



## agriculture, land reform & rural development

Department:  
Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA

---

Free State Shared Service Centre, Private Bag X 20803, Bloemfontein, 9300  
Enquiries: MR G.G MATSHE Telephone (051) 4004200 Fax: (086) 621 2283

---

YOU ARE HEREBY INVITED TO BID TO THE DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT:

**BID NO : DALRRD-SPLUM-TRAINING (2023/24)**

**COMPULSORY BRIEFING SESSION: N/A**

**CLOSING DATE : 09/02/2024**

**TIME: N/A**

**TIME: 11:00 am**

**APPOINTMENT OF A SERVICE PROVIDER, FIRM OR A CONSORTIUM FOR DRONE REMOTE PILOT CERTIFICATE PHASE 2 AND PHASE 3 TRAINING FOR THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT, SPATIAL PLANNING AND LAND USE MANAGEMENT BRANCH.**

**BID PROPOSAL RECEIVED AFTER CLOSING DATE AND TIME ARE LATE AND WILL NOT BE ACCEPTED FOR CONSIDERATION.**

---

**N.B: SUPPLIERS ARE ADVISED TO REGISTER ON CSD- [www.csd.gov.za](http://www.csd.gov.za)**

---

Kindly furnish us with proposal for services shown on the attached documents.

1. Attached please find the SBD1, SBD2, SBD 3.1, SBD 4, ToR, and GCC.
2. If you are a sole agent or sole supplier, it is essential that you indicate your percentage commission or profit before tax in order that the reasonableness of your quotation price may be gauged, this information will be treated as strictly confidential.
3. All the documents accompanying this quotation invitation must be completed in detail where applicable and returned with your quotation.
4. Please make sure that your quotation reaches this office before the closing time.
5. When submitting your quotation, the following information must appear on the sealed envelope:-  
(i) Name and address of bidder. (ii) Bid Number (iii) Closing Date.

**This envelope can be placed in the bid/tender box on entrance ground Floor 136 SA Eagle Building, Maitland Street, Bloemfontein 9300.**

OR

If posted, place the afore-mentioned envelope in a covering envelope addressed as follows:-

**Quotations, Rural Development and Land Reform Bloemfontein Office: Private Bag X 20803 Bloemfontein 9300.**

Yours faithfully,

**SIGNED**

---

**MR.C.M MAMPA  
DEPUTY DIRECTOR: SCM  
FREE STATE PROVINCIAL SHARED SERVICE CENTRE  
DATE: 19/01/2024**

**PART A**  
**INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)

BID NUMBER:	DALRRD-SPLUM-TRAINING (2023/24)	CLOSING DATE:	09/02/2024	CLOSING TIME:	11H00
DESCRIPTION APPOINTMENT OF A SERVICE PROVIDER, FIRM OR A CONSORTIUM FOR DRONE REMOTE PILOT CERTIFICATE PHASE 2 AND PHASE 3 TRAINING FOR THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT, SPATIAL PLANNING AND LAND USE MANAGEMENT BRANCH.					

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX  
SITUATED AT (STREET ADDRESS)

136 SA EAGLE BUILDING

CHARLOTTE MAXEKE STREET

BLOEMFONTEIN

GROUND FLOOR

**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				
	TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
	<input type="checkbox"/>	A REGISTERED AUDITOR NAME:		

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs & QSEs) MUST BE SUBMITTED  
IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes [IF YES ENCLOSURE PROOF]	<input type="checkbox"/> No	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes [IF YES ANSWER PART B:3 BELOW]	<input type="checkbox"/> No
--	--	-----------------------------	---	---	-----------------------------

SIGNATURE OF BIDDER	.....	DATE	
---------------------	-------	------	--

CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
--	--	--	--

TOTAL NUMBER OF ITEMS OFFERED	ALL	TOTAL BID PRICE (INCLUSIVE OF VAT AND ALL HIDDEN COSTS)	
----------------------------------	-----	---	--

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	DALRRD	CONTACT PERSON	MR. ANDRE ERASMUS
CONTACT PERSON	MR GG MATSHE	TELEPHONE NUMBER	071 676 9416
TELEPHONE NUMBER	051 400 4200	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	andre.erasmus@dalrrd.gov.za
E-MAIL ADDRESS	gladman.matshe@dalrrd.gov.za		

## 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 ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

#### **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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 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.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

#### **3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?  YES  NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

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

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

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

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

**Application for a Tax Clearance Certificate****Purpose**Select the applicable option .....  Tenders  Good standing 

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


**Particulars of applicant**

Name/Legal name (Initials & Surname or registered name)	
Trading name (if applicable)	
ID/Passport no	Company/Close Corp. registered no
Income Tax ref no	PAYE ref no <b>7</b>
VAT registration no <b>4</b>	SDL ref no <b>L</b>
Customs code	UIF ref no <b>U</b>
Telephone no	Fax no
E-mail address	
Physical address	
Postal address	

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

Surname	
First names	
ID/Passport no	Income Tax ref no
Telephone no	Fax no
E-mail address	
Physical address	

**Particulars of tender (If applicable)**Tender number Estimated Tender amount R Expected duration  year(s)  
of the tender**Particulars of the 3 largest contracts previously awarded**

Date started	Date finalised	Principal	Contact person	Telephone number	Amount
--------------	----------------	-----------	----------------	------------------	--------

**Audit**

Are you currently aware of any Audit investigation against you/the company? ..... YES NO  
If "YES" provide details

  

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

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

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

Signature of representative/agent

Date

Name of  
representative/  
agent

**Declaration**

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

Signature of applicant/Public Officer

Date

Name of applicant/  
Public Officer

**Notes:**

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
  - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
  - (b) without just cause shown by him, refuses or neglects to-
    - (i) furnish, produce or make available any information, documents or things;
    - (ii) reply to or answer truly and fully, any questions put to him ...

As and when required in terms of this Act ... shall be guilty of an offence ...
3. **SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

## DALRRD-SPLUM-TRAINING (2023/24)

APPOINTMENT OF A SERVICE PROVIDER, FIRM OR A CONSORTIUM FOR DRONE REMOTE PILOT CERTIFICATE PHASE 2 AND PHASE 3 TRAINING FOR THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT, SPATIAL PLANNING AND LAND USE MANAGEMENT BRANCH.

