



government printing

Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA

DEPARTMENT	GOVERNMENT PRINTING WORKS				
TENDER DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF MATERIAL HANDLING EQUIPMENT AND THEIR SERVICING AND MAINTENANCE FOR A PERIOD OF FIVE YEARS AT THE GOVERNMENT PRINTING WORKS SOUTH AFRICA				
TENDER NUMBER	GPW-2024/25-15				
BRIEFING SESSION	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	SESSION COMPULSORY	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
BRIEFING	VENUE	149 Bosman Street, Canteen Area, Pretoria		TIME	10H00
	DATE:	15 JANUARY 2025			

CLOSING DATE	31 JANUARY 2025
CLOSING TIME	11:00
VALIDITY PERIOD	90 DAYS

Notes:

- All bids / tenders must be deposited in the Tender Box at the advertised address:
- Bids / tenders must be deposited in the Tender Box on or before the closing date and time.
- Bids / tenders submitted by fax will not be accepted.
- This bid is subject to the preferential procurement policy framework act and the preferential procurement regulations 2022, the General Conditions of Contract (GCC) 2010 and, if applicable, any other special conditions of contract.
- **ALL REQUIRED INFORMATION MUST BE COMPLETED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**



**government
printing**

Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA

**REQUIREMENTS FOR REGISTERED BIDDERS ON CENTRAL SUPPLIER DATABASE
PLEASE NOTE:**

**SUPPLIERS ARE REQUIRED TO PROVIDE THEIR REGISTERED CENTRAL SUPPLIER
DATABASE (CSD) NUMBER _____**

Registered Suppliers to ensure that all details completed below are CURRENT

MANDATORY SUPPLIER DETAILS	
CSD Supplier number	
Company name (Legal & Trade as)	
Company registration No	
Tax Number	
VAT number (If applicable)	
Street Address	Postal Address
CONTACT DETAILS	
Contact Person	
e-mail address	
Telephone Number	
Cell Number	

NB: Bidders are requested to include their CSD reports in their submission of the tender documents.

I HEREBY CERTIFY THAT THIS INFORMATION IS CORRECT

Name(s):

Signature(s):

Date:



IT IS A CONDITION OF BIDDING THAT –

- 1.1 The taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with the South African Revenue Service to meet his / her tax obligations.
- 1.2 The South African Revenue Service (SARS) from the 18 April 2016 has introduced an enhanced Tax Compliance Status System, whereby taxpayers will obtain their Tax Compliance Status (TCS) PIN instead of original Tax Clearance Certificate hard copies.
- 1.3 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.
- 1.4 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.
- 1.5 Please note that not all Government Institutions will be able to utilise the Tax Compliance Status PIN at this stage and in such instances, bidders must supply printed Tax Clearance Certificate**
- 1.6 In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Compliance Status (TCS) / PIN / CSD Number.
- 1.7 Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD Number must be provided.

Initial here obo Tenderer

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS



**THE GOVERNMENT PRINTING WORKS
REPUBLIC OF SOUTH AFRICA**

INVITATION TO TENDER

APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF MATERIAL HANDLING EQUIPMENT AND THEIR SERVICING AND MAINTENANCE FOR A PERIOD OF FIVE YEARS AT THE GOVERNMENT PRINTING WORKS SOUTH AFRICA

TENDER NUMBER: GPW-2024/25-15

NON-COMPULSORY BRIEFING SESSION

DATE: 15 JANUARY 2025

VENUE: 149 BOSMAN STREET CANTEEN AREA, PRETORIA

CLOSING DATE: 31 JANUARY 2025

CLOSING TIME: 11H00

NOTE TO TENDERERS:

PLEASE CAREFULLY READ THIS DOCUMENT, COMPLETE WHERE REQUIRED, INITIAL EACH PAGE AND SIGN IN FULL AT THE END

BIDDER
NAME: _____

VALIDITY
PERIOD: 90 DAYS

TABLE OF CONTENTS

SECTION A 3

1. INTERPRETATION 3

2. INTRODUCTION AND GPW REQUIREMENTS 6

3. TENDER DOCUMENTATION 9

4. EXTENT OF SERVICES..... 9

5. SPECIAL CONDITIONS10

6. IMPORTANT DATES AND TIMES11

7. ADDITIONAL INFORMATION AND ENQUIRIES11

8. TENDER SUBMISSION.....11

9. JOINT VENTURES/CONSORTIUMS12

10. COMMUNICATION.....12

11. TENDER EVALUATION13

12. CONDITIONS OF TENDER.....17

SECTION B22

13. BID PRICE DETAILS TENDER GPW-2024/25-NN22

Annexure ONE27

Technical Specifications - GPW-2024/25-NN27

Annexure TWO.....35

TENDERER’S COMPANY PROFILE – GPW-2024/25-15.....35

Annexure THREE36

Annexure FOUR37

PROOF OF TECHNICAL COMPETENCE FOR KEY WORKSHOP MANAGER - GPW-2024/25_NN37

Annexure FIVE38

JOINT VENTURES/CONSORTIUMS : GPW-2024/25-1539

Annexure B.....40

TERM SHEET: GPW-2024/25-15.....40

Annexure C.....42

CENTRAL SUPPLIER DATABASE DOCUMENTATION : GPW-2024/25-15.....42

Annexure SBD 143

Annexure SBD 4.....45

Annexure SBD 6.148

Annexure FORM IV54

GENERAL CONDITIONS OF CONTRACT55

SECTION A

1. INTERPRETATION

- 1.1. Reference to any gender implies also the other genders.
- 1.2. Unless inconsistent with the context, the words and expressions set forth below shall bear the following meanings and similar expressions shall bear corresponding meanings:
- 1.2.1. **“Business Days”** shall mean any day other than a Saturday, Sunday and public holiday in South Africa.
 - 1.2.2. **“Closing Date”** shall mean 31 JANUARY 2025 not later than 11h00.
 - 1.2.3. **“Conditions of Tender”** shall mean the conditions of tender set out in clause 11.
 - 1.2.4. **“Constitution”** shall mean the Constitution of the Republic of South Africa, (Act No. 108 of 1996).
 - 1.2.5. **“Critical Spares”** shall mean original spare parts necessary for the intended safe operation of the machinery.
 - 1.2.6. **“Definitive Agreement”** shall mean the supply and services agreement to be concluded between GPW and the Successful Tenderer substantially on the terms contained in the Term Sheet, together with all schedules to be attached thereto or referenced therein.
 - 1.2.7. **“GPW or Government Printing Works”** Government Printing Works, a component of the South African government established under section 7A of the Public Services Act, 1994.
 - 1.2.8. **“Highest acceptable tender”** shall mean a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders.
 - 1.2.9. **“Historically Disadvantaged Individual (HDI)”** shall mean:
 - A South African citizen:
 - 1.2.9.1. Who due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 110 of 1983) or the Constitution of the Republic of South

