                 |                 |                 |
| 52.     | Boxing Helmet                                                                                                                                                                      | EACH     |                 |                 |                 |
| 53.     | <b>PEAKS (VISOR) / GOLF CAPS</b>                                                                                                                                                   |          |                 |                 |                 |
| 53.1    | Brushed cotton twill, piping on peak, pre- curved peak, colour contrast on peak and strap, self-fabric Velcro strap, print size- 80mm x 30mm                                       | EACH     |                 |                 |                 |
| 53.2    | Brushed cotton twill, pre- curved peak, self-fabric Velcro strap, print size- 80mm x 30mm                                                                                          | EACH     |                 |                 |                 |
| 53.3    | Cotton chino, pre curved peak with sandwich, self-fabric Velcro strap, contrast embroidery on peak, magnetic golf marker, golf marker size- 25mm diameter, print size- 80mm x 30mm | EACH     |                 |                 |                 |
| 54.     | Sport training Steel Whistle-Silver                                                                                                                                                | EACH     |                 |                 |                 |

| ITEM NO | DESCRIPTION                                                                                                                                                                                               | QUANTITY | 1 <sup>ST</sup> | 2 <sup>ND</sup> | 3 <sup>RD</sup> |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------|-----------------|-----------------|
|         |                                                                                                                                                                                                           |          | PRICE EXCL VAT  | PRICE EXCL VAT  | PRICE EXCL VAT  |
| 55.     | Mini portable flashlight torch lamp (Aluminum)<br><br>Ribbed casing for secure, easy to operate pushbutton switch, lifetime LED bulb, 125 hours on each battery, Operates on 1D battery, Assorted colours | EACH     |                 |                 |                 |
| 56.     | Mini portable flashlight torch lamp (Plastic)<br><br>Ribbed casing for secure, easy to operate pushbutton switch, lifetime LED bulb, 125 hours on each battery, Operates on 1D battery, Assorted colours  | EACH     |                 |                 |                 |
| 57.     | Branded Small money pouch on key rings (polycotton)                                                                                                                                                       | EACH     |                 |                 |                 |
| 58.     | Branded community safety alarms with decibels noise level                                                                                                                                                 | EACH     |                 |                 |                 |
| 59.     | Branded Power Bank<br>Material: Plastic<br>Input: 5V/1A<br>Output: 5V/1A<br>Capacity: 2000-2200mAh<br>Branding Options: Pad Print, Full Colour Print<br>Accessories: micro-USB cable                      | EACH     |                 |                 |                 |
| 60.     | Cooler Bag                                                                                                                                                                                                | EACH     |                 |                 |                 |
| 61.     | Camping chair                                                                                                                                                                                             | EACH     |                 |                 |                 |
| 62.     | Branded steel gazebos                                                                                                                                                                                     | EACH     |                 |                 |                 |
| 63.     | Plastic foldable table                                                                                                                                                                                    | EACH     |                 |                 |                 |
| 64.     | <b>FRAME (PICTURE/PHOTO)</b>                                                                                                                                                                              |          |                 |                 |                 |
| 64.1    | A0 picture / photo size (1189mm x 841mm)                                                                                                                                                                  | EACH     |                 |                 |                 |
| 64.2    | A1 picture / photo size (841mm x 594mm)                                                                                                                                                                   | EACH     |                 |                 |                 |
| 64.3    | A2 picture / photo size (594mm x 420mm)                                                                                                                                                                   | EACH     |                 |                 |                 |

| ITEM NO | DESCRIPTION                                              | QUANTITY                           | 1 <sup>ST</sup> | 2 <sup>ND</sup> | 3 <sup>RD</sup> |
|---------|----------------------------------------------------------|------------------------------------|-----------------|-----------------|-----------------|
|         |                                                          |                                    | PRICE EXCL VAT  | PRICE EXCL VAT  | PRICE EXCL VAT  |
| 64.4    | A3 picture / photo size (420mm x 297mm)                  | EACH                               |                 |                 |                 |
| 64.5    | A4 picture / photo size (297mm x 210mm)                  | EACH                               |                 |                 |                 |
|         | <b>TOTAL (YEAR 1, 2, 3)</b>                              | <b>TOTAL (YEAR 1, 2, 3)</b>        |                 |                 |                 |
|         | <b>COMBINED TOTAL YEAR 1, 2, 3</b>                       | <b>COMBINED TOTAL YEAR 1, 2, 3</b> |                 |                 |                 |
|         | <b>GRAND TOTAL (Excluding VAT)<br/>(From items 1-58)</b> |                                    |                 |                 |                 |
|         | <b>Vat 15% (only if eligible and registered)</b>         |                                    |                 |                 |                 |
|         | <b>GRAND TOTAL (including VAT)</b>                       |                                    |                 |                 |                 |

**N.B.** The total must then be posted to the **Pricing Bid Form** to ease the evaluation process. Quotes must be provided for all items and failure to do that will render the bid nonresponsive.