**PRICING SCHEDULE**  
(Professional Services)

NAME OF BIDDER: ..... BID NO.: DALRRD-SPLUM-TRAINING (2023/24)

CLOSING DATE: 09/02/2024 TIME: 11H00

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

1. The accompanying information must be used for the formulation of proposals.

**TOTAL BID PRICE (INCLUSIVE OF VAT)**

**R.....**

PHASES	EXPECTED DELIVERABLES	PEYABLE %	TIME FRAME	COST (EXCLUDING VAT@15%)
<b>PHASE 1: PRE-INCEPTION Identify Qualifying officials for RPC training</b>	<ul style="list-style-type: none"> <li>• Request Branches to identify interested officials</li> <li>• Security services to screen officials for criminal records as a SACAA requirement</li> </ul>	0%	2 weeks	<b>R.....</b>
<b>PHASE 2: Appointment of RPC Training SP and Inception</b>	<ul style="list-style-type: none"> <li>• Inception meeting with SP</li> <li>• Training Plan</li> </ul>	40%	2 weeks	<b>R.....</b>
<b>PHASE 3: AvSec Training Phase 1</b>	<ul style="list-style-type: none"> <li>• Facilitate the required aviation security awareness course, including course costs</li> </ul>	2%	1 month (Concurrent with Phase 2 & 4)	<b>R.....</b>
<b>PHASE 4: SACAA Approved Medical Tests</b>	<ul style="list-style-type: none"> <li>• Facilitate the required medical tests, including test costs</li> </ul>	5%	2 weeks	<b>R.....</b>

Name of Bidder: .....

**APPOINTMENT OF A SERVICE PROVIDER, FIRM OR A CONSORTIUM FOR DRONE REMOTE PILOT CERTIFICATE PHASE 2 AND PHASE 3 TRAINING FOR THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT, SPATIAL PLANNING AND LAND USE MANAGEMENT BRANCH.**

<b>PHASE 5: ELP course and RPC Training</b>	<ul style="list-style-type: none"> <li>• Schedule training sessions for RPC Training (theory &amp; practical), this includes to fly both multirotor and fixed wing drones</li> <li>• SP certify officials that are ready and compliant to take SACAA testing</li> </ul>	20%	1 month	R.....
<b>PHASE 6: Restricted Radio Telephony training</b>	<ul style="list-style-type: none"> <li>• Schedule training sessions for restricted radio telephony training</li> <li>• Restricted Radio training</li> <li>• Testing/examination at SACAA</li> </ul>	10%	1 month	R.....
<b>PHASE 7: SACAA Testing Multirotor</b>	<ul style="list-style-type: none"> <li>• SACAA multirotor testing</li> <li>• Certification of officials with RPC</li> </ul>	5%	1 month	R.....
<b>PHASE 8: BVLOS Training</b>	<ul style="list-style-type: none"> <li>• Schedule training sessions for "beyond visual line of sight" training</li> <li>SP certify officials that are ready and compliant to take SACAA testing</li> <li>• SACAA BVLOS testing</li> </ul>	10%	2 weeks	R.....
<b>PHASE 9: SACAA Testing Aeroplane (fixed wing)</b>	<ul style="list-style-type: none"> <li>• Schedule further practical training sessions for fixed wing (aeroplane) SP certify officials that are ready and compliant to take SACAA testing</li> <li>• SACAA Aeroplane testing</li> </ul>	5%	2 weeks	R.....
<b>PHASE 10: AvSec Course Phase 2 &amp; 3</b>	<ul style="list-style-type: none"> <li>• Facilitate the required aviation security awareness course, including course costs</li> </ul>	3%	2 weeks	R.....
<b>TOTAL PRICE (PHASES 1 TO 10)</b>				R.....
<b>VAT@15%</b>				R.....
<b>TOTAL BID PRICE (INCLUSIVE OF VAT)</b>				R.....

Bid Initials .....

Bid's Signature.....

Date:.....

Name of Bidder: .....

**APPOINTMENT OF A SERVICE PROVIDER, FIRM OR A CONSORTIUM FOR DRONE REMOTE PILOT CERTIFICATE PHASE 2 AND PHASE 3 TRAINING FOR THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT, SPATIAL PLANNING AND LAND USE MANAGEMENT BRANCH.**

**NB: All unit cost must be inclusive of all hidden cost.**

**NB: Total bid price must be carried to SBD 1 of the bid document.**

Any enquiries regarding bidding procedures may be directed to the –  
 RURAL DEVELOPMENT AND LAND REFORM  
 PRIVATE BAG X 20803  
 BLOEMFONTEIN  
 9300

Query	Name	Contact Details
Technical	Attention: Mr. Danie Schoeman OR: Mr. André Erasmus	Telephone: 082 856 2741 E-mail: <a href="mailto:danie.schoeman@dalrrd.gov.za">danie.schoeman@dalrrd.gov.za</a>  Telephone: 071 676 9416 E-mail: <a href="mailto:andre.erasmus@dalrrd.gov.za">andre.erasmus@dalrrd.gov.za</a>
Bid related	Mr GG Matshe  Bid Management	(051) 400 4200 <a href="mailto:gladman.matshe@dalrrd.gov.za">gladman.matshe@dalrrd.gov.za</a>

Bid Initials .....

Bid's Signature.....

Date:.....

## **BIDDER'S DISCLOSURE**

## 1. PURPOSE OF THE FORM

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

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

## 2. Bidder's declaration

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

YES/NO

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

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

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

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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

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

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

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

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

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

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

**BID PROCESS (EQUAL OR BELOW R 50 MILLION)**

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. 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 tender 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;
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); and
- (f) "Historically Disadvantaged individuals" means a person historically disadvantaged by unfair discrimination on the basis of race: Provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizens by birth or descent; or who became citizens of the Republic of South Africa by Naturalisation -
  - Before 27 April 1994; or
  - On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.