Africa (Act 200 of 1993) (the Interim Constitution); and/or

- 1.2.9.2. Who is female; and/or
- 1.2.9.3. Who has a disability
- 1.2.10. **“Lowest Acceptable Tender”** shall mean a tender that complies with all specifications and conditions of tender and that has the lowest price compared to other tenders.
- 1.2.11. **“Material Handling Equipment”** shall mean forklift trucks and other lifting equipment as specified in this RFT document.
- 1.2.12. **OHS Act”** shall mean the Occupational Health and Safety Act, 1993 (Act 85 of 1993)
- 1.2.13. **“PAIA”** shall mean the Promotion of Access to Information Act, 2000 (Act 2 of 2000), as amended.
- 1.2.14. **“PAJA”** shall mean the Promotion of Administrative Justice Act, 2000 (Act 3 of 2000) together with the regulations promulgated under this Act.
- 1.2.15. **"PFMA"** shall mean the Public Finance Management Act, 1999 (Act 1 of 1999) together with the regulations promulgated under this Act.
- 1.2.16. **“POPIA”** shall mean the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).
- 1.2.17. **“Premises”** shall mean GPW’s facilities where business operations are conducted – 149 BOSMAN Street, Pretoria, South Africa. Once the tenderer is appointed, they will visit 149 BOSMAN Street, Pretoria to entrench and execute the project’s roll-out.
- 1.2.18. **“PPPFA”** shall mean the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) read together with the Procurement Regulations and as aligned to the February 2022 Constitutional Court judgement.
- 1.2.19. **"Procurement Laws"** shall mean all the relevant procurement laws in the Republic of South Africa including, but not limited to, the Constitution, the PFMA, PAJA, Preferential Procurement Policy Framework Act, practice notes and all other relevant laws and policies.
- 1.2.20. **“Returnable Documents”** shall mean the following documents:
 - 1.2.20.1. Duly completed and signed Annexure SBD 1 – Invitation to

Initial here obo Tenderer

Bid,

- 1.2.20.2. Duly completed and signed Annexure SBD4 – Bidder’s Disclosure,
- 1.2.20.3. Duly completed and signed Annexure SBD 6.1 – Preference Point Claim Form,
- 1.2.20.4. Duly completed and signed Consent Form – Form IV,
- 1.2.20.5. General Conditions of Contract,
- 1.2.20.6. Compulsory briefing session certificate attached as **Annexure D**,
- 1.2.20.7. Duly signed and completed Section A & Section B (price schedule) of this RFT,
- 1.2.20.8. Annexure ONE: Duly completed Technical Specifications,
- 1.2.20.9. Annexure TWO: Company profile including but not limited to:
 - 1.2.20.9.1. Proof of address of the tenderer’s main / head office
 - 1.2.20.9.2. A list of clients where they have successfully supplied material handling equipment. The template in Annexure THREE must be completed and include contactable reference for each of the clients listed.
- 1.2.20.10. Annexure THREE: Schedule of material handling equipment supply and delivery.
- 1.2.20.11. Annexure FOUR: Proof of competency of maintenance / repair workshop personnel
- 1.2.20.12. Annexure FIVE: Details of service vehicles
- 1.2.20.13. Annexures A: JV/Consortium Agreement (if applicable),
- 1.2.20.14. Annexure B: Term Sheet,
- 1.2.20.15. Annexure C: Proof of registration with the Central Supplier Database (CSD)

-
- 1.2.21. **“Specific goals”** shall mean Specific goals as contemplated in section 2(1)(d) of the PPPF Act, which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No.16085 dated 23 November 1994,
- 1.2.22. **“Successful Tenderer / Service Provider”** shall mean the person to whom the Definitive Agreement is awarded through the process contemplated in this RFT,
- 1.2.23. **Term Sheet**” shall mean the term sheet attached hereto as Annexure B and which will form part of the Definitive Agreement.
- 1.2.24. **“Tender”** shall mean a written offer on the tender documents prescribed by the Accounting Authority response to an invitation to tender,
- 1.2.25. **“Tenderer / Service Provider”** shall mean the person submitting a Tender

2. INTRODUCTION AND GPW REQUIREMENTS

2.1. Introduction

- 2.1.1. Government Printing Works (GPW) is a government component reporting to the Minister of Home Affairs, with oversight by the Parliamentary Portfolio Committee on Home Affairs. It specialises in the printing and development of security media, including ballot papers, voters roll, passports, visa, birth certificates, educational certificates, smart identity documents (ID) cards, examination materials, and a wide range of other high security printed media. GPW operates as a self-funded business within the regulated parameters of the Department of Home Affairs.
- 2.1.2. GPW boasts a rich history of producing high security documents (130 years). Security documents are documents containing embedded security features to protect the document against criminal attack, and
Initial here obo Tenderer

GPW has adhered to the overall goal of security printing, which is to prevent forgery, counterfeiting and tampering that could lead to fraud and identity theft. Today, GPW ranks as one of the most progressive security printing specialists in Africa, with a high-tech production facility with world leading technologies.

- 2.1.3. GPW is registered with the following organisations as a security printer:
- 2.1.4. the International Government Printers Forum; and
- 2.1.5. Print SA
- 2.1.6. GPW is also recognised by several international security document management organisation, including ICAO.

2.2. **Background**

- 2.2.1. The Government Printing Works has five (05) strategic branches with organizational information. These branches are:
 - 2.2.1.1. Office of the CEO
 - 2.2.1.2. Corporate Services
 - 2.2.1.3. Financial Services
 - 2.2.1.4. Manufacturing and Engineering and
 - 2.2.1.5. Operations Management
- 2.2.2. GPW is mandated to render printing and related services on behalf of Government of the Republic of South Africa.

BIDDER
NAME: _____

VALIDITY PERIOD: 90 DAYS

2.2.3. In support of the afore-mentioned mandate, GPW wishes to appoint a service provider for Procurement of NEW material handling equipment. The equipment will be supplied to the various warehouses of the GPW as per table 2.3.1 below.

2.3. Requirements

2.3.1. Table 2.3.1 – Table of material handling equipment requirements

Equipment Size & Type	Production / Warehouse								
	Zandfontein	Face value	Form binding	Passport factory	Paper stores	East London	Limpopo	Northwest	Subtotal A
	Quantity								
1.8 T Battery	3	1	1	2	2	1	0	0	10
3.5 T Battery	2	0	0	0	0	1	1	1	5
2.5 T Diesel Clamp	0	0	0	1	1	0	0	0	2
1.8 T Battery Clamp	0	0	0	1	0	0	0	0	1
2.5 T Battery Clamp	0	0	0	0	1	0	0	0	1
1.5 T Battery R/O pick.	1	2	0	0	1	1	1	1	7
1.5 T Battery P/stacker	1	0	0	0	0	1	0	0	2
Subtotal B	7	3	1	4	5	4	2	2	28

2.3.1.1. **Note to Tenderers:** The GPW is in the process of establishing offices in other regions in south Africa. The equipment for these offices may be requested at a later stage. The sourcing of this equipment shall be under the same conditions as of this tender (including the pricing on the pricing matrix)

Initial here obo Tenderer

BIDDER NAME: _____

VALIDITY PERIOD:

2.3.2. The purpose of this RFT is to identify, in compliance with the Procurement Laws, an appropriate and suitably qualified Tenderer with whom GPW will conclude the Definitive Agreement.