**SBD4**

## **BIDDER'S DISCLOSURE**

### **1. PURPOSE OF THE FORM**

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### **2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE**

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

| Full Name | Identity Number | Name of organ of state |
|-----------|-----------------|------------------------|
|           |                 |                        |
|           |                 |                        |
|           |                 |                        |
|           |                 |                        |
|           |                 |                        |
|           |                 |                        |
|           |                 |                        |
|           |                 |                        |
|           |                 |                        |
|           |                 |                        |
|           |                 |                        |
|           |                 |                        |
|           |                 |                        |

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

2.3.1 If so, furnish particulars:

.....  
.....  
.....

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

| Supplier registration number (MAAA) | Status (active/inactive/deleted) |
|-------------------------------------|----------------------------------|
|                                     |                                  |
|                                     |                                  |
|                                     |                                  |
|                                     |                                  |
|                                     |                                  |

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

### 3 GENERAL DECLARATION

I, ....., the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.
- 3.5 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.
- 3.6 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.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....  
Signature

.....  
Date

.....  
Designation

.....  
Name of bidder

**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**



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

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

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

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

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

The maximum points for this tender are allocated as follows:

|                                                  | POINTS     |
|--------------------------------------------------|------------|
| PRICE                                            | 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

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

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

##### POINTS AWARDED FOR PRICE

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

80/20 or 90/10

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

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 (90/10 system)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Women owned companies                                       |                                                                                      | 3                                                                                    |                                                                              |                                                                              |
| Youth                                                       |                                                                                      | 3                                                                                    |                                                                              |                                                                              |
| People with Disabilities                                    |                                                                                      | 10                                                                                   |                                                                              |                                                                              |
| Locality: Eastern Cape Province                             |                                                                                      | 2                                                                                    |                                                                              |                                                                              |
| Military Veterans                                           |                                                                                      | 2                                                                                    |                                                                              |                                                                              |

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of company/firm.....

4.4 Company registration number:  
.....

4.5 TYPE OF COMPANY/ FIRM

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

- ☐ State Owned Company  
[TICK APPLICABLE BOX]

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

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

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

**SBD 7.1**

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution) ..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
  - (ii) Invitation to bid

- (iii) Tax clearance certificate
- (iv) Pricing schedule(s)
- (v) Technical Specification(s)
- (vi) Preference Certificates in terms of the Preferential Procurement Regulations 2001
- (vii) Declaration of interest
- (viii) Special Conditions of Contract;
- (ix) General Conditions of Contract; and
- (x) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

**WITNESSES**

1.....

2.....

**SBD 7.1**

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity  
as.....  
accept your bid under reference number .....dated.....for the  
supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

| ITEM NO. | PRICE (VAT INCL) | BRAND | DELIVERY PERIOD | POINTS CLAIMED FOR HDI'S | POINTS CLAIMED FOR RDP GOALS |
|----------|------------------|-------|-----------------|--------------------------|------------------------------|
|----------|------------------|-------|-----------------|--------------------------|------------------------------|

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

|  |
|--|
|  |
|--|

WITNESSES

1.....

2.....

Date:.....

### GENERAL CONDITIONS OF CONTRACT

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34. **PROHIBITION OF RESTRICTIVE PRACTICES**

## **1. DEFINITIONS**

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 Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za).

## **4. STANDARDS**

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

## **5. USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION**

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

## **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.
- 10.1. 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 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.
- 10.2 Documents to be submitted by the supplier are specified.

## **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.

## **12. TRANSPORTATION**

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

## **13. INCIDENTAL SERVICES**

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any.

- (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, 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.
- 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 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, 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.
- 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 .

## **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 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 contract 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.

## **24. ANTI-DUMPING AND COUNTERVAILING DUTIES AND RIGHTS**

24.1 When, after the date of bid, provisional payments are required, or antidumping 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.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

## **28. LIMITATION OF LIABILITY**

- 28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6.
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
  - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29. GOVERNING LANGUAGE**

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

## **30. APPLICABLE LAW**

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

## **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**

- 33.1 The NIP programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

## **34. PROHIBITION OF RESTRICTIVE PRACTICES**

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

**ANNEXURE A**

**PAST EXPERIENCE**

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Bidders must furnish hereunder details of similar works/service, which they have satisfactorily completed in the past. The information shall include a description of Works, the Contract value and name of Employer.

| PREVIOUS AND/OR CURRENT PROJECTS UNDERTAKEN |                |               |                              |                      |
|---------------------------------------------|----------------|---------------|------------------------------|----------------------|
| EMPLOYER                                    | NATURE OF WORK | VALUE OF WORK | DURATION AND COMPLETION DATE | EMPLOYER CONTACT NO. |
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DATE

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SIGNATURE OF BIDDER