## **2. GENERAL CONDITIONS**

**2.1** 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

**2.2 To be completed by the organ of state**

- The applicable preference point system for this tender is the 80/20 preference point system.
- 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.

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

- Price; and
- Specific Goals.

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

The maximum points for this tender are allocated as follows:

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

- 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.
- Tenderers that fail to claim points for specific goals or that fail to fully complete the table in paragraph 2.12 below, will not be awarded points for specific goals.
- Tenderers that make a calculation error when claiming points as per the table in paragraph 2.12 below, will not be awarded points for specific goals. Please take note of the examples on how to calculate points for specific goals as per paragraph 2.12 below.

2.8 Tenderers that fail to submit the correct SBD 6.1 form as issued by the Department of Agriculture, Land Reform and Rural Development, will not be awarded points for specific goals.

2.9 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.

2.10 Tenderers who wish to claim points in terms of the table in paragraph 2.12 below need to provide proof for each point claimed as guided below:

2.10.1 Historically Disadvantaged individuals (HDI):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.2 Who is female:

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.3 Who has a disability:

- **Attach a certified copy or original doctor's letter confirming the disability.**

2.10.4 Who is youth (a person that is not older than 35 years on the closing date of a bid):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.11 The Department will use the Central Supplier Database and documents submitted by the tenderer to verify the points claimed for specific goals.

2.12 **Specific goals for the tender and points claimed are indicated per the table below.**

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. HDI	10		
II. Who is female	5		
III. Who has a disability	3		
IV. Specific goal: Who is youth	2		

The number of points claimed for specific goals, are calculated as follow:

- (I) A maximum of 10 points may be allocated to tenderers who had no franchise in national elections before the 1983 and 1993 Constitution, on the following basis:
  - **Percentage ownership equity**  $\times 10 \div 100$  = number of points claimed.
- (II) A maximum of 5 points may be allocated for to tenderers who is female, on the following basis:
  - **Percentage ownership equity**  $\times 5 \div 100$  = number of points claimed.
- (III) A maximum of 2 points may be allocated to tenderers who has a disability, on the following basis:
  - **Percentage ownership equity**  $\times 3 \div 100$  = number of points claimed.
- (IV) A maximum of 2 points may be allocated to tenderers who are youth, on the following basis:
  - **Percentage ownership equity**  $\times 2 \div 100$  = number of points claimed.

**2.13 It is important to note that failure by a tenderer to complete the table in paragraph 2.12 in full, will result in points for specific goals not to be allocated.**

### **3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

#### **3.1. POINTS AWARDED FOR PRICE**

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

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

**80/20**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

### 3.2.1. POINTS AWARDED FOR PRICE

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

**80/20**

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in the table in paragraph 2.12 above 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.

4.3 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their members, be entitled to claim points in respect of specific contract participation goals.

4.4 A tenderer will not be awarded points for HDI if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for the same number or more points for equity ownership.

4.5 A tenderer awarded a contract as a result of preference for contracting with, or providing equity ownership to a HDI, may not subcontract more than 25% of the value of the contract to a tenderer who is not a HDI or does not qualify for the same number or more preference for equity ownership.

## 5. SUB-CONTRACTING

5.1 Will any portion of the contract be sub-contracted?  
*(Tick applicable box)*

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

5.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted: .....%  
ii) The name of the sub-contractor: .....  
iii) Points claimed for HDI by the sub-contractor: .....

## 6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1. Name of company/firm: .....

6.2. Company registration number: .....

6.3. TYPE OF COMPANY/ FIRM

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

- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

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

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

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....



## agriculture, land reform & rural development

Department:  
Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA

### Branch: Spatial Planning and Land Use Management, Planning Facilitations

224 Church Street, Pretoria, 0001. Private Bag X833, Pretoria, 0001. Tel: 012 312 9371; Fax: 086 692 8882

## TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER, FIRM OR A CONSORTIUM FOR DRONE REMOTE PILOT CERTIFICATE PHASE 2 AND PHASE 3 TRAINING FOR THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT, SPATIAL PLANNING AND LAND USE MANAGEMENT BRANCH

### 1. INTRODUCTION

- 1.1. The Department of Agriculture, Land Reform and Rural Development (DALRRD) requires the services of a firm or a consortium of suitably qualified firms for the training of 30 nominated officials from all over South Africa to obtain their Remote Pilot Certificate (RPC).
- 1.2. The project to train officials as Remote Pilots will be outsourced due to the highly specialised and legislated requirements stipulated by the South African Civil Aviation Authority (SACAA). The list of accredited service providers from SACAA is available to verify accredited service providers.
- 1.3. The project requires a team that complies with all the regulations prescribed by SACAA and is accredited to train officials and facilitate the mandatory testing to be issued with the RPC licencing.
- 1.4. The composition of the technical team to be utilised in the execution of the project should consist of persons certified to train officials, enabling them to register as remote pilots for both multirotor and fixed wing drones.

### 2. PROBLEM STATEMENT

- 2.1. This Terms of Reference must be read in conjunction with the application for our own Unmanned Aircraft Systems Operators Certificate (UASOC) and operational support while our UASOC is pending.
- 2.2. The Department notes that the regulatory environment pertaining to the utilisation of Drones is rigorous, and it will have to comply with all requirements.