3. TENDER DOCUMENTATION

3.1. The tender document compact comprises of:

- 3.1.1. SBD 1 – Invitation to Bid,
- 3.1.2. SBD4 – Bidder’s Disclosure,
- 3.1.3. SBD 6.1 – Preference Point Claim Form,
- 3.1.4. Consent Form – Form IV,
- 3.1.5. General Conditions of Contract,
- 3.1.6. Compulsory briefing session certificate,
- 3.1.7. Section A & Section B (price schedule) of this RFT,
- 3.1.8. Annexures One, Two, Three, Four and Five.
- 3.1.9. Annexures A, B and C

3.2. Tenderer shall check the numbers of the pages, and should any be missing or duplicated, or the reproduction be indistinct, or if any doubt exists as to the full intent and meaning of any description, or this document contains any obvious errors, the Tenderer shall notify the contact persons immediately for rectification. No responsibility or liability whatsoever will be admitted in respect of errors in any tender due to the above-mentioned causes.

4. EXTENT OF SERVICES

4.1. In terms of this tender, the Successful Tenderer will be responsible for the following:

- 4.1.1. Supply of material handling equipment as specified in ANNEXURE One – Technical Specifications
- 4.1.2. Delivery of the material handling equipment as specified in clause 2.3 above, to the following addresses

Warehouse	Address
Zandfontein	98 Richards Bay Avenue, Pretoria

Initial here obo Tenderer

	West, 0001
Head office: <ul style="list-style-type: none"> ➤ Face Value ➤ Form Binding ➤ Paper Store ➤ Central Store 	149 Bosman Street, Pretoria, 0001
Passport factory	83 Visagie Street, Pretoria, 0001
East London	31 Frame Road, Gate 5 Wayverly, East London, 5217
Limpopo	1120 Street, Polokwane Industrial Site, Polokwane, 0700
Northwest	3 Industrial Site, Mafikeng, 2790

4.1.3. Servicing and maintenance of the equipment supplied for a period of five years

4.1.4. Annual, load testing and certification of the equipment.

5. SPECIAL CONDITIONS

5.1. The following special conditions shall apply to this tender application:

5.1.1. Certificate of conformance or declaration of conformance by the tenderer to Section 18(1)(a) of Regulations 288 of the OHSAct, to certify that the lifting equipment (e.g. forklift trucks) has been designed and constructed in accordance to a generally acceptable technical standard.

5.1.2. The delivered machinery must be accompanied by a valid load testing certificate and the tenderer will be required to demonstrate that the Lifting Machinery Entity (LME) they have used has a valid registration as an LME.

5.1.3. The tenderer shall ensure that the following spare parts are available.:

5.1.3.1. Tyres (front and back x 1 set per vehicle)

5.1.3.2. Lift cylinders

5.1.3.3. Hydraulic cables

5.1.3.4. Brakes

5.1.3.5. Forks

5.1.3.6. Clamps

5.1.3.7. The availability of these spares and associated conditions shall be specified on the service level agreement between

Initial here obo Tenderer

GPW and the successful tenderer.

6. IMPORTANT DATES AND TIMES

6.1. Key Dates and Activities

6.1.1. The table below lists certain key dates and activities relevant from the time of issuance of this RFT until the Closing Date:

No	Description	Start Date End Date
1	RFT Documents available on GPW website and e-Tender portal	13 DECEMBER 2024
2	Briefing session	15 JANUARY 2025
3	Last date to submit written clarification questions	20 JANUARY 2025
4	Last date for GPW to respond to written questions, if any, in writing	22 JANUARY 2025
5	Tender submissions due (Closing Date)	31 JANUARY 2025

6.2. Any time or date in this RFT is subject to change, at the discretion of GPW. The establishment of a time or date in this RFT does not create an obligation on the part of GPW to take any action or create any right in any Tenderer that any action be taken on the date established or on any other date. GPW may in its sole discretion vary or extend any time or date in this RFT.

7. ADDITIONAL INFORMATION AND ENQUIRIES

- 7.1. Attendance is limited to a maximum of 2 (two) representatives per Tenderer.
- 7.2. Tenderers may also submit written questions via e-mail to the contact person as indicated in this RFT document, until 16h00 on **20 JANUARY 2025**. GPW will, in its reasonable discretion, endeavor to answer in writing before 16h00 on **22 JANUARY 2025** all questions received by GPW and their corresponding answers will be shared with all Tenderers (without disclosing the identity of the Tenderer who asked the question).

8. TENDER SUBMISSION

- 8.1. Tenderers are requested to initial each page of the RFT Document and sign in full where appropriate.
- 8.2. Tenders must be submitted:
 - 8.2.1. in hard copy no later than the Closing Date; and

deliver the tender submissions to:

TENDER BOX	HAND DELIVERY
The tender box is situated: Adjacent to the main entrance, 149 Bosman Street, PRETORIA Republic of South Africa	Ms Noko Kekana Government Printing Works Supply Chain Management Section Room 16 149 Bosman Street PRETORIA Republic of South Africa

- 8.3. All Returnable Documents must be returned, duly completed and signed, where required, as part of the Tender Submission.
- 8.4. The documentation must be completed in black ink and only hard copies of the completed RFT must be submitted. Please note that no e-mail submissions will be accepted.
- 8.5. No late Tender Submission will be accepted regardless of how late it is.

9. JOINT VENTURES/CONSORTIUMS

- 9.1. If contemplating a JV or consortium, Tenderers should submit a signed JV or consortium agreement between the parties clearly stating the percentage split of business and the associated responsibilities of each party (including letter of appointment of the lead company). The agreement should also state in very clear terms that the parties will be jointly and severally liable to GPW, despite the split of business and associated responsibilities. The JV should establish, implement and maintain adequate business continuity strategies should there be a breakdown in the JV relationship.
- 9.2. Documentation pertaining to par. 8.1 must be submitted as Annexure A, part of the Returnable Documents

10. COMMUNICATION

- 10.1. All communication between the Tenderers and GPW before the Closing Date must be made to the following GPW officials:

For Technical specifications

Ms. Queen Phenya at Queen.Phenya@gpw.gov.za OR

Mr. Victor Manganye at Victor.Manganye@gpw.gov.za

AND

For SCM related queries

Ms Noko Kekana at Noko.Kekana@gpw.gov.za

10.2. A Tender Submission will be disqualified should any attempt be made by the submitting Tenderer either directly or indirectly to canvass any officer or employee of GPW in respect of this RFT between the Closing Date and the date of the award of the contract.

11. TENDER EVALUATION

11.1. GPW will utilise the methodology and criteria, as defined per Table 10.1(a) below, in selecting the successful Tenderer.




STAGE 1	STAGE 2	STAGE 3
Mandatory Evaluation	Administrative Compliance	Price/ Specific goals Evaluation
		

Table 10.1(a) Methodology and criteria

11.2. The evaluation of bids will be done in terms of the PFMA, the GPW Supply Chain Policy and the Preferential Procurement Policy Framework Act 5 of 2000, read with the Preferential Procurement Regulations, 2022.