- 2.3. The Department would see the best investment return on this technology by means of detailed location information or specialised multispectral geo-rectified imagery. These are currently not available to be acquired off the shelf, especially the more specialised multispectral, thermal or lidar imagery. The Department has GISC officials in all SPLUM provincial offices who are taught to use geo-rectified imagery as part of their training. It should be noted that some upskilling of these officials will be required for activities such as precision agriculture, but these are minor courses that can be completed in a matter of a week or two.
- 2.4. The Department has a vast number of land parcels in its portfolio of either urban or farmland. Adding to this portfolio is the continued acquisition of new farmland and the numerous portions of land affected by land claims, resulting in a real challenge to monitor and support all these land parcels. In reality, this is a practical challenge as access, and even with access, unpassable terrain prohibiting access to the entire land parcels poses a real challenge for the officials responsible for the various activities. The settlement land use surveying and planning, on the other hand, is equally challenging and results in many inadequacies when supporting, especially our rural and traditional communities. This proposal seeks to employ drone technology to assist with these functions.
- 2.5. While drone technology will provide numerous additional benefits, it will also greatly assist with the current challenges. These challenges, amongst others, are 1) getting a comprehensive overview of the properties we acquire in a format that can withstand legal scrutiny if later challenged in court; 2) the ability to support farmers with precision agriculture; 3) assisting with risk management related to alien invasive species, contour ploughing, firebreaks, CARA regulations – Referring to Natural Resources which include vegetation and soil – invaders / aliens / bush encroachment but also soil – over grazing / erosion, dongas and 4) support spatial planning related to our SPLUMA section 9 responsibilities and spatial planning support in traditional areas with updated settlement/site analysis and layout information.
- 2.6. With a projected land acquisition expenditure of over R 200 million for 2023/24, it is clear that technology which can assist with determining all assets, crop health and areas of concern can result in valuable savings. The proposed drone technology has the capability to survey up to 700 ha of land in 90 minutes. Depending on the requirements, this can be an aerial image with a 1,2cm resolution, which is currently unavailable to us at any of the existing sources. Alternatively, a plant vegetation health survey to indicate if the current crops are healthy can be acquired, which is impossible to discern with the naked eye.
- 2.7. Change in Land Use (from agricultural to non-agricultural use) – township / rural development or industrial and commercial development. Pre- and post-inspections to determine the impact on agriculture and food security.

- 2.8. The fire threat is genuine and results in court cases that quickly run into millions of Rands. The Department as a landowner, cannot disown the responsibility of firebreaks on any of its properties. This technology will not only assist in monitoring if the legislated requirements are adhered to by our tenants but can also assist with the planning of fire breaks. Detail mapping of the farm terrain will allow farmers and the Department to plan, construct, and maintain effective firebreaks to prevent fires from spreading if it starts on our farms and prevent them from spreading to our farms if they start elsewhere.
- 2.9. Support for rural and traditional settlements is time-consuming, with more specialised activities like risk assessments near to impossible. The KZN and recent WC flooding again just highlighted that even formal development could be severely affected. The grave reality is that risk assessments are not addressed in most rural areas, and subsequently, there is no risk mitigation. Land Use audits are very time consuming, and the deployment of drone technology will allow for a detailed survey of most towns in under a day. This will provide the Department with detailed layout maps, even a 3D rendering of the town if terrain poses challenges allowing for proper planning and settlement support.

### **3. PURPOSE AND OBJECTIVE OF THE PROJECT**

- 3.1. To train additional certified remote pilots that are required for the Department Drone Program to assist in the various branches for the growing need to obtain remote sensing data all over South Africa on demand.
- 3.2. The drone technology will enable the Department to provide specialised aerial imagery on demand. These, amongst others, will support risk mapping, post-disaster support, precision agriculture, extensive land use capturing, spatial planning and land audit capabilities.
- 3.3. Objective
  - a) To appoint an accredited Service Provider (SP) to train department officials in all requirements for RPC certification. This will be for both fixed wing and multirotor certification as these are separate categories as defined by SACAA. To reduce travelling and subsistence costs, preference will be given to companies with a footprint in more than one province.
  - b) To facilitate SACAA testing to pass their Restricted Radio Telephony Licence, RPC for Multirotor with a rating in Aeroplane (Fixed Wing) and BVLOS.

### **4. PROJECT OUTCOMES AND SCOPE**

- 4.1. RPC certified officials in every province to support DALRRD operational requirements for imagery as listed under bullet 2, Problem Statement.

a) Project Stakeholders

The RPC training has two purposes. Firstly, to provide officials that are certified as Remote Pilots to fly both multirotor and fixed wing drones, including “beyond visual line of sight” (BVLOS) certification.

Secondly, to ensure there are adequate officials to support all Branches that require precision imagery and elevation data, with post-flight capabilities to include the following:

- Precision geo-rectified ad-hoc imagery on demand (Farm acquisition, land claims, alien invasive determination, disaster mapping and risk mapping)
- DEM and or 3D information
- Multispectral imagery with interpretation
- Infrared spectral imagery with interpretation

b) Benefit and Value Analysis

	Output	Benefit
Government (National, Provincial and Local)	High definition Geo-rectified mosaic • Digital terrain model • Terrain point cloud • Land Use analysis • Fire break analysis and planning	High definition record for areas captured Detailed infrastructural records for area captured
Co-operatives / CPAs / Farmers	Multispectral high definition Geo-rectified mosaic • Precision Agriculture • Precision land analysis • Plant/Crop health • Plant species identification • Crop count	Farm planning Erosion mitigation Precision Agriculture Animal count or detection Vermin detection Wildlife survey
Land Claims / Restitution		High definition record for areas captured
Land Acquisitions		Detailed infrastructural records for area captured as Portfolio of Evidence
Traditional leaders	Infrared Panchromatic high definition Geo-rectified mosaic • Precision Agriculture • Animal count or detection • Vermin detection	Settlement survey, analysis and land use planning Temporal comparisons 3D settlement models Detailed Infrastructure planning Animal count
Human Settlement / COGTAs	Lidar point cloud • Digital elevation model • 3D settlement model • Settlement disaster survey and mitigation	Plant identification research Plant health research Precision agriculture research
Institutions of higher learning and research, E.g. ARC		

c) Project Proposed Solution

Ensure a group of officials can support the Department in all provinces with the identified services and above analysis.

4.2. Remote Pilot Certification is a nine-step process:

**Step 1:** Medical test which has to be passed, which include a physical and mental test. The official has to pass the tests (i.e. fitness test with ECG), and it varies according to one's health and age. (all requirements stipulated by SACAA and amended from time to time)

**Step 2:** The proposed Remote Pilot has to have an English Language Proficiency (ELP) level 4 or higher, if not the service provider must assess the level and provide a course as well as testing to obtain a ELP level 4 before training and testing on the use of Restricted Radio Telephony commence.

**Step 3:** Students have to undergo theory and practical training and pass all the RPC examinations and must be proficient enough to understand the drone and operational requirements.