11.3. The first two stages will be the evaluation of bids on **Mandatory Compliance and Administrative Compliance**. During these stages, bids that do not meet the mandatory compliance requirements will be disqualified and will not be considered for further evaluation on **Price and Preference (specific goals)**.

11.4. Bids will be evaluated in three stages as listed below:

11.4.1. Stage 1: Mandatory Compliance

11.4.2. Stage 2: Administrative Compliance

11.4.3. Stage 3: Price and Preference (Specific goals)

11.5. Tenderers should note that either the 80/20 or 90/10 Preference Point System will apply for this tender evaluation and that the lowest acceptable tender will be used to determine the applicable Preference Point System. Therefore, the following criteria will apply:

11.5.1. Price = 80/90 points

11.5.2. Specific goals = 20/10 points

11.6. Stage 1: Mandatory Compliance

11.6.1. Tenderers who do not comply with the mandatory requirements will be disqualified from further evaluation. The following are mandatory compliance requirements:

11.6.1.1. Duly signed and completed Bid Price Details enclosed as Section B of this RFT

11.6.1.2. Proof of physical address (e.g. municipality utility bill, lease agreement or any other document that indicate the official occupancy of the tenderer) for the tenderer's main or head office.

11.6.1.3. CV of key workshop manager with Grade 12, NQF level 4 or equivalent qualification and a completed motor mechanic trade or mechanical qualification, minimum of 5 years' experience in the repair and maintenance of motor vehicles.

11.6.1.4. Valid registrations and GPS history, not earlier than three months prior to the closing of the tender, of service vehicles of the tenderer.

11.6.1.5. At least three reference letters from clients where the tenderer successfully supplied material handling equipment as per the client's specification. The reference letters must be on the letterhead of the client with relevant contact details.

11.7. Stage 2 – Administrative Compliance

- 11.7.1. Tenderers are required to fully complete, sign and submit all Standard Bidding Documents (SBDs)
 - 11.7.1.1. SBD 1 - Invitation to bid
 - 11.7.1.2. Duly completed and signed SBD 4 - Bidder's Disclosure form
 - 11.7.1.3. SBD 6.1 - Preference Points Claim form
 - 11.7.1.4. Form 4 (IV) – Consent form in terms of section 11 (2) (a) of POPIA
 - 11.7.1.5. Tax compliance status pin
 - 11.7.1.6. Proof of registration with Central Supplier Database
 - 11.7.1.7. Company profile

11.8. Stage 3 – Price and Preference Points

- 11.8.1. 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.
 - 11.8.1.1. GPW will either apply the 80/20 or 90/10 preference point system and the lowest acceptable tender will be used to determine the applicable preference point system,
 - 11.8.1.2. For purposes of this tender the tenderer will be allocated points based on the goals stated in Table below as may be supported by proof/ documentation stated in the conditions of this tender. Specific goals for the tender and points claimed are indicated per the table below.

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

- 11.8.1.3. The value of the project is estimated to be equal to R 50 000 000.00 therefore the 80/20 scoring system will be applied, however should the lowest acceptable tender be above R50 000 000 a 90/10 scoring system will apply.
- 11.8.1.4. The following weighting will apply to price and Specific Goals

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in accordance with the provisions of the relevant Procurement Laws:

Evaluation Criteria	Final Weighted Score
Price	80/90
Specific Goals	20/10
TOTAL SCORE	100

11.8.1.4.1. GPW will utilise the following formula in its evaluation of price:

$$P_s = 80/90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

P_s = Points scored for price of bid under consideration

P_t = Points scored for price of bid under consideration

P_{min} = Price of lowest acceptable bid

11.8.1.4.2. Preference points will be awarded to a Tenderer for specific goals in accordance with the following table:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 or 90/10 system) (To be completed by the organ of state)		Number of points claimed (80/20 OR 90/10 system) (To be completed by the tenderer)
	80/20	90/10	
Black	10	5	
Women	8	4	
Disability	2	1	

11.8.1.4.3. Tenderers who claim points for ownership by persons with disability must provide proof thereof in the form of a letter from the relevant authority. If

Initial here obo Tenderer

the proof thereof is not provided, the Tenderer/s shall receive a zero score for ownership by persons with disability. Over and above, a CSD report will be utilised to determine the ownership status as claimed by the Tenderer.

12. CONDITIONS OF TENDER

12.1. GPW reserves the right to:

12.1.1. Make no award (e.g. reject all Tender Submissions) or award only a portion of the services required under this RFT;

12.1.2. Cancel this RFT or any part thereof at any time.

12.1.3. Not necessarily accept the Tender Submission obtaining the Highest Score.

12.1.4. Reject any Tender that:

12.1.4.1. Fails to commit to the key deliverables required by this RFT.

12.1.4.2. Is submitted not as set out in clause 7.

12.1.4.3. Contains any information that is found to be incorrect or misleading in any way; or

12.1.4.4. Is not completed in full.

12.2. During the evaluation process, no change in the content of Tender Submissions shall be sought, offered or permitted.

12.3. GPW reserves the right to seek clarity or confirmation on the information submitted. Tenderers will not be requested or permitted to alter their bids after the deadline for receipt of bids. GPW will only forward questions to tenderers for clarification, needed to evaluate their bids but will not ask or permit tenderers to change the substance or price of their bids after bid opening. Requests for clarification and the tenderer's responses will be made in writing. Tenderer's delivery of a Tender Submission constitutes acceptance by Tenderer of the Conditions of Tender.

12.4. This RFT is an invitation to the Tenderer to make an offer to GPW. No binding contract or other understanding will exist between GPW and the Tenderer unless and until the Definitive Agreement is entered into. Nothing in this RFT or any other

Initial here obo Tenderer

communication made between GPW (including its officers, employees, advisers and representatives) and the Tenderer will constitute an agreement or representation that GPW will offer, award or enter into a contract.

12.5. GPW reserves the right in its sole discretion to amend, vary, or supplement any of the information, terms or requirements contained in this RFT, any information or requirements delivered pursuant to this RFT, or the structure and/or schedule of the RFT process. Tenderers will have no claim against GPW or against any of its officers, employees, advisers and/or representatives with respect to the exercise of, or failure to exercise, such right.

12.6. Validity Period

12.6.1. All Tender Submissions shall remain valid for 90 days from the Closing Date. GPW reserves the right to reject any Tender Submission that is valid for a period of less than 90 days.

12.6.2. Tender Submissions, including pricing, will be considered to be firm throughout such a period, based on the scope of services as specified in this RFT, and subject to the contractual documentation included in the RFT.

12.7. The Tenderer's participation in any stage of this RFT process, or in relation to any matter concerning the subject matter hereof, will be at the Tenderer's sole risk, cost and expense. GPW will not be responsible, whether on the basis of any promissory estoppel, quantum meruit or on any other contractual, quasi-contractual, restitutionary or other grounds, for any costs or expenses incurred by the Tenderer in preparing or submitting a Tender Submission or as a consequence of any matter relating to the Tenderer's participation in the RFT process. All costs associated with the submission of any additional requested information, the preparation thereof and attendance of clarification meetings, will be the sole responsibility of the Tenderer.