**Step 4:** Conduct theory and practical classes on restricted radio telephony and booking of the examination at a SACAA location for the theory test, which the proposed remote pilot must pass before being tested for their RPC at an airport or airfield.

The radios used have to be ICASA approved air band transceivers.

**Step 5:** Practical flight training for multirotor and flight simulation for fixed wing; students ready, is then recommended for the multirotor skills test.

**Step 6:** The SACAA Designated Remote Examiner (DRE) will test the recommended student, and if they pass will receive an RPC license for multirotor.

**Step 7:** Theory and practical training for BVLOS, students passing the examination and practical is then recommended for the BVLOS skills test with a DRE and upon passing receives the BVLOS rating on their RPC.

**Step 8:** Practical flight training for fixed wing; students ready, is then recommended for the fixed wing (aeroplane) skills test with a DRE and upon passing receives the fixed wing (aeroplane) rating on their RPC.

**Step 9:** Aviation Security Awareness Course for UAS operators. Facilitate an aviation security awareness course, preferably online (This step can take place anytime after Step 6 is completed, except the 15 officials [see bullet 5.6] from phase 1 who can immediately start with the AvSec Course).

**All costs incurred for the 9 steps listed above, except Traveling and Subsistence of DALRRD officials, are for the Service Provider.**

The following critical milestones should be used to conduct a training program to train DALRRD officials to obtain their RPC:

<b>Train all identified officials (DALRRD will provide a list of officials)</b>	
<b>1.</b>	<b>Pre-inception</b> 1.1. Collect information from Branches as identify and supported by them to ensure interested officials are afforded time off. 1.2. Security services to screen officials for criminal records as a SACAA requirement.
<b>2.</b>	<b>Inception</b> 2.1. Administrative and technical arrangements, time lines and deliverables 2.2. List of qualifying officials from DALRRD 2.3. Facilitate the required medical tests, costs to be included in the fees of the Service Provider (SACAA approved senior medical practitioners only)
<b>3.</b>	<b>RPC Training</b> 3.1. English Language Proficiency (ELP) level 4 or higher 3.2. Certify all qualifying officials to start with RPC training 3.3. RPC training schedule (allocate officials to training center's) 3.4. All theory examinations passed. Schedule to include licensing to fly both multirotor and fixed wing drones
<b>4.</b>	<b>Restricted Radio procedures training</b> 4.1. Training on restricted radio procedures 4.2. Testing & examination on restricted radio procedures
<b>5.</b>	<b>SACAA Testing Multirotor</b> 5.1. SP recommend officials that are ready & compliant to be tested 5.2. SACAA testing
<b>6.</b>	<b>SACAA BVLOS training</b> 6.1. Training and examination on BVLOS 6.2. SACAA testing on BVLOS
<b>7.</b>	<b>SACAA final testing Fixed Wing (Aeroplane)</b> 7.1. SP recommend officials that are ready & compliant to be tested 7.2. SACAA final testing 7.3. Certification of officials with RPC including BVLOS rating and aeroplane rating
<b>8.</b>	<b>Aviation Security Awareness Course</b> 8.1. Facilitate course on Aviation Security Awareness 8.2. Certification of Aviation Security Awareness 8.3. Submission of finalised reports on the training 8.4. Close out report

## 5. PROJECT DELIVERABLE

- 5.1. 30 officials which has passed the required SACAA medical test, facilitated and payed by the Service Provider, together with a physical and mental test.
- 5.2. 30 officials that has undergone training and passed all the RPC examinations and must be proficient to understand the drone and operational requirements.
- 5.3. 30 officials that has undergone training and testing (or retested) on the use of radio procedures and pass it. These officials are tested at an airport/airfield and must talk

to other aircraft and Air Traffic Control (ATC). The radios to be used have to be ICASA approved air band transceivers.

- 5.4. 30 officials that has been tested (or retested) by SACAA and passed their remote pilots test and received a RPC for multirotor and a fixed wing (aeroplane) rating.
- 5.5. 30 officials that has been tested (or retested) and passed their BVLOS test and received a rating on their RPC for BVLOS.
- 5.6. 45 officials (15 officials from phase 3, 15 officials from phase 2 and 15 officials from phase 1) that has passed their Aviation Security Awareness course and received the certificate for it.

## **6. SKILLS REQUIREMENTS**

- 6.1. Companies with individuals with qualifications and extensive experience will be required in the field of aviation, Unmanned Aircraft Systems (UASs) and the importance of quality and thorough training.  
Please note that above is a minimum set of skills required, the firm is welcome to add more skills as deemed necessary to undertake the work.
- 6.2. Proven company experience and thorough understanding in the following is also required:
  - a) Aviation industry;
  - b) Required knowledge and skill to operate safely and legally within the South African airspace;
  - c) Be proficient in SACAA policies and procedures.
- 6.3. In the case of a consortium, a letter of commitment from the company (and all directors) is required and must be submitted.

## **7. PROJECT PHASES DURATION AND COST**

- 7.1. The project for all trainees should be completed within 6 months from the time of the appointment of the consultant. The target dates for each milestone (as well as the associated deliverable) and the amount of financial compensation for the work done for the RPC, are scheduled in Table 2 below:

**TABLE 2: PAYMENT SCHEDULE AND PROJECT PHASES**

PHASES	EXPECTED DELIVERABLES	% PAYABLE	TIME FRAMES	SUBMISSION/OUTPUT
<b>PHASE 1: PRE-INCEPTION Identify Qualifying officials for RPC training</b>	<ul style="list-style-type: none"> <li>Request Branches to identify interested officials</li> <li>Security services to screen officials for criminal records as a SACAA requirement</li> </ul>	0%	2 weeks	<b>List of qualifying officials Officials' identification is the responsibility of DALRRD</b>
<b>PHASE 2: Appointment of RPC Training SP and Inception</b>	<ul style="list-style-type: none"> <li>Inception meeting with SP</li> <li>Training Plan</li> </ul>	40%	2 weeks	Inception report with a detailed training plan.
<b>PHASE 3: AvSec Training Phase 1</b>	<ul style="list-style-type: none"> <li>Facilitate the required aviation security awareness course, including course costs</li> </ul>	2%	1 month (Concurrent with Phase 2 & 4)	15 certified conscious officials in aviation security.
<b>PHASE 4: SACAA Approved Medical Tests</b>	<ul style="list-style-type: none"> <li>Facilitate the required medical tests, including test costs</li> </ul>	5%	2 weeks	Conducted Medical Tests and X-rays.
<b>PHASE 5: ELP course and RPC Training</b>	<ul style="list-style-type: none"> <li>Schedule training sessions for RPC Training (theory &amp; practical), this includes to fly both multirotor and fixed wing drones</li> <li>SP certify officials that are ready and compliant to take SACAA testing</li> </ul>	20%	1 month	Trained officials that passed all theory examinations.
<b>PHASE 6: Restricted Radio Telephony training</b>	<ul style="list-style-type: none"> <li>Schedule training sessions for restricted radio telephony training</li> <li>Restricted Radio training</li> <li>Testing/examination at SACAA</li> </ul>	10%	1 month	Trained officials who passed the examination
<b>PHASE 7: SACAA Testing Multirotor</b>	<ul style="list-style-type: none"> <li>SACAA multirotor testing</li> <li>Certification of officials with RPC</li> </ul>	5%	1 month	Officials certified with Remote Pilot Certificate

<b>PHASE 8: BVLOS Training</b>	<ul style="list-style-type: none"> <li>• Schedule training sessions for "beyond visual line of sight" training</li> <li>• SP certify officials that are ready and compliant to take SACAA testing</li> <li>• SACAA BVLOS testing</li> </ul>	10%	2 weeks	Trained officials that passed all theory examinations with BVLOS rating on RPC
<b>PHASE 9: SACAA Testing Aeroplane (fixed wing)</b>	<ul style="list-style-type: none"> <li>• Schedule further practical training sessions for fixed wing (aeroplane)</li> <li>• SP certify officials that are ready and compliant to take SACAA testing</li> <li>• SACAA Aeroplane testing</li> </ul>	5%	2 weeks	Trained officials that is capable of flying fixed wing with Aeroplane rating on RPC
<b>PHASE 10: AvSec Course Phase 2 &amp; 3</b>	<ul style="list-style-type: none"> <li>• Facilitate the required aviation security awareness course, including course costs</li> </ul>	3%	2 weeks	30 certified conscious officials in aviation security.
<b>TOTAL</b>		<b>100%</b>	<b>6 months*</b>	

\* There might be gaps between phases where officials are not on this course, but the overall course should not exceed the indicated Time Frames.

## 8. MANDATORY REQUIREMENTS

**NB: Failure to submit/attach proof/ comply with any of the following requirements in the bidder's proposal will render the service provider as non-responsive or the bid will be disqualified as they have failed to meet or comply with the below mandatory requirements.**

- 8.1. Compliance with all Tax Clearance requirements: Attach Valid Tax Clearance Certificate/ Compliance Tax Status Pin, Central Supplier Database Number, where consortium/joint ventures/ sub-contractor are involved, each party to the association must submit separate Tax Clearance requirements.
- 8.2. Original company resolution on a company letter head authorising a particular person to sign the bid document (even if the company owner is a sole owner, resolution should be completed and signed), the signature of the person authorised or delegated to sign the bid document should also be reflected on the resolution, with all Directors of the Company, Firm or Consortium having signed the resolution. The signatures on the resolution should be original and copies will not be accepted.
- 8.3. Bidders are required to fill in the Pricing Schedule (SBD 3.1- for Firm Prices) in terms of the required phases as stated. All phases or items in the pricing schedule should be priced for and indicate the total price. Failure to price for any item in the pricing schedule will render the proposal as non-responsive. No separate pricing schedule will be accepted.
- 8.4. Provide a certified copy of the organisations Approved Training Organisation (ATO) Certificate issued by the South African Civil Aviation Authority with the Expiry date no earlier than March 2024.

8.5. Provide a certified copy of the organisations Training Operations Specifications issued by the South African Civil Aviation Authority with the Expiry date no earlier than March 2024. Approved courses must include:

- a) RPC VLOS for MR and A,
- b) RPC B-VLOS for MR and A,
- c) Radio Telephony
- d) Theory for RPC and BVLOS
- e) RPL or RPC Instructor rating

## 9. CONTENTS OF THE PROJECT PROPOSAL

A clear and concise project proposal covering the aspects listed below as well as responding to the terms of reference is required.

- 9.1. An executive summary of the key issues covered in the Proposal.
- 9.2. A profile of each employee/company to work on the project with clear references to similar and related work undertaken in the past with clear evidence where a person / member participated in or managed certain projects in the past which bears relevance to the work at hand. Clear indication of actual roles and responsibilities must be presented with verifiable proof.
- 9.3. General methodology for undertaking work of this nature. The methodology should also indicate the project milestones that will be used to measure the project progress.
- 9.4. Certified copies of all certificates, references, professional registration and related certification for all members of the proposed team must be attached.
- 9.5. Evidential and documentary proof of professional qualification, registration and affiliation. For instance, if a team member claims to be an Instructor for training remote pilots, a copy of the certification with the South African Civil Aviation Authority (SACAA) is required.
- 9.6. Any other information relevant to the determination of the suitability of the interested bidder for this project should be listed.
- 9.7. *The following technical information must be submitted with the bid proposal:*
  - a) Relevant professional experience of the team leader and core supporting experts;
  - b) Organizational, managerial and technical ability;
  - c) Full CV's of all proposed team members;
  - d) Minimum 3 contactable current and previous client references for 3 different clients;
  - e) Associations and Professional Affiliations of companies and individuals;