12.8. This RFT will be governed by and construed in accordance with the laws of the Republic of South Africa.

12.9. Collusive Conduct; Improper Assistance; No Inducements.

12.9.1. As declared in the relevant Returnable Document, neither the Tenderer

nor any of its officers, employees, advisers or other representatives will engage in any collusive tendering, anti-competitive conduct, or any other similar conduct with any other entity or any other person with respect to this RFT process.

12.9.2. Neither the Tenderer nor any of its officers, directors, employees, advisers or other representatives will seek any assistance, other than assistance officially provided by GPW in conjunction with the RFT process, from any GPW employee, adviser or other representative with respect to this RFT process.

12.9.3. Neither the Tenderer nor any of its officers, directors, employees, advisers or other representatives will make or offer any gift, gratuity, or other inducement, whether lawful or unlawful, to any of GPW's officers, employees, advisers or other representatives, with respect to this RFT process.

12.9.4. In addition to any other remedies available to it under any law or any contract, GPW reserves the right at its sole discretion immediately to reject any Tender Submission submitted by a Tenderer that engages in any conduct described in clauses 12.9.1 to 11.10.3

12.10. Proprietary Rights in RFT and Tender Submissions

12.10.1. GPW shall own all intellectual property rights in the information and ideas developed, including the developed software, during the procurement process, including any information and ideas reflected in this RFT (including its appendices and attachments) and in the Tender Submissions thereto except for any pre-existing intellectual property of the Tenderer

12.11. Publicity

12.11.1. The Tenderer shall not refer to GPW or this RFT in any of its publicity or advertising materials without GPW's approval which may be withheld at GPW's sole discretion.

12.12. Decisions on Tenders

12.12.1. The decision by the Chief Executive Officer or other authorized delegate of GPW regarding the awarding of a contract shall be final.

12.12.2. Where a contract has been awarded on the strength of information furnished by the Tenderer, which, after the conclusion of the relevant agreement, is shown to have been incorrect or misleading, GPW may, in addition to any other legal remedy it may have:

12.12.2.1. recover from the Tenderer all costs, losses or damages incurred or sustained by GPW as a result of the award of the contract; and/or

12.12.2.2. cancel the contract and claim any damages which GPW may suffer as a result of having to make less favourable arrangements; and/or

12.12.2.3. impose on the Tenderer, a penalty not exceeding five per cent of the value of the contract.

12.13. Notification

12.13.1. Where any offered product, service or condition differs from the requirements set forth in the RFT, it is the sole responsibility of the tenderer to notify GPW thereof.

12.14. Restriction from Tendering or Contracting

12.14.1. The Chief Executive Officer of GPW may, in addition to any other legal remedies GPW may have, determine that no offer from a Tenderer should be considered, or determine that a contract should be cancelled, if the Chief Executive Officer is of the opinion that a Tender Submission or Tenderer has:

12.14.1.1. Failed to comply with any of the conditions of the agreement or has performed unsatisfactorily under an agreement.

12.14.1.2. Failed to react to written notices properly sent to it; or

12.14.1.3. Offered or given a bribe or any other inducement or has acted in a fraudulent manner or in bad faith or in any other improper manner.

12.15. Representation

12.15.1. Each Tenderer hereby represents and warrants to GPW that the information provided herein is true and correct as at the Closing Date.

Initial here obo Tenderer

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

12.15.2. By signing this RFT Document, the Tenderer is deemed to acknowledge that it has made itself thoroughly familiar with all the conditions governing this RFT, including those contained in the Returnable Documents and GPW will recognise no claim for relief based on an allegation that the Tenderer overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or otherwise.

Signed at _____ this _____ day of _____ 2024

For and on Behalf of _____

Name: _____

Position: _____

Who hereby warrants his authority.

--- End of RFT Section A ---

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 3

BIDDER NAME: _____

VALIDITY PERIOD:

SECTION B

13. BID PRICE DETAILS TENDER GPW-2024/25-NN

13.1. ITEM 1: Pricing category 1

Description and Delivery Points	Quantity	Pricing (State Amount)*
Purchase cost - Subcategory 1.1		
Battery Operated 1.8 Ton Delivery Point: Zandfontein	3	
Battery Operated 1.8 Ton Delivery Point: Face Value	1	
Battery Operated 1.8 Ton Delivery Point: Form Binding	1	
Battery Operated 1.8 Ton Delivery Point: Passport	2	
Battery Operated 1.8 Ton Delivery Point: Paper Store	2	
Battery Operated 1.8 Ton Delivery Point: East London	1	
Purchase cost – Subcategory 1.2		
Battery Operated 3.5 Ton Delivery Point Zandfontein	2	
Battery Operated 3.5 Ton Delivery Point: Limpopo	1	
Battery Operated 3.5 Ton Delivery Point: Northwest	1	
Battery Operated 3.5 Ton Delivery Point: East London	1	
Purchase cost Subcategory 1.3		
Diesel Operated Clamps 2.5 Ton Delivery Point: Passport Factory	1	

Initial here obo Tenderer

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

Diesel Operated Clamp 2.5 Ton Delivery Point: Paper Store	1	
Purchase cost – Subcategory 1.4		
Battery Operated Clamp 1.8 Ton Delivery Point: Passport Factory	1	
Purchase cost – Subcategory 1.5		
Battery Operated Clamp 2.5 Ton Delivery Point: Paper Store	1	
Purchase cost – Subcategory 1.6		
Battery Operated Ride on Picker 1.5 Ton Delivery Point: Zandfontein	1	
Battery Operated Ride on Picker 1.5 Ton Delivery Point: Face Value	2	
Battery Operated Ride on Picker 1.5 Ton Delivery Point: Paper Stores	1	
Battery Operated Ride on Picker 1.5 Ton Delivery Point: East London	1	
Battery Operated Ride on Picker 1.5 Ton Delivery Point: Limpopo	1	
Battery Operated Ride on Picker 1.5 Ton Delivery Point: Northwest	1	
Purchase cost – Subcategory 1.7		
Battery Operated Pallet Stacker – 1.5 Tons Delivery Point: Zandfontein	1	
Battery Operated Pallet Stacker – 1.5 Ton Delivery Point: East London	1	
Subtotal (Category 1.1, 1.2, 1.3, 1.4, 1.5, 1.6 and 1.7)		
VAT (if applicable)		
Total (Category 1)		

13.2. ITEM 2: Pricing Category 2

Delivery- Cost Subcategory 2.1		
Delivery Point	Address	Pricing (State Amount)*
Zandfontein	98 Richards Bay Avenue, Pretoria West, 0001	
Head office: ➤ Face Value ➤ Form Binding ➤ Paper Store ➤ Central Store	149 Bosman Street, Pretoria, 0001	
Passport factory	83 Visagie Street, Pretoria, 0001	
East London	31 Frame Road, Gate 5 Wayverly, East London, 5217	
Limpopo	1120 Street, Polokwane Industrial Site, Polokwane, 0700	
Northwest	3 Industrial Site, Mafikeng, 2790	
Subtotal (Category 2.1))		
VAT (if applicable)		
Total (Category 2)		
		State amount*