## **10. TERMS AND CONDITIONS OF THE BID**

- 10.1. Awarding of the bid will be subject to the Service Provider's express acceptance of the DALRRD Supply Chain Management general contract conditions.
- 10.2. The DALRRD and successful Service Provider(s) will sign a Service Level Agreement upon appointment. Such a Service Level Agreement will include the following:
  - a) Period of agreement;
  - b) Project objectives and scope;
  - c) Staffing;
  - d) Project plan and project plan management;
  - e) Budget;
  - f) Cost and fee payment;
  - g) Method of communication;
  - h) Reporting relationship;
  - i) Deliverables and terms of deliverables;
  - j) Form and formats of working papers;
  - k) Reviews;
  - l) Uncompleted work;
  - m) Confidentiality;
  - n) Disputes; and
  - o) Financial penalties and termination of contract.
- 10.3. The service provider should submit an acceptance letter and be available to commence with the project within fourteen (14) days after receiving official order and the service level agreement signed.
- 10.4. During the execution of the project, the service provider is required to give reports on the progress of the project. It is the responsibility of the service provider to provide a dedicated Project Manager who will organise the progress reports and / or meetings as required.
- 10.5. Project team members must be available for the duration of the project, the service provider is not allowed to change the composition without prior consent of DALRRD.
- 10.6. Any deviation from the project plan should be put in writing and signed by the project manager of DALRRD.
- 10.7. Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract.
- 10.8. Payments will be on work-completed basis i.e. on set milestones as per the project plan.

- 10.9. Financial penalties will be imposed for agreed upon milestones, targets, and deadline not met without providing:
  - a) Timely notification of such delays.
  - b) Reasons for the delays.
  - c) Supporting evidence that the delays were outside of the influence of the service provider.
- 10.10. Payment will **ONLY** be made as per deliverables and upon **SATISFACTION** of services rendered or good and quality products delivered. Therefore, original invoices submitted for payments must be submitted for payment with relevant supporting documents. No copies will be processed.
- 10.11. Financial penalties will be imposed if the outputs produced do not meet the agreed upon deliverable criteria as stipulated in the General Conditions of Contract.
- 10.12. Original invoices to substantiate all costs must be provided. The invoices should include the DALRRD order number that will be provided to the appointed service provider upon acceptance of the proposal.
- 10.13. When DALRRD accepts the final product, the appointed service provider will be liable to correct errors and fill gaps that may be discovered in the data / project, at no charge to DALRRD. This condition will apply for a period of one month from the day the project was completed and submitted to DALRRD.
- 10.14. The department reserves the right not to appoint anyone.
- 10.15. No material or information derived from the provision of the services under the contract may be used for any other purposes except for those of the DALRRD, except where duly authorized to do so in writing by the DALRRD.
- 10.16. Copyright in respect of all documents and data prepared or developed for the project by the Service Provider shall be vested in DALRRD.
- 10.17. The successful Service Provider agrees to keep confidential all records and information related to the project and not disclose such records or information to any third party without the prior written consent of DALRRD.
- 10.18. Monthly reports (per phase) will be forwarded by the service provider to the Free State office of DALRRD – Spatial Planning and Land Use Management Services (SPLUMS) situated in Bloemfontein. The service provider will be required to report via an electronic report.

## 11. EVALUATION CRITERIA

11.1. The 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA) will be applied to evaluate this bid. The lowest acceptable bid will score 80 points for price and maximum of 20 points will be awarded for attaining the Historically Disadvantaged Individuals Specific Goals (HDIS).

11.2. This bid shall be evaluated in three stages. On first stage, bids will be evaluated on mandatory requirements, second stage on functionality presentation and the third stage in accordance with 80/20 preference points system as stipulated above.

11.3. **Second Stage-Evaluation of Functionality**  
The evaluation of the functionality will be evaluated individually by members of the Bid Evaluation Committee in accordance with the below functionality, criteria and values.  
The applicable values that will be utilized when scoring each criterion ranges from **0 being no submission, 1 being poor, 2 being average, 3 being good, 4 being very good and 5 being excellent.**

Scoring Criterion	0 No submission	1 Poor	2 Aver age	3 Good	4 Very Good	5 Excellent
<b>Firms experience (similar previous work) in training multirotor and fixed wing (aeroplane) courses</b>	No proof of previous years of training remote pilots or attached proof of 1 - 2 years training remote pilots	N/A	N/A	Attached proof of 3 years training remote pilots	Attached proof of 4 - 5 years training remote pilots	Attached proof of 6 and more years of training remote pilots
<b>Proof of having courses in Beyond Visual Line of Sight (BVLOS)</b>	No proof attached or not specifying type of course	N/A	N/A	Proof attached for a course in BVLOS	N/A	Proof attached for a course in both EVLOS and BVLOS
<b>Include arrangement and payment of medical test, physical and mental tests.</b>	Medical testing not included	N/A	N/A	Tests included with no detailed arrangements	N/A	Complete arrangement layout of testing

<b>Training for RPC and examinations, arrange SACAA testing to obtain RPC license, re-testing</b>	Training or testing not included	N/A	N/A	Training and no tests included with no detailed arrangements	Comprehensive arrangement layout of training and testing	Comprehensive arrangement layout of training, testing and retesting
<b>Training and testing on the use of restricted radio procedures.</b>	Training or testing not included	N/A	N/A	Training and no tests included with no detailed arrangements	Comprehensive arrangement layout of training and testing	Comprehensive arrangement layout of training, testing and retesting
<b>Include arrangement and payment of an Aviation Security Awareness course.</b>	AvSec Course not included	N/A	N/A	AvSec Course included with no detailed arrangements	N/A	Complete arrangement layout of AvSec Course
<b>Training facilities at more than one location over South Africa</b>	No proof attached	N/A	N/A	Proof attached of 1 training facility	Proof attached of 1 training facility and online	Proof attached of 2 or more training facilities and online
<b>Methodology</b>	<b>Panel members will be using their own digression to allocate points based on the information provided by bidders. The more the information provided in line with what is required the higher the points.</b>					

The Bids that fail to achieve a minimum of 60 points out of 100 points for functionality will be disqualified. This means that such bids will not be evaluated on third stage (Preference Points System)

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION			WEIGHT	
<b>1. Capability:</b> Company's experience, track record and competency	Firms experience (similar previous work), documented proof submitted with the tender.			20	20
<b>2. Composition of Training and testing</b>	Proof of having courses in Beyond Visual Line of Sight (BVLOS) , documented proof submitted with the tender.			10	50
	Include arrangement and payment of medical test, physical and mental tests, documented proof submitted with the tender.			13	
	Training for RPC and examinations, arrange SACAA testing to obtain RPC license, re-testing, documented proof submitted with the tender.			15	

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
	Training and testing on the use of restricted radio procedures, documented proof submitted with the tender.	10
	Include arrangement and payment of an Aviation Security Awareness course, documented proof submitted with the tender.	2
3. Methodology	Clear approach and methodology of how the project deliverables will be executed	10
	Training facilities at more than one location over South Africa including online, documented proof submitted with the tender.	10
	A project plan demonstrating a coordinated approach of how officials from separate localities will be accommodated and managed against timeframes.	10
4. Total Points for Functionality		100
		100

**NB: Service Providers are required to score a minimum of 60 points on functionality in order to be evaluated further on price and preference. Failure to obtain the minimum points required will result in the proposal being disqualified or render the service provider as non-responsive.**

**11.4. Third Stage - Evaluation in terms of 80/20 Preference Points System**  
Only bids that achieve the minimum qualifying score for functionality and presentation will be evaluated further in accordance with the 80/20 preference points system.

**11.5. Calculation of points for price**  
The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis.

**11.6. Calculating of points for Disignated groups.**

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:

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 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of— an invitation for tender for income-generating contracts, that either the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or any other invitation for tender, that either the 80/20 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 80/20 preference point system.

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

*(Note to organs of state: Where either the 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.)*

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system)</b>	<b>Percentage ownership equity (To be completed by the tenderer)</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
I. HDI	10		
II. Who is female	5		
III. Who has a disability	3		
IV. Specific goal: Who is youth	2		

11.7. *The Department of Agriculture, Land Reform and Rural Development reserves the right not to award the bid to any service provider, or to various Service Providers.*

## **12. PROJECT MANAGEMENT WITHIN DALRRD**

12.1. This project will be facilitated by a team consisting of officials from the Department of Agriculture, Land Reform and Rural Development (DALRRD) and any other person/s appointed by DALRRD.

## **13. OUTCLAUSE**

13.1. The Department of Agriculture, Land Reform and Rural Development reserves the right not to appoint if suitable candidates are not found, at the complete discretion of the Department.

13.2. The department reserves the right to terminate the contract in the event that there is clear evidence of non-performance.

## **14. PUBLICATION AND CLOSING OF BID.**

14.1. 21 calendar days' advertisement.

14.2. E-portal and Departmental website

14.3. **CLOSING DATE: 09 FEBRUARY 2024**

14.4. **TIME OF CLOSING: 11H00**

14.5. **VENUE WHERE BIDS/ PROPOSALS SHOULD BE DEPOSITED:**  
DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL  
DEVELOPMENT (DALRRD)  
SA EAGLE BUILDING  
136 CHARLOTTE MAXEKE STREET  
BLOEMFONTEIN

**TENDER BOX, SITUATED ON GROUND FLOOR NEXT TO SECURITY**

**15. BRIEFING SESSION INFORMATION**

**THERE WILL BE NO BRIEFING SESSION THAT WILL BE HELD REGARDING THIS BID. SERVICE PROVIDERS ARE ADVISED TO CONTACT THE OFFICIALS INDICATED ON THE ENQUIRY SHOULD THERE BE ANY QUESTIONS OR CLARITY WHICH THEY MAY REQUIRE.**

**16. NB NO LATE SUBMISSIONS WILL BE ACCEPTED, ALL DOCUMENTS/ PROPOSALS SHOULD BE IN THE BID BOX BY THE TIME AND DATE OF CLOSING.**

**17. CONTACT PERSON FOR TECHNICAL ENQUIRIES**

All enquiries related to this bid call must be forwarded to:

**DIRECTOR: SPLUMS Free State  
DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT  
OMNI CENTRUM, GROUND FLOOR  
73 ALIWAL STREET  
BLOEMFONTEIN  
9301**

Attention:

Mr. André Erasmus

Telephone: 071 676 9416

E-mail: [andre.erasmus@dalrrd.gov.za](mailto:andre.erasmus@dalrrd.gov.za)

**SUPPLY CHAIN MANAGEMENT ENQUIRIES:**

Mr. Thotse Khateane

Telephone: (051) 400 4200; [theotse.khateane@dalrrd.gov.za](mailto:theotse.khateane@dalrrd.gov.za)

OR:

Mr. Calvin Mampa

Telephone: (051) 400 4200; [calvin.mampa@dalrrd.gov.za](mailto:calvin.mampa@dalrrd.gov.za)

## **Annexure A**

# **GOVERNMENT PROCUREMENT**

## **GENERAL CONDITIONS OF CONTRACT**

### **NOTES**

The purpose of this document is to:

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

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

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

## 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)

## **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.

<b>2. Application</b>	<p>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.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
<b>3. General</b>	<p>3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.</p>
<b>4. Standards</b>	<p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
<b>5. Use of contract documents and information; inspection.</b>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
<b>6. Patent rights</b>	<p>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.</p>
<b>7. Performance security</b>	<p>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.</p>

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

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

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

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

**8. Inspections, tests and analyses**

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

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

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

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

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

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with

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

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

**9. Packing**

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

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

**10. Delivery and documents**

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

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

**11. Insurance**

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

**12. Transportation**

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

**13. Incidental services**

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

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

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

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

**14. Spare parts**

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

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

**15. Warranty**

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

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

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

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

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

**16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

**17. Prices**

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

**18. Contract amendments**

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

**19. Assignment**

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

**20. Subcontracts**

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

**21. Delays in the supplier's performance**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

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

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

**22. Penalties**

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

**23. Termination for default**

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

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

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

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

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

the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

**24. Anti-dumping and countervailing duties and rights**

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

**25. Force Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security,

damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

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

**27. Settlement of Disputes**

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

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

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

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

**28. Limitation of liability**

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

		(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
<b>29. Governing language</b>	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.
<b>30. Applicable law</b>	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
<b>31. Notices</b>	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.
<b>32. Taxes and duties</b>	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.
<b>33. National Industrial Participation (NIP) Programme</b>	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.

General Conditions of Contract (revised February 2008)