13.3. ITEM 3: Pricing category 3

Purchase Cost – Subcategory 3.1	
Orientation on equipment functions	
VAT (if applicable)	
Total (Category 3)	

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

13.4. ITEM 4 - Pricing Category 4

4.1 Purchase cost – Subcategory 4.1 (State Amount)*					
	Year 1	Year 2	Year 3	Year 4	Year 5
Maintenance Plan					
Warranty Plan					
Annual Load Test					
Subtotal					
VAT					
Total (Category 4.1)					
Grand Total for five years for subcategory 4					

Initial here obo Tenderer

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

TOTAL COMPARATIVE BID PRICE

**TOTAL COMPARATIVE BID PRICE (TOTAL (Category 1 +
Category 2 + Category 3 + Category 4)
(including VAT (if applicable))**

State amount*

* Note

Tenderers may quote prices in:

- ZAR; or
- their respective base currencies, e.g. USD, EURO, etc. In such event, the GPW will convert the quoted currency to ZAR for purposes of price evaluation, using the applicable exchange rates at 12h00 South African time on the Closing Date. Please note that, at the time of payment, the GPW will effect payment at the actual exchange rates on the day of payment.

FOR AND ON BEHALF OF _____

NAME: _____

--End of Section B--

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

Annexure ONE

Technical Specifications - GPW-2024/25-NN

Additional information


The following table details a breakdown of the requirements for this RFT. The details will be used as the basis of the contract between GPW and the appointed tenderer.

Item No. 1	Battery Operated Forklift 1.8 Ton		
	1.8 ton battery operated		
	Minimum load capacity of 1800kg		
	Minimum load center of 500mm		
	Battery powered type		
	Sit down rider type		
	Tyres to be solid rubber all-round		
	Maximum fork height of 5455mm.		
	1141mm free lift		
	Fork dimensions of (L x W x T) 1070 X 100 X 35mm		
	Tilt angel of (Fwd. / Bwd.) 5/10 deg		
	Length of 2098mm to fork face		
	Overhead guard height to be 2050mm		
	Outside turning radius of 1900mm plus load		
	Canopy Guard		
	On Board instruments in Proper English		
	Overhang centerline of front axle to be 375mm		
	Minimum aisle – 90 stack (add load length and clearance) to be 2075mm		
	prefer a speed of at least;		
	Travel Max	With load	± 12.0km/h
		Without Load	± 14.0km/h
	Lifting	With Load	± 340mm/s
		Without Load	± 570mm/s
	Lowering	With Load	± 420mm/s
		Without Load	± 550mm/s
	Ground clearance to be as follows:		
	At lowest point - 95mm		
	Frame - 95mm		
	Audible warning alarms		
	Brakes to be hydraulic foot pedal when in service and mechanical hand lever when parked		
	GPW work on an 8 hour day. State the continued operational time before battery needs recharging. Battery should be 48 volt 420amp local battery		

Initial here obo Tenderer

BIDDER
NAME: _____


VALIDITY PERIOD: 90 DAYS

	<p>The charger to be a 3 phase 48volt 420 Amp. State time required to recharge. (local charger)</p>
	<p>State make of forklift</p>
	<p>State model number.</p>
	

Item No. 2	Battery Operated Forklift 3.5 Ton	
	3.5 ton battery operated	
	Minimum load capacity of 1800kg	
	Minimum load center of 500mm	
	Battery powered type	
	Sit down rider type	
	Tyres to be solid rubber all-round	
	Maximum fork height of 5455mm.	
	1141mm free lift	
	Fork dimensions of (L x W x T) 1070 X 100 X 35mm	
	Tilt angel of (Fwd. / Bwd.) 5/10 deg	
	Length of 2098mm to fork face	
	Overall width to be 1120mm	
	Mast height when forks are lowered to be 2086mm	
	Overall height when forks are raised to be 4500 mm	
	Overhead guard height to be 2050mm	
	Outside turning radius of 1900mm plus load	
	Canopy Guard	
	On Board instruments in Proper English	
	Overhang centerline of front axle to be 375mm	
	Minimum aisle – 90 stack (add load length and clearance) to be 2075mm	
	prefer a speed of at least;	
	Travel Max	With load ± 12.0km/h Without Load ± 14.0km/h
	Lifting	With Load ± 340mm/s Without Load ± 570mm/s
	Lowering	With Load ± 420mm/s Without Load ± 550mm/s
	Ground clearance to be as follows:	

BIDDER
NAME: _____

VALIDITY PERIOD: 90 DAYS

	At lowest point - 95mm Frame - 95mm
	Brakes to be hydraulic foot pedal when in service and mechanical hand lever when parked
	Audible warning alarms
	GPW work on an 8 hour day. State the continued operational time before battery needs recharging. Battery should be 48 volt 420amp local battery
	The charger to be a 3 phase 48volt 420 Amp. State time required to recharge. (local charger)
	State make of forklift
	State model number.
	

Item No. 5	Diesel Operated Clamp
	2.5 ton diesel (2) with paper roll clamps must be able to clamp and pickup rolls of 1000kg
	2500kg for forklift and a minimum capacity of 1 300KG for paper roll clamp
	Minimum load center of 650mm for paper roll clamp and 500mm for forklift
	Roll range on the paper roll clamp to be 400-1 300mm
	Sit down rider type
	Tyres to be solid rubber all-round
	Maximum clamp height of 4800mm
	1145mm free lift
	Weight of the paper roller clamp to be 360kg
	Tilt angel of (Fwd. / Bwd.) 6/12 deg
	Center gravity on the paper roll clamp to be 245mm
	Overall width to be 1150mm
	Mast height of roller clamp lowered to be 2145mm
	On board instruments –In English
	Overall height roll clamp raised to be 4030 mm
	Overhead guard height to be 2070mm roll clamp
	Outside turning radius of 2240mm plus load
	Effective thickness of paper roll clamp to be 136mm
	Minimum aisle – 90 stack (add load length and clearance) to be 2690mm

BIDDER
NAME: _____

VALIDITY PERIOD: 90 DAYS

prefer a speed of at least;	
The charger to be a 3 phase 48volt 420 Amp. State time required to recharge. (local charger)	
Travel Max	With load ± 15.0km/h Without Load ± 17.0km/h
Lifting	With Load ± 540mm/s Without Load ± 570mm/s
Lowering	With Load ± 440mm/s Without Load ± 540mm/s
Ground clearance to be as follows: At lowest point - 110mm Frame - 115mm	
Brakes to be hydraulic foot pedal when in service and mechanical hand lever when parked	
The internal combustion engine to consist of the following. Number of cylinders - 4 and fuel tank capacity of 70lt	
Forklift to be able to move forward and backwards. State number of forward and reverse gears.	
Audible warning alarms	
State make of forklift	
State model number.	

Item No. 5	Battery Operated Clamp
	1.8 ton Battery with paper roll clamps must be able to clamp and pick up rolls of 1000kg
	2000kg for forklift and a minimum capacity of 1 300KG for paper roll clamp
	Minimum load center of 650mm for paper roll clamp and 500mm for forklift
	Roll range on the paper roll clamp to be 400-1 300mm
	Sit down rider type
	Tyres to be solid rubber all-round
	Maximum clamp height of 4800mm
	1145mm free lift
	Weight of the paper roller clamp to be 360kg
	Tilt angel of (Fwd. / Bwd.) 6/12 deg
	Center gravity on the paper roll clamp to be 245mm
	Overall width to be 1150mm
	Mast height of roller clamp lowered to be 2145mm
	Overall height roll clamp raised to be 4030 mm
	Overhead guard height to be 2070mm roll clamp
	On Board instruments In English
	Outside turning radius of 2240mm plus load
	Effective thickness of paper roll clamp to be 136mm
	Minimum aisle – 90 stack (add load length and clearance) to be 2690mm
	prefer a speed of at least;

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS


	Travel Max	With load ± 15.0km/h Without Load ± 17.0km/h
	Lifting	With Load ± 540mm/s Without Load ± 570mm/s
	Lowering	With Load ± 440mm/s Without Load ± 540mm/s
	Ground clearance to be as follows: At lowest point - 110mm Frame - 115mm	
	Brakes to be hydraulic foot pedal when in service and mechanical hand lever when parked	
	The charger to be a 3 phase 48volt 420 Amp. State time required to recharge. (local charger)	
	Forklift to be able to move forward and backwards. State number of forward and reverse gears.	
	Audible warning alarms	
	State make of forklift	
	State model number.	



Item No. 5	Battery Operated Clamp
	2.5 ton Battery with paper roll clamps must be able to clamp and pick up rolls of 1000kg
	1800kg for forklift and a minimum capacity of 1 300KG for paper roll clamp
	Minimum load center of 650mm for paper roll clamp and 500mm for forklift
	Diesel or battery – must be 1x diesel and 2x battery units
	Roll range on the paper roll clamp to be 400-1 300mm
	Sit down rider type
	Tyres to be solid rubber all-round
	Maximum clamp height of 4800mm
	1145mm free lift

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

Weight of the paper roller clamp to be 360kg	
Tilt angel of (Fwd. / Bwd.) 6/12 deg	
Center gravity on the paper roll clamp to be 245mm	
Overall width to be 1150mm	
Mast height of roller clamp lowered to be 2145mm	
Overall height roll clamp raised to be 4030 mm	
Overhead guard height to be 2070mm roll clamp	
Outside turning radius of 2240mm plus load	
Effective thickness of paper roll clamp to be 136mm	
Minimum aisle – 90 stack (add load length and clearance) to be 2690mm	
The charger to be a 3 phase 48volt 420 Amp. State time required to recharge. (local charger)	
prefer a speed of at least;	
Travel Max	With load ± 15.0km/h Without Load ± 17.0km/h
Lifting	With Load ± 540mm/s Without Load ± 570mm/s
Lowering	With Load ± 440mm/s Without Load ± 540mm/s
Ground clearance to be as follows: At lowest point - 110mm Frame - 115mm	
Brakes to be hydraulic foot pedal when in service and mechanical hand lever when parked	
The internal combustion engine to consist of the following; Number of cylinders - 4 and fuel tank capacity of 70lt	
Forklift to be able to move forward and backwards. State number of forward and reverse gears.	
Audible warning alarms	
State make of forklift	
State model number.	
	
Pallet stacker Electric –Semi Electric -1500kg	
Battery operated	
Work inside environment	

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER
NAME: _____

VALIDITY PERIOD: 90 DAYS

	Capacity -1500kg
	Strong steel frame
	Lifting Height -3000mm
	Fork height Lowered:85mm
	External Dimensions 1690mm(L)X790mm(W)X1815(H)mm
	Fork Length -1000mm
	Audible warning alarms
	

	Ride on Order Picker
	2500kg
	Load Center -1200mm
	Fork width 68.6cm
	Battery operated
	Lift Height-1277mm
	Ground clearance-55mm
	Drive / castor / fork wheels
	Strong steel frame

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER
NAME: _____

VALIDITY PERIOD: 90 DAYS

	
	Audible warning alarms
	State make of forklift
	State model number.

Manuals: Operating manuals service books and parts listed to be provided with each equipment in proper English

Orientation: The service provide is required to provide suitable orientation on site for all equipment

Price: The price of vehicles offered ex stock in RSA must firm for 90 days

Name of Tenderer

--End of Annexure ONE--

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER
NAME: _____

VALIDITY PERIOD: 90 DAYS

Annexure TWO

TENDERER'S COMPANY PROFILE – GPW-2024/25-15

Inclusive of the proof of address of the tenderer's main / head office

-- End of Annexure TWO--

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER
NAME: _____

VALIDITY PERIOD: 90 DAYS

Annexure THREE

TENDERER'S SCHEDULE OF SUCCESSFUL SUPPLY OF MATERIAL HANDLING EQUIPMENT – GPW-2024/25-15

The tenderer must list their successful supply of material handling equipment completed between 2014 and 2024. Duplications of this schedule may be made to adequately record all the relevant details and attached to the document

Clients Company Name	Contact Person	Designation of Contact Person	Telephone Number & Email Address of Contact Person	Scope of Work	Value of Project (VAT incl)	Date Completed

---End of Annexure Three---

Initial here obo Tenderer

BID NUMBER: GPW-202Y/2Y-XX

CLOSING DATE: DD MM YYYY

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

Annexure FOUR

PROOF OF TECHNICAL COMPETENCE FOR KEY WORKSHOP MANAGER - GPW-2024/25_NN

Please provide the CV of the key workshop's manager with appropriate experience as indicated in the RFT document.

---End of Annexure Four---

Initial here obo Tenderer

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER
NAME: _____

VALIDITY PERIOD: 90 DAYS

Annexure FIVE

DETAILS OF SERVICE VEHICLES – GPW-2024/25-15

---End of Annexure Five---

Initial here obo Tenderer

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER
NAME: _____

VALIDITY PERIOD: 90 DAYS

Annexure A

JOINT VENTURES/CONSORTIUMS : GPW-2024/25-15

Please attach the applicable joint ventures/consortiums documentation

--End of Annexure A --

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

Annexure B

TERM SHEET: GPW-2024/25-15

Terms defined in the RFT, to which this Term Sheet is an annexure, shall have the same meaning in this Term Sheet as assigned to them in the RFT. This Term Sheet sets out the key terms to be contained in the Definitive Agreement. The terms contained herein are not exhaustive and may be added to at GPW's sole and absolute discretion. Some of the mandatory requirements and conditions contained in the RFT may be repeated and/or amplified in the Definitive Agreement.

No.	Term	Details
1.	Parties	<ul style="list-style-type: none"> Government Printing Works ("GPW"); and Successful Tenderer ("Tenderer") (each a "Party" and together as "Parties").
2.	Background and Purpose	To be set out substantially as set out in the RFT.
3.	Legal Effect	This Term Sheet sets out the key terms of the Definitive Agreement and is not in itself legally binding on the Parties, except that by signing and/or submitting this Term Sheet, the Tenderer agrees to the terms contained herein and undertakes to enter into the Definitive Agreement substantially on the terms contained herein.
4.	RFT	All the provisions of the RFT, in particular the mandatory requirements and the Conditions of Tender, will be incorporated in the Definitive Agreement.
5.	Appointment	GPW to appoint the Tenderer to supply it with the Solution.
6.	Price	The contract price will be as set out in the Tenderer's Tender Submission. Prices to be all-inclusive (i.e. inclusive of any taxes, packaging, insurance, transportation, etc.)
7.	Payment	Payment terms will be stipulated in the definitive agreement. Payment will be made in Rand or any other base currency, depending on what is agreed in the Definitive Agreement.
8.	Confidentiality	The provisions of this Term Sheet and those of the Definitive Agreement shall be kept strictly confidential, except when disclosure is required under any law or to give effect to the provisions of the Definitive Agreement.
9.	Infringement of Intellectual Property	The Solution should accord with the specifications, designs and instructions set out in the RFT. GPW shall not be liable for any infringement of any patent, trademark, copyright or manufacturing design and Tenderer to accept full responsibility for and indemnify GPW against any claims that may be brought against GPW by reason of any alleged infringement of a trademark, patent, copyright, design or otherwise arising out of the production, reproduction or use of the Solution or other documents in relation thereto. Despite this, the Tenderer shall not be relieved of liability to GPW in the event that the Tenderer is restrained from supplying the Solution and shall be liable to GPW for the full loss it sustains as a result of any breach under the Definitive Agreement. It shall be the responsibility and obligation of the Tenderer to contest any action brought against GPW which would attempt to restrain production, sale or distribution of the Solution or alleges any infringement of any trademark, patent, copyright or design by the Tenderer.
10.	Performance Security / Bond	A performance bond is not required

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

No.	Term	Details
11.	Interest on late payments	Interest calculated at Libor rate plus 2% shall accrue on the outstanding balance of all amounts due and payable but unpaid by GPW under the Definitive Agreement. Such interest shall be calculated from the due date of each such overdue amount to the date of payment thereof and shall be paid by GPW on demand.
12.	Governing Law	The entire provisions of the Definitive Agreement shall be governed by and construed in accordance with the laws of the Republic of South Africa. Furthermore, the Parties shall irrevocably and unconditionally consent to the non-exclusive jurisdiction of the North Gauteng High Court of South Africa in regard to all matters arising from the Definitive Agreement.
13.	Consents	The Parties to each acquire and maintain all consents, approvals and/or authorisations, which are necessary for the matters contemplated in the Definitive Agreement and to performance of their respective obligations under the Definitive Agreement.
14.	Compliance with Laws and Consents	Parties to comply with all relevant laws and consents. The Tenderer to indemnify GPW from and against any and all liabilities, damages, claims, fines, penalties, fees, costs and expenses of whatever nature arising out of or resulting from any failure by the Tenderer to comply with the relevant laws and obligations.
15.	Taxes	GPW shall be responsible for all South African taxes. The Tenderer shall be responsible for all foreign taxes.
16.	Subcontracting	Tenderer may not subcontract any of its obligations under the Definitive Agreement except within its group of companies. The Tenderer shall at all times be responsible to GPW for any subcontracted work.
17.	Consequential Loss	Neither Party shall be liable to the other under the Definitive Agreement or any applicable law, for any kind of indirect or consequential loss or damage (including loss of use, loss of profit, loss of any contract, loss of production or business interruption, loss of revenue) arising out of or in connection with the Definitive Agreement, except in relation to wilful misconduct or gross negligence.

Signed for and on behalf of the Tenderer

Date:

Place:

Name of Tenderer

-- End of Annexure B --

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

Annexure C

CENTRAL SUPPLIER DATABASE DOCUMENTATION : GPW-2024/25-15

Please attach the central supplier database documentation.

--End of Annexure C --

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

Annexure SBD 1

**PART A
INVITATION TO BID**

BID NUMBER:	GPW-2024/25-15	CLOSING DATE:	31 JANUARY 2025	CLOSING TIME:	11h00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF MATERIAL HANDLING EQUIPMENT AND THEIR SERVICING AND MAINTENANCE FOR A PERIOD OF FIVE YEARS AT THE AT THE GOVERNMENT PRINTING WORKS, REPUBLIC OF SOUTH AFRICA.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Tender Box adjacent to the main entrance at: 149 Bosman Street, Pretoria, 0002					
By Hand (Courier Only): Ms Noko Kekana, Supply Chain Management Section, Room 16, 149 Bosman Street, Pretoria, 0002					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Noko Kekana		CONTACT PERSON	Queen Phenya	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	noko.kekana@gpw.gov.za		E-MAIL ADDRESS	Queen.Phenya@gpw.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, AN AGREEMENT MUST BE SUBMITTED
2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

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

DATE:

---End of document SBD 1 ---

Annexure SBD 4



BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder’s declaration

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

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

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

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However,

communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

Signature	Date
Position	Name of bidder

--End of Annexure SBD 4 --

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

Annexure 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	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals

stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged Ownership	5	10		
Women Ownership	4	8		
Ownership by persons living with disability	1	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;

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

Annexure FORM IV



149 Bosman Street, Private Bag X 85. Pretoria, 0001

FORM 4(iv) – CONSENT FORM

APPLICATION FOR THE CONSENT OF A SUPPLIER/SERVICE PROVIDER FOR THE PROCESSING OF PERSONAL INFORMATION FOR THE PURPOSE OF TENDER NUMBER: GPW-2024/25-15

IN TERMS OF SECTION 11 (2) (a) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

TO (SUPPLIER OR SERVICE PROVIDER NAME) :

FROM: GOVERNMENT PRINTING WORKS

Contact number (s) : 012 748 6346

Fax number: N/A

E-mail address: Lifi.Mahlasela@gpw.gov.za

Full names and designation of person signing on behalf of responsible party:

LIFI MAHLASELA 

Signature of designated person

Date: 13 December 2024

PART B

I, _____ (full names of supplier/service provider representative) hereby:

Give my consent.

For my information to be published in the National Treasury Eportal that is available online on www.gpw.gov.za and on www.etenders.gov.za or the website of the Government Communication and Information Systems (GCIS).

Signed at this day of20.....

Signature of Supplier/Service Provider Representative

BID NUMBER: GPW-2024/25-15

CLOSING DATE: 31 JANUARY 2025

BIDDER NAME: _____

VALIDITY PERIOD: 90 DAYS

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT:

GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

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

General Conditions of Contract

1. Definitions

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

bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

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

2. Application

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

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation submission of a bid. Where applicable a non-refundable fee for documents may be charged.

- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract document and information; inspection

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

6. Patent rights

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

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

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

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

(b) a cashier's or certified cheque

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

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

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- 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 analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

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

10. Delivery and documents

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

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

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

14. Spare parts

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

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

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

15. Warranty

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

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

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

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

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

16. Payment

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

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

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

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

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

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

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

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

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

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

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same

quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

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

23. Termination for default

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the

supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

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

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

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

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

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

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

restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or 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 in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or 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 in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

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

32. Taxes and duties

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

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

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

This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

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

34 Prohibition of Restrictive practices

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

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

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

General Conditions of Contract (revised July 2010)

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